

HR POLICY MANUAL

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DCG DATA-CORE SYSTEMS (INDIA) PVT. LTD.

**BLOCK DG, PLOT 4, SECTOR-II
KOLKATA -700091**

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1.0 Objective

To reduce the security risks of human error, theft, fraud or misuse of facilities and to ensure that the users are aware of information security threats and concerns, and are equipped to support organizational security policy in course of their normal work.

2.0 Scope

This policy is applicable to all employees of DCG Data-Core Systems India Pvt. Ltd.

3.0 Responsibility

Head – Human Resources is responsible for the entire process.

4.0 Purpose

The purpose of the DCG Data-Core Systems HR Policy is to provide important information regarding:

- Policies
- Practices
- Procedures

4.1 Organization Overview and Structure

DCG Data-Core Systems (India) is an ISO 9001 certified company, which undertakes full range of computer software and communication services, customs applications, product development, business process outsourcing, networking and system integration services on diverse platforms and environment.

DCS consists of two divisions – Consulting and Business & Knowledge Process Outsourcing (BPO/KPO); the latter named DCG Data-Core Systems ITeS.

DCG Data-Core Systems Consulting is focused on software development and system integration.

DCG Data-Core Systems ITeS specializes in Business Process Outsourcing and Knowledge Process Outsourcing.

4.2 Process

These policies, practices and procedures as adopted by DCG Data-Core Systems are intended to describe what DCG Data-Core Systems expects from an employee and what an employee can expect from DCG Data-Core Systems as employer. This edition supersedes any previous policy that may have been issued. The HR Policy is not intended to be a complete text of DCG Data-Core's organizational policies,

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practices and procedures.

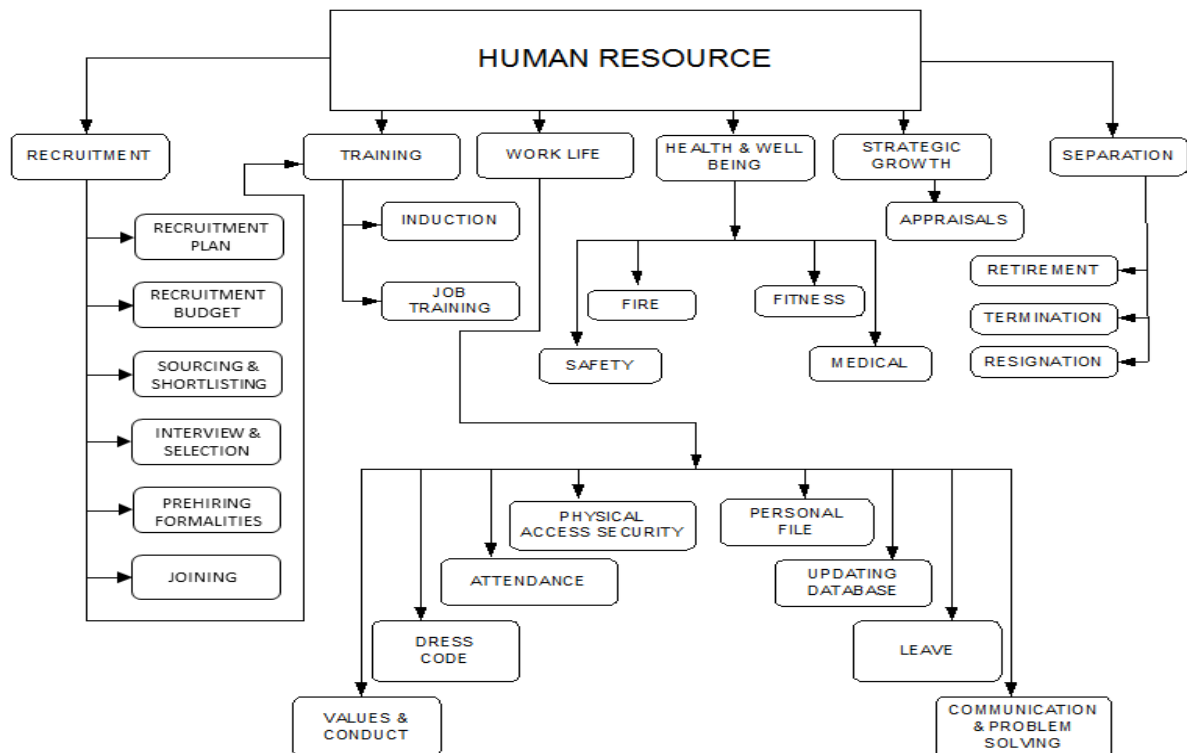
The policies described herein are not intended to create, or to be construed to constitute a contract between DCG Data-Core Systems and any of its employees. The contents of the HR Policy are merely a guide to DCG Data-Core's policies and procedures and may be unilaterally modified, revoked or changed at any time, with or without notice.

All employees should be aware of the HR policies of DCG Data-Core. In order to facilitate that, all newly joined employees are provided access to DC Employee Portal which contains information on all HR policies.

All employees should be aware that employment with DCG Data-Core Systems is "at will." This means that any employee may voluntarily terminate employment or have his/ her employment involuntarily terminated by DCG Data-Core Systems at any time, with or without notice, for any reason. It is further understood that this employment relationship will remain in effect unless it is modified by a specific, expressed written employment contract, which is signed by the employee and an authorized signatory of DCG Data-Core.

4.3 Procedure

4.3.2 Human Resource Flow Chart



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4.3.3 Recruitment Policy

4.3.3.1 Recruitment Budget

Recruitment is done on the budget defined at the beginning of the year or as per the skills and requirement of the specific project. If the business group requires manpower over and above the budget and the requirement is higher than the annual budget, specific sanction of the Management would be mandatory.

4.3.3.2 Recruitment Plan

The HR Group shall work out a specific plan for recruitment keeping in mind the skill level required to meet the business requirement after discussion with the business group. When hiring for an available position, DCG Data-Core Systems may consider applicants from within the Company or may search and advertise in job portals, newspapers or hire services of placement agencies or solicit applicants from outside the Company or through employee referral.

4.3.3.3 Recruitment Criteria

For DCG Data-Core Systems Consulting

POSITION	MINIMUM QUALIFICATION	YRS OF EXP
Project Manager	M. Tech/ B. Tech/ BE/ MCA/ MSc/BSc	>10 yrs
Consultant	M. Tech/ B. Tech / BE/MCA/ MSc/ BSc	> 8 yrs
System Analyst	M. Tech/ B. Tech / BE/ MCA/ MSc/BSc	> 5 yrs
Developer	M. Tech/ B. Tech / BE/ MCA/ MSc/ BSc	> 3 yrs
Network Engg.	B.Sc./ CNE/ MCSE/ CCNA	> 3yrs
System Administrator	B.Sc./ CNE/ MCSE/ CCNA/ MCA/ MBA (Sys)	> 5yrs
Tester	M. Tech/ B. Tech / BE/ MCA/ MSc/ BSc	> 2 yrs
Quality Assurance Executive	MBA/ MSc/ BSc/ BE	> 3 yrs
HR Executive	MBA/ B. Com (Hons)	> 3yrs
Sales Executive	Any Graduate	> 3yrs

Note: Experience level and qualification for positions pertaining to Manager level & above, or for certain special recruitments, is decided by Senior Management.

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For DCG Data-Core Systems BPO & KPO Division (DCG Data-Core Systems ITeS)

General Manager	Master's Degree	> 12 yrs
Operational Manager	BSc /BE /B. Tech	> 10 yrs
Production Manager	BSc /BE /B. Tech	> 10 yrs
Supervisor	BSc/B. Com/BA	> 7 yrs
Functional Team Leader	BSc/B. Com/BA	> 5 yrs
Operators	BSc/B. Com/BA	Freshers
Trainee	BSc/B. Com/BA	Freshers
Hardware Support	BSc /CNE/MCSE/CCNA	> 3 yrs

The above chart may be amended or modified from time to time at the discretion of the Management.

For DCG Data-Core Consulting

4.3.3.4 Hiring – ITS

DCG Data-Core Systems ensures proper validation of the applicants interested in taking up a job in the company, for which the Company follows certain procedures:

- 1) Preliminary screening of resume and short-listing;
- 2) Resumes are screened on the basis of which HR shortlists the candidates who comply with the requirements and calls for an interview;
- 3) Conducting face to face interviews;
- 4) Pre-designed Interview Feedback Forms are provided to the candidates turning up for an interview;
- 5) While interviewing the candidate, HR verifies the accuracy of the job experience and other personal information of the candidate;
- 6) Last three months pay slips and References of last two employments (if applicable) are taken from selected applicants for professional reference checking. The reference checking is done through E-Mail or Phone calls. HR background verification post joining is applicable for experienced candidates only;
- 7) Follow up to complete the process of selection;
- 8) Photocopies of educational certificates and ID proofs submitted by candidates are verified against the originals at the time of joining, which is a standard part of the joining process. False statements made on either the employment application or reference forms may result in termination of employment.

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4.3.3.5 Hiring – ITeS

DCG Data-Core Systems ITeS selection of an applicant for employment will be based solely on an applicant's qualification and skills as determined by the information obtained from their employment application, personal interview and test scores.

Aptitude Test - Written Tests are conducted for checking English and General Knowledge.

Machine Test is conducted to check the typing speed and accuracy based on the project requirement

Domain specific evaluation process is conducted by the Project teams.

4.3.3.4 Joining

All new recruits shall be asked to report to HR on the first day. The new recruit shall complete the following joining formalities prior to commencing his job in the company.

- Filling up the Joining Form
- Filling up the Non-Disclosure Agreement
- Filling up the Provident Fund Form/ Gratuity Nomination Form

Submit copies of Identity and address proof related documents, educational certificates, testimonials, passport size photographs, release letter and experience certificate from all previous employers.

4.3.3.5 Identity Card

The Company shall issue an identity card to each employee at the time of or immediately after appointment. It is mandatory to wear the card during office hours. If the original Card is lost, FIR should be filed with the local police station. A copy of FIR along with the application should be given to the HR Department for issuing a duplicate identity card. Loss of more than one identity card per year may result in disciplinary action.

4.3.3.6 Access Card

On the first day of employment the employees who would have access to DCG Data-Core Systems ITeS facility will be provided with an access card (proximity-based). DCG Data-Core Systems ITeS will replace the card under the following circumstances:

- If the card is damaged.
- If there is any need to replace the existing with a new one due to change in responsibility of the employee.

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If in case an employee loses his/ her Access card, a FIR should be filed immediately and a copy should be provided to the HR department for issuing a new card. Loss of more than one access card per year may result in disciplinary action.

4.3.3.7 Internal Job Posting

The services of all employees are subject to transfer to any place /division / associate company in India and abroad including short-term transfer outside the base office irrespective of where they are originally appointed.

4.3.4 Work Life Policy

DCG Data-Core Systems ensures its employees an excellent working environment, which in the process adds value to the growth and development of the Company. To maintain the healthy working environment DCG Data-Core Systems follows certain rules and regulations.

4.3.4.1 Values and Conduct

Every employee of the Company shall comply with and abide by the rules governing his/ her service under the company, whether in the Head Office, Branch Offices or at any Site Office, and also with the terms and conditions of his / her appointment with the Company and shall comply with and obey all valid orders and instructions which may from time to time be given or issued to him / her by any person under whose superintendence, jurisdiction or control he/she may at any time be placed.

- All employees of the Company are expected to come to the place of work properly dressed and must work within the usual working hours truly and to the best of their ability.
- All employees shall maintain the secrecy with regards to the affairs of the Company and its business. No employee shall directly or indirectly disclose to an outside party any information regarding process, technology and information furnished by any client, or any design developed by the Company based on such information.
- All employees shall devote full time to the services of the Company except as otherwise decided by the Management in particular cases and no employee shall, either on their own account or on account of any other person or persons, be in any way either directly or indirectly engaged, concerned or interested in any other business or occupation of any kind but will devote themselves exclusively to the business and affairs of the Company and use utmost exertions to promote the Company's interest.
- Except with express permission of the Management, an employee shall not carry on business either in his / her name or as a "Benamdar" in the name of any one, nor will accept any valuable gift or present from any party having business relations with the Company and client.
- No employee should have any interest of any kind in any form that supplies

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materials to this Company or to its clients and if there be any such relationship it must be disclosed by him / her to the Management.

- If at any time an employee shall be called upon or required to take upon himself/herself the responsible charge of any money, stores or other property of the company, or if any such money stores or property shall at any time be entrusted to him/her charge, he/she shall truly and faithfully account for and pay over or deliver the same to such person or persons as the Head of the Organization may require.
- No employee shall do anything that might go against the reputation, integrity or interest of the company. In recommending to company's clients award of contracts the employee shall act in an unbiased manner and shall obtain the concurrence of his/her department head or his/her senior.
- If, at any time, an employee is guilty of dishonesty, disobedience, insubordination or negligence of duty or any other offence amounting to gross misconduct, he / she will be liable for strict disciplinary action including summary dismissal from service.
- In all matters not covered by these rules or specific agreement, the decision of the Management shall be final and binding on every employee. The Service Conditions & Rules may be amended or modified from time to time at the discretion of the Management.
- Unauthorized leave will not be tolerated and may result in disciplinary action against the employee.
- Employees should record all movements for leaving office during duty hours in the movement register.
- Playing games on computer is strictly prohibited.
- DCG Data-Core Systems is an equal opportunity employer. This means that all qualified persons regardless of age, race, colour, sex, religion, sexual orientation, national origin, ancestry or disability, except where age, sex or disability, is a bonafide occupational qualification, have equal opportunities for hire, promotion and in all terms and conditions of employment.

4.3.4.2 Dress Code

In the office an employee not only encounters fellow members but also a wide range of people from outside including clients and eminent visitors. Overall a neat and clean professional image should be portrayed and decency should be maintained in whatever one wears.

The following is the expectation of the DC management for a dress code that should be maintained by a DC staff:

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For The Male Staff Members

- Sober coloured shirts and trousers shall be worn. Colours prevalent in the professional world are suggested. When representing the company in official meetings, seminars or parties suitable dress code should be maintained.
- Casual wears can be worn only on Fridays and weekends. Collarless and too bright shirts or T-shirts are to be avoided.

For The Female Staff Members

Sari, salwar kurtas of appropriate colour, material and style should be worn. Western dresses of decent style are allowed only on Fridays for DCG Data-Core Systems Consulting and on Saturdays for DCG Data-Core Systems ITeS unless there is a special client meeting.

4.3.4.3 Attendance

- The working hours are from 8:45 a.m. to 5:45 p.m. This may extend to working outside office hours and on holidays to meet unexpected deadlines and urgent matters. DCG Data-Core Systems ITeS the BPO and KPO unit of DCG Data-Core Systems works in four shifts and the working hours are given below. All are expected to co-operate and meet the job requirement.
- If an employee is late in attending office for more than five (5) days in a salary month, a one (1) day casual leave/ salary shall be adjusted, as applicable.

DCG Data-Core Systems ITeS Shift Timings

Morning Shift- 6.00a.m to 2.15p.m
 Afternoon Shift - 2.00p.m to 9.00p.m
 Night Shift- 9.00p.m to 6.00a.m
 General Shift- 8:45am to 5:45am

The attendance after 6:15a.m, 2:15p.m and 9:15p.m (in the corresponding shifts) will be considered late.

The rules and regulations regarding the Attendance are as follows:

- Signing the register and logging in through the Biometric Attendance System on arrival to the office and logging out on departure are compulsory to validate a full/ half day attendance.
- All employees should reach office by 8:45 a.m., sign the attendance register and subsequently log in through the 'Biometric Attendance System'.
- Those arriving at or after 09:00 a.m. have to sign the late attendance register and log in through the 'Biometric Attendance System'. The deadline for late attendance is 10:30 a.m. after which any attendance shall be considered, as half day provided the duration of stay in office is at least 4.25 hrs. The deadline for second half attendance is 1:30 p.m.

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- A salary month is counted from the 1st to 30th or 31st of the month.

4.3.4.4 Personal File

HR will maintain a confidential personal file for each of its employees. The personal file contains documentation pertinent to all aspects of your employment with DCG Data-Core, including but not limited to the following information:

- Residential address, cell number and emergency contacts;
- Personal details, home phone numbers and marital status;
- Data sheet and/or resume, reference letters or other material submitted with employment application;
- Employment history, including titles and dates of positions held, salaries, dates and amounts of raises, bases for each salary raise, changes in status (e.g., full-time, part-time, temporary), resignations;
- Performance evaluations;
- Records of disciplinary action or counseling (e.g., warnings, terms of probation, and terminations);

Anyone who wishes to review his or her personal records should contact Human Resources Department. If you dispute information in your personal file, you may submit to Human Resources Executive a written request that the information be changed. The rights to privacy are recognized for every individual at DCG Data-Core.

4.3.4.5 Updating Database

The company maintains a personal database, which helps to systematically tabulate the specific strength of its resources. The data is collected in the Personal Dossier form and incorporated into the system. It is retrieved for both project and HRD requirements, besides applying for health insurance. A regular updating is required with respect to the following areas:

- Surname after marriage
- Designation
- Field of Work
- Final Degree
- Added qualification
- Specialization, if any

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- Professional Experience in case the employee had submitted the Form, resigned from service, worked elsewhere and rejoined with a new NGS
- Training, if any
- Special aptitude developed through experience
- Family profile - birth/demise of employee dependant. Date of birth of each member should be mentioned, if not submitted earlier.

4.3.4.6 Communication and Problem Solving

Employee Communications

All employees should have a responsibility to help accomplish his/ her department's goals by doing the job to the best of his/ her ability. If there is any problem with the assignments, or if anyone thinks something is not doing well, it should be reported to his/ her immediate supervisor/ leader. In most cases, they should be the first person to go to when there is any question about work or company policies and procedures.

Any additions and/or modifications to existing company policies will be communicated to all employees in the form of a Policy Update notice signed by the authorized signatory.

Your Supervisor/ Leader

Of the many working relationships you will establish at DCG Data-Core Systems the most important is the one you develop with your supervisor/leader. Both you and your supervisor/leader will need to depend on each other in order to be successful.

Since your supervisor/leader is accountable for the work that you do, they are committed to helping you do the best job you can. Your supervisor/leader is responsible for ensuring you have:

- An understanding of what is expected of you, including work standards, policies, procedures and priorities
- Materials to do your job
- Training when appropriate
- Prompt and objective feedback
- Timely and appropriate problem resolution

Head – Human Resource

The Head – HR's job includes:

- Providing advice and assistance to employees

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- Helping supervisors/leaders and managers carry out their management responsibilities
- Ensuring that human resource activities are consistent with company policy
- Ensuring that compensation, benefits plans and policies are understood by all employees
- Creating and managing compensation and benefits policies that attract, retain and motivate the best possible workforce

4.3.5 Reporting Incidents

- All employees are responsible in safeguarding and properly using the information processed and stored in the system, for which DCG Data-Core Systems follows certain rules and regulations.
- Precautions are taken to prevent anyone, apart from authorized users to gain access to the system.
- Workstation usage is restricted to a specific user; use by anyone other than the assigned user is against the company's rules and regulations and shall be reported to the immediate superior.
- Any unauthorized use or attempted misuse of the user ID/password and/or workstation must immediately be reported to the Supervisor or the Functional Team Leaders.

4.3.6 Discrimination and Harassment Policy

DCG Data-Core Systems is an Equal Opportunity Employer. This means that all qualified persons regardless of age, race, color, sex, religion, sexual orientation, national origin, ancestry or disability, have equal opportunities for hire, promotion and in all terms and conditions of employment.

4.3.6.1 Harassment

Harassment of an employee will not be tolerated; it is illegal. This includes but is not limited to sexual harassment, such as unwelcome or unwanted sexual advances, and other verbal or physical conduct considered being unacceptable. Any such conduct shall immediately be dealt with firmly, and may lead to suspension or termination of service.

The Internal Complaints Committee (ICC) member's details are mentioned in separate annexure.

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4.3.7 Learning and Development Policy

4.3.7.1 Training

HR team co-ordinates trainings as per requirement from all teams from time to time.

4.3.7.2 Induction

All new recruits undergo an induction training in order to get familiarized with the organization's mission, personnel practices, health and safety rules, security and the job they are required to do, with clear methods, time-schedules and expectations.

Induction training as provided by the Organization includes the following elements:

- General Aspects relating to the organization
- HR aspects
- Reporting Security Incidents
- Post HR Induction, Business Unit Heads / Project Managers give a business induction to the new joinee.

4.3.7.3 Training Process

HR shall co-ordinate, schedule and facilitate training for all groups. In order to ensure that Business groups maximize effectiveness of training, HR has laid out and implemented detailed Training Feedback, and Training Performance Review. HR shall provide support for providing any in-house training in DCG Data-Core. These services shall include the following areas:

- HR should ask for the nomination from different Business Groups for training
- Informing the nominees about the training schedule
- Feedback Process
- Training Performance and review
- Post Course effectiveness review

4.3.7.4 Training for DCG Data-Core Systems ITeS Employees

Fresh Recruits

- Training on specific jobs including classroom training covering the specifications and criticalities of the job followed by training with live data. Training is conducted by Supervisors and organized by Training Manager/Executive
- Hands-on session (including provision of all aids/tools) with close monitoring.

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Employees who do not perform to the desired level are sent for re-training.

Training for Existing Employees

The purpose of this training is to cross-train the employees on a variety of jobs. Such training is scheduled on the basis of changing job/production requirements and candidates are selected based on their ability to perform the desired functions.

Training Details

- The Supervisor, followed by interactive session with the Operations Manager, conducts two days hands-on classroom session.
- Training material is provided online as well as hard copies for ready reference.

4.3.7.5 Training Evaluation

HR provides support to evaluate trainees through a Training Evaluation Process. The following aspects are given importance while undertaking training evaluation program.

- a) Feedback – Trainees feedback report on the training program is reviewed and taken into consideration for continuous improvement of the training course.
- b) Learning – post assessment of the trainees are done to judge the effectiveness of the training undertaken.

4.3.8 Health and Well Being Policy

4.3.8.1 Safety

DCG Data-Core Systems accepts its responsibility to maintain a safe and healthy workplace in accordance with standards that meet all regulatory requirements.

If an employee is involved in a work-related accident, or illness, he/ she must report it to his/ her supervisor/leader immediately. All work-related injuries and illnesses are investigated.

4.3.8.2 Fire and Emergency Evacuation Plan

In the event of an emergency requiring the evacuation of the facilities all employees have to follow the posted Emergency Evacuation Plan (EEP). It is their responsibility to be familiar with the building's emergency procedures. All employees are expected to participate in periodic evacuation drills.

4.3.8.3 No Smoking Policy

Smoking is forbidden at all times within DCG Data-Core Systems facilities except in designated smoking areas.

4.3.8.4 Fitness for Duty Examination

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The company reserves the right to require an employee to be examined by a medical practitioner prior to joining regular duty after prolonged illness. Expenses incurred for such examination shall be borne by the company.

4.3.8.5 Alcohol and Drugs in the Work Place

A substance free workplace is important to DCG Data-Core Systems in order to minimize the loss of productivity and related costs associated with alcohol and drug abuse.

The possession or consumption of any alcoholic beverage within the company premises may cause termination of employment.

An individual may be required to take an alcohol or drug test under the following circumstances:

- If screening is required by the DCG Data-Core Systems Client
- It is suspected that an unsafe act or injury is the direct result of alcohol or drug use
- If he/she reports to work impaired and unable to perform his/ her job
- He/she exhibits erratic and uncharacteristic behavior consistent with alcohol or drug abuse

Failure to comply with any alcohol or drug test request will subject to immediate suspension and possible termination of employment. Any such tests will be at company expense.

4.3.8.6 Weapons at Work

DCG Data-Core Systems does not permit any employee to bring to work, or have in their possession any firearm, knife, or any other dangerous object or substance that might be used to harm another person.

4.3.8.7 Medical

All employees shall be eligible for medical benefits as per Medical Rules of the Company in force from time to time. A Group Insurance Policy for hospitalization/ in-patient treatment with 'floater' coverage will cover employees and their family members consisting of spouse, dependent parents and children. The sum insured value will be Rs 2,00,000/- per family per year. The company will pay the premium. All disbursements will be as per rules of the insurance company. ESI benefits are provided as per eligibility.

❖ Outdoor Medical Reimbursement process:

For permanent employees, reimbursement will be made to the extent of 75% of the cost, subject to a ceiling of Rs. 15000/- per annum (if this is a part of the employee's

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CTC structure). Employees are required to check with the HR team with regard to their individual applicability status.

If parents are dependent (wholly/partially) on the employee he/she shall be entitled to a total reimbursement, at actuals, of all admissible medical expenses incurred for the parents subject to a ceiling of Rs. 5000/- for both the parents combined, for the entire tenure of the employee's/employees' service with the DC group. The aforesaid ceiling of Rs. 5000/- for the parents is irrespective of number of brothers/sisters working in DC group.

4.3.9 Leave Policy

- All permanent employees shall be entitled to Casual Leave (CL) up to a maximum of ten (10) days in each calendar year. CL for more than six (6) days can neither be taken at a time nor be combined with Earned Leave (EL). Besides, CL will not be carried forward from one calendar year to another. Employees requiring more than twenty-four (24) hours for reaching their hometown may be allowed to combine CL with EL to the extent of number of days required for such travel. In case of disputes, Management's decision will be final;
- Permanent employees are entitled to EL on full pay basis for fourteen (14) days for each year of service. EL can be accumulated up to a total of ninety-eight (98) days. EL can be encashed at the end of the year considering only the Basic and HRA component of the salary structure;
- All permanent employees are entitled to leave on medical grounds on half pay basis for a period of fourteen (14) days per calendar year, which may be accumulated up to one hundred and twelve (112) days;
- All contract employees are eligible for twelve (12) days of EL that can be accumulated up to twenty-four (24) days of leave;
- All contract employees are eligible for seven (7) days of medical leave on half pay basis;
- Employees who are assigned for field/ site work which requires 6 days/ 48 hours of work per week shall be entitled to a one (1) day leave for every month of such work or pay in lieu of leave on completion of field/site assignment;
- All leaves accrue on a monthly basis. Usage is not permitted in excess of currently accumulated total leave credits, except in case of special circumstances, to be approved by Supervisor and BU Head;
- The maximum period for which any female employee shall be entitled to Maternity Leave on full pay shall be twenty six (26) weeks, i.e., eight (8) weeks of leave before the expected delivery date, and eighteen (18) weeks post child birth. Every female employee is entitled to leave with full pay for a maximum period of One (1) month for illness arising out of pregnancy, delivery, premature birth of child, or miscarriage apart from the maternity leave, on production of suitable proof;
- Prior application and approval is mandatory for taking leave more than a day or for unofficial outstation visit. Leave application is to be made through e-Mail or written

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application, which shall be considered credible only after approval from the concerned superior. In case of illness or emergency the employee must report the cause of his/her absence immediately and not later than three (3) days of the commencement of the period of absence. Medical certificate is to be submitted before rejoining in case of illness. The Company reserves the right to have the employee medically examined.

❖ **Leave Policy (Employees of Vashi office) :-**

- All permanent employees shall be entitled to Casual Leave (CL) up to a maximum of ten (10) days in each calendar year;
- Permanent employees are entitled to EL on full pay basis for ten (10) days for each year of service. EL can be accumulated up to a total of ninety-eight (98) days;
- All contract employees are entitled for twelve (12) days of EL that can be accumulated up to twenty-four (24) days of leave.

❖ **Pandemic Leave :-**

- This leave type is applicable in the event an employee contracts Coronavirus disease;
- All employees (irrespective of location or employment status) are covered;
- Paid leave of up to 15 days allowed, upon submission of COVID test results and Doctor's Certificate. Beyond 15 days, there will be deduction from existing Sick leave balance;
- Affected employee must forward the above-mentioned documents, along with Supervisor's approval to the HR team.

4.3.10 Travel Policy

All employees of DCG Data-Core Systems ITeS can use company transportation that is available within specific routes, on a first-come-first-served basis.

Employees on official tour have to fill Travel Reservation Request Form, which shall be approved by the immediate superior for purchasing travel tickets. Employees shall be reimbursed based on established company travel rules, which may be revised from time to time.

4.3.10.1 Local Travel

An employee might have to visit clients or other company sites. A 'Transport Requisition & Duty Slip' must be completed to utilize company transportation for the visit. If company transportation is not available, the Transport Department must indicate so, on the Requisition Slip, which the employee must retain. In this case he/she shall take public transport, fill in the 'Local Travel Expense Bill' and submit the same to the Transport Department along with the stamped requisition slip to claim for a reimbursement.

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4.3.11 Asset Usage Policy

Objective:

To provide the necessary guidance on appropriate use of company assets.

Purpose:

Proper utilization of Company's assets ensure organizational risks and costs are well-managed, particularly, from operational, regulatory and corporate reputation standpoints.

Details:

1. The physical security of any asset (laptop, etc.), assigned to an employee, is his/her personal responsibility. Hence, an employee is expected to take all reasonable precautions for the protection of the same, at all times.
2. Corporate laptops are provided for official use by authorized personnel. Employees are expected to be sensible and stay alert to any potential risks, while carrying the same outside the office premises. Loaning of a laptop or allowing it to be used by others, such as family and friends, is strictly prohibited.
3. All company-furnished equipment, furniture, lockers, cabinets, desks, computers, telephones, cellular phones, voice mail systems, e-mail, and all other like items and systems are considered company property and furnished to employees for business purposes.
4. Employees are prohibited from unauthorized possession or use of property, proprietary information or supplies belonging to the Company.

IN THE EVENT OF A CORPORATE ASSET (LAPTOP, ETC.) BEING STOLEN/ DAMAGED WHILE IN POSSESSION OF AN EMPLOYEE:

The employee will have to compensate by paying the depreciated value of the asset. Mode of payment shall be deduction from the employee's salary at the mutually agreed number of installments.

4.3.12 Security Policy

4.3.12.1 General

All employees of DCG Data-Core Systems (ITeS) are responsible to protect the information processed and stored by the system from fraud, and misuse. The following procedures are maintained.

- Employees using the information processing facility must sign a Non-Disclosure Agreement ensuring that no confidential information such as client information, company marketing plans, customer lists, unpublished financial data,

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unannounced business plans, personally identified data relative to employees, proprietary business systems, documents and methods are divulged to any unauthorized individual.

- The accuracy of the employee's curriculum vitae, academic and professional certificates is thoroughly checked against their original documents prior to appointment in the company.
- Criminal History Background Verification checks such as police verification, are carried out for employees who will be engaged in sensitive jobs where the customer has such requirements. HR Background Verification post joining is applicable for experienced candidates only.

4.3.12.2 Physical Access Security

To prevent unauthorized access, damage and interference to business premises and information.

- Physical access to the DCG Data-Core Systems ITeS' data-centre is restricted through the use of infrared access control card (proximity based). All employees are provided with such a card on joining the company. The specific entrances and/or areas that the employee can gain access to, is determined by the job functionality of the employee.
- As with all company assets, electronic communication systems including electronic mail, and other computerized information and transaction systems are intended for authorized business use only. Personal use of company electronic media is not permitted.
- No one is allowed to use his/ her own equipment while working for DCG Data-Core Systems (ITeS).
- In the DCG Data-Core Systems ITeS premises operational staff are not allowed to carry mobile phones on to the production floor. Employees found to have violated this policy will be subject to appropriate disciplinary action up to and including termination of employment. Carrying compact discs, floppies, or any external device within DCG Data-Core Systems ITeS production floor is prohibited.

4.3.13 Strategic Growth

4.3.13.1 Appraisals

In DCG Data-Core Systems ITeS

- All temporary employees are appointed on one (1) year contract. After the tenure of contract the concerned supervisor does a performance evaluation and accordingly the HR decides on the extension of the contract period.

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- All permanent employees are appointed on six (6) month probation. After the tenure of probation confirmation on appraisal is done considering the report of the Supervisors.

In DCG Data-Core Systems Consulting

- All employees are appointed on six (6) months' probation period. After 6 months of probation the concerned supervisor should do performance evaluation. Among the performance elements generally to be assessed in the review are ability, skill development, efficiency, versatility, interpersonal skills, initiative, professional attitude and manner, and attendance.

DCG Data-Core Systems encourages in developing full potential, both professionally and personally. The probation period can also be extended on the basis of this appraisal. For confirmation or extension the Management will approve the Performance Appraisal. A copy of this appraisal sheet is filed in the Personal File of the employee for future reference.

4.3.13.2 Annual Performance Appraisal

In both ITeS and Consulting division of DCG Data-Core, Annual Performance Appraisal is done for all employees by the concerned supervisor depending upon which the Management decides the employee's growth in the Organization.

4.3.14 Provident Fund

All employees of DCG Data-Core Systems will be required to join the Staff Provident Fund Scheme subject to the rules of the said fund.

4.3.15 Gratuity

All permanent employees are eligible for gratuity according to the Company's Gratuity Fund Rules on completion of five (5) years of continuous service.

4.3.16 Holidays

- A list of approved Holidays is published at the beginning of each Calendar Year.
- Holidays and Sundays falling within the period of leave will not be counted as leave. At Field Offices/Specific projects or divisions where Saturday is a full working day it will not be excluded for the purpose of leave.

4.3.17 Separation Policy

4.3.17.1 Retirement

- The statutory Retirement Age for all employees is fifty-eight (58).

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- The age entered in the Company's record at the time of appointment shall be conclusive evidence of the employee's age.

4.3.17.2 Termination of Services

- The Company without notice may terminate the services of an employee at any time if the employee is guilty of insubordination, intemperance, breach or non-observance of the Company's rules and regulations.
- The services of an employee may be terminated at any time by the Company with relevant notice or salary in lieu of notice, as per the Employment Contract, if the services of the employee are no longer required.
- In case of an absconding employee, the Company will wait for fifteen (15) days and will issue the termination letter. The Company may take legal action if any Company asset lies with the absconding employee.

4.3.17.3 Resignation

- When a permanent employee of ITeS resigns, he/she has to serve a two (2) months' notice from the date of the resignation letter or two (2) months' salary in lieu of notice from either side.
- In case of an employee on contract, he/ she has to serve relevant notice or forfeit salary in lieu of notice, as per the Employment Contract.

In all cases prior to separation from service, the employee must relinquish to the Company the Library properties, Identity Card, Access Control Card and Medical Card. The login id, email id (where applicable) of the employee shall be disabled. Loans if any are to be settled and pending expense statements if any are submitted for final settlement. The Company's decision in these matters shall be binding.

5.0 Enforcement

Any employee found to violate this policy may be subjected to disciplinary action up to and including termination of employment.

6.0 Review

The policy for information security is reviewed annually or if significant changes occur to ensure their continuing suitability, adequacy and effectiveness.