AKME FINTRADE (INDIA) LIMITED

HR Handbook

Version 1.1

For Private Circulation Only

For AKME FINTRADE (INDIA) LTD.

Chief Manager-HR

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For AKME FINTRADE (INDIA) LTD.

Chief Manager-HR

From the Desk of the Managing Director

Akme Fintrade (India) Limited [AFIL], a RBI registered NBFC with over 2 decade of lending experience in rural geographies of India Platform to provide rural-centric lending solutions to look after the needs and aspirations of rural populace.

Credit Analysis using state-of-the-art technology ensures right amount of credit to the right person Backed by AFIL which is operational in rural and semi-urban geographies in 4 states with 35 points of presence having served over 200,000 customers till date.

Keeping in line with emerging trends and responding to present business goals, a comprehensive review of the Company HR Policies and Practices has been compiled in the form of a revised Handbook of Human Resource Policies. This document offers information on HR related policies and practices in force in the Company. It also aims to familiarize key stakeholders with the workings of each of the policies.

The policies:

- Ensure consistency in people related decisions
- Ensure fairness and transparency in the relationship of the company with employees
- Create the desired culture and working environment for the company

Akme Fintrade (India) Limited is committed to adhering to the law, both in spirit and in practice and expects the same of its employees. All policies included in the Manual have been designed suitably as per current organizational priorities and employee requirements.

With Best Wishes

Nirmal Kumar Jain
Managing Director
Akme Fintrade India Limited

For AKME FINTRADE (INDIA) LTD.

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INTRODUCTION

Akme Fintrade (India) Limited (hereinafter referred as "AFIL" 'the Company') is an Udaipur based diversified Non-Banking Finance Company (NBFC) registered with the Reserve Bank of India (RBI). Incorporated in 1996, the Company is engaged in providing specialized retail financing services to the lower income and middle-income groups of the society. Since over two decades, the Company primarily caters to the financially underserved masses spread across urban, semi-urban, and rural areas in the formal and informal sectors.

The Company offers a wide range of retail finance products such as micro enterprise loans, SME loans, two wheeler loans, used car loans and commercial vehicle loans to satisfy the varied needs of customers. A highly experienced management team, huge borrower base, diverse product mix, efficient liability management, and a well-spread branch network underpin the operations of the Company.

Over a journey of 26 years, AKME FINTRADE have expanded business operations in other parts of western India apart from Rajasthan, namely Maharashtra, Gujarat & Madhya Pradesh.

Mission

- Energize common people via financial inclusion and understanding, helping them to make sound borrowing decisions.

Vision

- To be an ideal online platform where everyone will be able to get fast monetary assistance and unique solutions to their financial requirements.

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OFFICE TIMINGS AND ATTENDANCE

Objective – To create a spirit of discipline and uniformity across the organization.

Monday to Friday– 10:00 AM to 06:00 PM

Note:

- A maximum of 10 minutes grace time will be allowed for the start of day. Anyone reaching after the grace period of 10 minutes for more than 3 days in a month, then for every 3 days or part thereof he/she will lose 1 day of his PL.
- Habitual late coming impacts the morale & working of the organization and may attract disciplinary action.
- Lunch Break will be for 30 minutes between 1.00 pm to 2.00 pm & Tea Break will be for 15 minutes between 3.00 to 4.00 pm.
- We expect all offices to shut latest by 6:00 pm on working days. The Server will be shut down by 6:00 pm.
- The company will observe 12 annual public holidays. From these 10 days will be common to corporate office and all locations. The 2 variable days may be decided by each state head and will communicate the same to Corporate HR / Admin at the end of the previous calendar year. This list will be finalized by Corporate HR / Admin and sent to all locations for reference at the beginning of each Calendar year.
- Employees who wish to leave the office during the working hours for personal reasons should obtain a prior written approval from their Line Manager / HOD.

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DRESS CODE

Objective – Create a professional, corporate, business like & presentable image across the organization.

RECOMMENDED DRESS:

MEN

- Formal full / half sleeve shirts, either plain color or pin stripes. No checks or thick stripes.
- Neck – tie with sedate colors / designs and tied appropriately, for all customer facing members.
- Formal trousers, well fitted. No Jeans or corduroys.
- If wearing a belt, it should preferably be leather and match your attire and your footwear.
- Shoes should be black or brown and be clean and well-polished.
- Hair should be trim and neat. Beard and mustaches should be trimmed or clean shaven.

WOMEN

- Salwar Kameez, Saree, Western Formals that suit corporate ambience. No Jeans.
- Formal, clean, polished & appropriate footwear. No sports shoes, floaters or Chappals.
- Overall maintenance of good hygiene is a must. No fancy hair colors or hair styles.
- Visible body tattoos are not acceptable. They must be covered with clothing or camouflaged to the greatest possible extent.

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INDUCTION AND ORIENTATION

Objective – A new employee will have a one-point access for operationally necessary information, which will help him/ her to get inducted easily and start performing faster.

Benefits:

- A new employee on joining the organization, will have a dedicated single point of contact for any support and general queries regarding day-to-day operational issues, company culture & policies.
- The new employee will feel more at home with the company, in a shorter time frame, overcoming initial uncertainties.
- The new employee becomes functionally productive, faster.

Process:

- The one – point contact will be an existing employee of the organization, essentially from the same region / branch as the new employee and will be appointed by Corporate HR and may be for a single employee or a group of employees.
- The one – point contact will be nominated on the basis of his interpersonal skills and understanding of the company's mission, visions and values.
- All other formal training programs will also be imparted to the new employee from time to time.
- The time for this initiation / induction is for a maximum of 15 days and HR will conduct a review at the end of 7 days.
- Corporate HR will send a mail to the new employee and the one – point contact listing the entire objective and process of initiation/ induction and will also co – ordinate the first meeting between the two to break the ice
- At the end of the induction process, the new employee will need to give a feedback on the same to the HR & Line Manager, in a specified format.

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DESK AND WORK STATION MANAGEMENT

Objective – Maintain a clean and organized work desk and ensure safety and security of company data, documents, sensitive information and other related material.

Guidelines:

- During the day, if away from your desk for long durations and more especially at the end of day, desk should be clean and no papers or any other material should be lying on top.

- Secure all personal belongings and stationery into your drawer under lock, including laptops which are not taken out of office.

- Use appropriate Screen Savers and safety passwords and secure all electronic information by confidential passwords.

- Switch off all computers and other electronic equipment at the end of day

- Any loss of material, data or any such information due to the carelessness of the concerned member, will be viewed very seriously and may invite disciplinary action.

- In case of printing of confidential information, at common printing pools, ensure that some responsible person is there to collect the same soon on printing.

- Do not consume food or store food items in your work area.

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MOBILE PHONE, LAPTOP AND WIFI

Objective – Guideline for use Mobile phone, Laptop &WiFi.

A. Mobile & Data

- All members will use a company provided SIM which will have call & data facilities. (For Company Purpose)
- ISD calls, SMS, and any other unofficial expenses incurred, will be recovered from the salary of member.
- The mobile handset will not be provided or paid for by the company.
- Members should always be contactable on mobile, though it should be a strict endeavor to avoid any official calls out of office hours, unless absolutely urgent.
- At the time of separation, the SIM needs to be handed over back to the company, for processing of full and final settlement.

B. Laptop / Desktop

- Laptop / Desktop will be provided to the Head of Departments.
- Any back office staff may request for a desktop through his HOD, to the IT dept.
- Any software used on the laptops & desktops must be licensed and comply with both legal and organizational standards. The use of unlicensed software will subject the user to disciplinary action.
- Work related specific software will be evaluated on a case-by-case basis, and must need approval from IT Department for installing the same. Business related software will be installed and uninstalled by IT personal only.
- Security:
  - Do not transmit any data via IR / Bluetooth. All IR / Bluetooth ports should preferably be disabled.

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- All Laptops / Desktops will come with DVD – ROM (R) & USBs with read only access.
- Laptop / Desktops will be configured to require a unique System Boot password.
- Bios & Admin password will be managed by IT
- It is advisable to have Name & Contact number tags on the outer case of Laptops. This will increase the chances of getting it returned in case it gets lost or left behind especially during travel.
- Personal firewall should also be installed on Laptops through the IT dept. This will be an added layer of security beyond the protection provided by the Corporate Networks and is especially useful when connecting to web outside of the office area.
- The physical safety of the Laptop is the responsibility of the employee, especially when travelling or in unattended vehicles. If leaving a Laptop in a parked vehicle, it is better to keep it in the trunk of the locked vehicle and not in the seating area.
- Laptops are often used for remote connectivity and storing of passwords is not recommended. Further proper Anti – Virus must be installed and updated.
- VPN connectivity may be considered in specific cases and will be subject to approval of HOD & IT.

▪ Use & Care
- Laptops are provided strictly for work related purposes and should not be used by any other person other than to whom it is issued.
- Laptop users who are on tour for more than two weeks must contact the IT Dept. before reconnecting their laptops to the company network.
- The member is responsible to safeguard data by taking regular backups. IT Dept. is working on an auto back up process and will be communicated in due course.

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- All members will fill in the details in the **"Laptop Issue Slip"** &**"Laptop User Agreement"** as per format & send the same to IT for taking Insurance.
- In case of transfer of location, IT Dept. to be informed for necessary action.
- When leaving for the day, store your laptop in a locked drawer / cabinet or secure with security wire or any other physical security device.
- If a laptop is damaged, stolen, lost and it is found that there is a carelessness of the employee, then the cost of repairing or the depreciated cost will be recovered from the employee.
- Keep food and drinks away and ensure laptop / desktop is properly cleaned regularly.
- At the time of separation issued laptop and all accessories should be handed over to HOD or IT Dept. or Branch Manager. It is a necessity for full and final (F & F) clearance.

C. WiFi connectivity

- Employees will be allowed Internet access to their own devices like Smart Phones, Laptops, Desktops, iPads, etc. within its offices and branches and is strictly for business purposes only.
- Written application as per format with approval of HOD need to be sent to IT dept. multiple requests can be sent in one form especially from single departments.
- The company / IT Head may refuse permission for Internet access.
- The company may monitor and log all internet usage for further review and monitoring purposes at its own discretion and may block certain internet activities that are deemed unsuitable and / or unacceptable.
- The company cannot and will not be responsible for technical support if the device does not work with the Wifi service. Further, company will not be responsible for changes made to the device to use or attempt to use the WiFi service.

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- Any Wifi access given to a guest will need the approval of HOD or IT Dept.
- The company makes no guarantees with regard to wireless network availability.
- The company will not be held liable for any damage to personal hardware or software or for virus infections or other consequences caused by downloads while using the network.

LOCAL CONVEYANCE & INTRA CITY TRAVEL

Objective – To ensure that employees can travel locally and between cities for business, comfortably, economically and are reimbursed for expenses incurred.

A. Use of own vehicles for Intra City Travel

- Four Wheeler: Rs 9.00/- per km. (Applicable to all employee)
- Two wheeler: Rs 3.00/- per k.m. (Applicable to all employee)
- All other conveyance like auto taxi, etc would be reimbursed on actual basis.
- For VPs and above a self-declaration should suffice, else the same would be reimbursed at actual with the signature of the Approving Authority.

B. Late Sittings

- Exigencies of work on certain occasions may necessitate staff to work late. Any employee working three hours beyond close of working hours on any day, would be reimbursed refreshment expenses not exceeding Rs. 100 /- (Hundred Only) against bills.
- Where employee has worked beyond 4 hrs of closing time, taxi fare to home would be reimbursed.
- Approval authority for the above expenses would be Departmental Heads not below the rank of a Vice President
- This will not apply to employees working in the late shift covering such time.

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Note:

- All claims to be made in the specified format online and needs to be approved by at least 2 superseding levels before it is processed by Accounts department.

- All members should have an account maintained with a company specified bank, wherein Salary & reimbursements will be made.

- All claims for local conveyance should be claimed once a month and should be submitted on the first working day of the following month.

- If claim is in order in all respects, the same will be reimbursed within 5 working days. If not in order, the same should be returned to the employee with a copy to his concerned line manager, within 3 working days. This claim will have to be re-submitted in the following month.

- All claims will be on actual, supported with receipts (wherever available)

- When frequency of travel to a certain location is high, look at options of booking a train / bus pass.

- Employees will need to justify / explain any deviation from above norms.

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BUSINESS TRAVEL

Objective – To ensure that employees can travel & stay out of their base location for business, comfortably and is reimbursed for expenses incurred.

A) Classification

- Travel which can be done overnight by road/rail should be done by road / rail. Incase this is not possible, due to a justified reason and on urgent business exigencies, would air travel be allowed. Any deviation from the above shall require approval of the HODs.

- In case of cancellation/flight missed of the ticket for any journey from the employee's side without any proper reason, the cost of the same may be recovered from the salary of respective employee.

- Joint travelers should submit their travel bills individually and independently, they can settle their personal accounts off line after the reimbursement.

- Employees travelling overnight between cities by rail / road are eligible to claim for meals and incidental expenses as per actuals.

- Reimbursement for use of car is permitted only if cost of reimbursement is lesser than normal mode of transport.

- Rate of reimbursement will be same as mentioned under intra – city car hire.

- Training calendars need to be set well in advance and followed to avoid any need of any cancellations/cases of urgent travel.

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B) Boarding and Lodging

- Cost consciousness should be every employee's concern and room sharing should be encouraged whenever two employees are visiting the same venue. Employees in Grade Vice President and above are authorized to single room stay.

- Employees who are in the role of Territory Manager, its equivalent or above, may take their local team out for lunch/dinner during travel. These expenses can be claimed by the senior in his tour bill. (Only once during each tour & with team/related employees only) These expenses can only be approved by SVP/EVP and above

- Employees can do the hotel booking if they get rates lesser than provided by the travel desk (Admin), after taking a mail confirmation from the travel desk (Admin).

- No laundry expenses are payable for a stay of less than 3 nights.

- Any kind of expenses incurred for tobacco, cigarettes and/or liquor shall not be reimbursed by the Company.

C) Car Hire on rental basis

- Employees in Vice President and above grades 'A' are eligible to hire a car while travelling on business.

- All other employees may however also hire a car in exceptional circumstances where he/ she is required to accompany Corporate Clients. This must be specifically mentioned on the travel claim and approved by the Business / Function Heads.

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- Wherever arrangements have been made for the group for Airport /Railway Station transport, the participants shall avail of the same.

D) Per Diem:

If employees making their own arrangements for stay, will be entitled to per diem covering meals and lodging at the rate of Rs. 500/ per day, excluding local conveyance, as given in their entitlements.

If employee chooses to his own arrangements, he / she will be paid a per diem of Rs. 200/- per day towards incidental expenses, excluding local conveyance. Per Diem would be calculated on the basis of number of nights spent in the city.

E) Other Points

- If an employee loses any asset of the company entrusted to him/her while on tour, the company reserves the right to recover the replacement value of the lost asset from the concerned employee.

- Any employee found making false claims then he/she shall be liable for summary dismissal.

- It is imperative that all traveling employees carry their identity cards/ visiting cards with them at all times, so that in the event of any emergency, the company shall get immediate information.

- If employee avails privilege leave during the period of travel, he/she will not be entitled to any allowance during the leave period.

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- The management reserves the right to amend and / or alter this policy anytime at its discretion. The decision of the management shall be final and binding on the employees in the interpretation of the clauses of this policy.

F) Entitlements

Employees during outstation travel are permitted to stay in the class of hotels mentioned below. However, such stay will be guided by the limit of expenses, which each employee shall be entitled. Employees on outstation travel of less than 8 hours (excluding travel time) should normally avoid booking lodging at outstation unless it is necessary.

Grade	Designation
A	Senior Management & KMP
B	Regional Heads / Senior Manager at HO and Zonal Level
C	Unit Head / Credit Manager / Operations Manager / Collections Manager at HO, Zonal and Branch Level
D	Jr. Management (Deputy Manager / Officer / Executive) at HO, Zonal and Branch Level; incl. all ground sales staff

Note – Business Class Travel for SVP and above is discretionary and has to be pre-approved by the Managing Director, typically only if the concerned person is expected to conduct business meetings without adequate rest.

Air travel for business exigencies can be approved only by SVP and above level.

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REIMBURSEMENT POLICY

Objective – To ensure timely payments & reimbursements of expenses & allowances.

Policy

All claims will be made online in the respective format on the Company Portal as per dates specified and will be paid directly into your bank accounts within the specified time frame after processing.

Monthly / Annual Claims – All allowances (except LTA) should be claimed latest by 20th March, for the financial year.

All claims to be approved at least by 2 next level of authority before it is processed by accounts.

All claims will be reimbursed from corporate office or any other entity specified by Corporate Office.

Employees will be able to check the status of their claims online. In case of improper claims, the concerned employee will be informed within 5 working days.

For faster & hassle free processing, please ensure the following are not part of your claim:

- Invalid, altered, photocopied, illegible, undated, postdated, overwritten, fake or bills dated prior to current financial year.

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- Claim form received without bills

NO SMOKING

Objective – Establish a healthy & safe atmosphere for all employees in all offices, by restricting smoking in work places.

Note:

- Smoking is not permitted at any office of AKME FINTRADE because both active & passive smoking is harmful.
- Strict adherence is mandatory in other building areas which are designated "No Smoking Zones".

- All employees are authorized to stop anyone, who is found smoking in any offices and report the same to the HOD and / or Corporate – HR.

- If anyone is found smoking in any offices, disciplinary action may be taken as deemed to be fit.

- Smoking is allowed only at the designated area marked as "Smoking Zone" in respective offices and building spaces.

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HEALTH CHECK UP

Objective – To ensure that Senior Management Team give proper attention to overall health of self & spouse.

Note:

- Company will tie up with appropriate Pathological Labs or Medical Centres across the country to get the best facilities & rates. This will be communicated & updated to all locations from time to time.

- Applicable for grade AVP1 to Sr. VP 2 for self & for AD, ED, MD for both self and for spouse.

- Co – ordination for fixing appointments will be with the Admin dept.
- The pathology lab will send all reports to the Corporate – HR /Admin, who in turn will pass it on to the concerned member who will keep the same for his records.

- Company will select the standard medical tests which need to be done. In case of some critical observations needing any further tests or investigations to be done, cost of those tests / investigations would be borne by the member and not by the company.

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MEDICLAIM – In discussion and will be updated post finalization

Objective – To provide medical assistance in event of hospitalization.

Note:

- This is applicable to all employees / spouses & family based on listed eligibility levels/ grades from the first day of their joining the company and ceases on his last working day. Family means member, spouse and 2 children upto the age of 21 years. Parents means employee's mother, father, mother -in-law & father-in-law, upto the age of 80 years.
- In case of Mediclaim Insurance for the parents, the company through its corporate tie – up will get the best deal for the same. The premium amount will be paid by the concerned employee. Once opted for, this should be continued as long as employee is with the organization.
- Employees should furnish full family details soon on joining and in case of marriage the spouse's details soon on getting married. In case of pregnant spouse inform Admin at least 3 months before due date. In case of additions in the family, within 7 days from date of birth. All details / updates should be by email in prescribed formats.
- Mediclaim benefits can be availed only if there is a minimum 24 hours hospitalization. Hospitalization made only for investigation is not covered under mediclaim.
- Pre Hospitalization covers 30 days & Post Hospitalization covers for 60 days after discharge. (Excluding Maternity claims).
- Waiver of exclusion of pre-existing ailments
- Room rent /day limit as 1% of sum insured for Normal & 2% of sum insured for ICU. Whenever room rent is violated the entire hospital bill claim amount shall be prorated accordingly.
- Claims received after 15 days of discharge from the hospital will not be payable.
- Any claim found to be bogus will not be payable & strict action will be taken.

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- All other standard policies of the insurance company will be applicable, which includes percentage of claim to be reimbursed, capping in cases of certain ailments & major surgeries.

Mediclaim Limit as per grade:

Grade	Sum Insured (for Associate, Spouse and two children)	Sum Insured (for Parents)
AD, ED, MD	5,00,000	5,00,000
AVP 1 to Sr. VP 2	4,00,000	4,00,000
SM 1 to SM 3	3,00,000	3,00,000
M 1 to M 3	2,00,000	2,00,000
E 1 to AM 2	2,00,000	2,00,000
L 1	1,00,000	1,00,000

Maternity benefit limit as under:

Grade	Normal	C-Section
AVP 1 and above	50,000	50,000
M1 to SM 3	35,000	35,000
E 1 to AM 2	30,000	30,000
L 1	30,000	30,000

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DETAILS OF MEDICAL POLICY

1. Amount Covered

   All employees and their family shall be covered by hospitalization insurance benefit of INR 2 lacs per family per annum or as detailed in the policy.

2. Family Members Covered

   This policy will cover all employees and their family subject to a maximum of 4 people (including the employee).

   For the purpose of this policy family is defined as:

   a) Spouse of the employee
   b) Children of the employee (till the age of 25)
   c) Dependent Parents of the employee (till the age of 80)
   d) Dependent In Laws of the employee (till the age of 80)
   e) Dependent Siblings of the employee (till the age of 25)

   Two additional members can be added to the insurance policy; however the company will fund premiums for only 4 people including the employee. Premiums for the additional members will have to be borne by the employee. Employees opting for the additional cover will have to notify HR for inclusion and premiums will be deducted at the time of policy renewal once a year from his salary.

3. Eligibility

   Benefits are payable to employees while insured, if they are hospitalized at least for 24 hours in a registered hospital upon the recommendation of a physician or surgeon legally licensed to practice medicine, as a result of an insured sickness.

4. Benefits

   Some of the key benefits as per the present Mediclaim policy are as follows:

   a) Maternity Benefit cover from day one capped at Rs 50,000
   b) Pre-existing illness is covered
   c) Waiver of certain excluded ailments (e.g. cataract will still be covered)
   d) Day one cover for employees and family even if name not included in the policy

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e) 30 days prior hospitalization and 60 days post hospitalization expenses covered
f) New born baby covered from day 1
g) Parents & In laws cover up till age 80
h) Cashless cover

5) Exigencies

Further a corporate buffer can be availed of as per management discretion.

For further details regarding this policy kindly refer to the terms and conditions of the policy available with the HR department.

TALENT RETENTION

Objective – To retain exceptional talent by allowing employees to explore cross functional roles within the company. Also creates an environment of equal opportunity for growth.

Eligibility:

- Employee should be a consistent performer with an excellent / above average rating and should be in the current position and in the organization for at least 2 years.
- Should meet Job specifications & qualifications for the new posting
- Application with updated CV mentioning the posting reference should be sent to Corporate HR
- Even if an employee's application is not considered once, he/she can always apply again for any other appropriate new role based on internal website posting

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Role of HR:

- HR will post all career opportunities on the company website as and when the need arises.
- HR keeping full confidentiality, will shortlist the application.
- If found suitable for the new profile, and an interview is to be conducted, then only will HR inform the concerned current HOD
- Selection will be based on merit and performance in tests.
- The entire process from application to selection or rejection should be completed within 10-15 days.

- HR will co-ordinate between the previous HOD, New HOD and the member, a joining date for the member into the new role.
- In case of selection, the HR department will assist in finding a replacement for the member who has been selected.

RECRUITMENT AND JOINING FORMALITIES

Objective - To facilitate smooth recruitment & joining formalities of ALL Manpower. To facilitate smooth recruitment & joining formalities of ALL Manpower.

Note:

- All proposed manpower in corporate office and in location should be part of a Business Plan which has been approved by HOD, CEO/ MD and a copy should be sent to the Corporate HR.

- In case of any approved position to be filled, HR will start a search process including looking through its dynamic data base for the appropriate member.

- For any recruitment that is not part of Business Plan, will require proper justification and the final approval of CEO / MD

- All recruitments should follow the standard process of interviews by at least 3 senior employees. This should include HOD, HR representative and one cross functional HOD.

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- An Aptitude Test / EQ / Psychometric Test or any such test should be conducted.
- In locations, the specified tests are also to be conducted. Personal Interview will be conducted through Video Conferencing.
- At least 2 reference checks need to be done and documented.
- Designation, Grade & CTC can only be finalized by the Functional HOD & HR.
- On Joining, copies of the following documents are to be submitted by the new employee :

  i. Completed AKME FINTRADE Personal Data Sheet
  ii. Proof of residence (Copy of Passport)
  iii. PAN & AADHAR Card
  iv. Educational Qualifications
  v. Past work experience certificates
  vi. Relieving Letter from last organization
  vii. Experience Letter from last organization
  viii. 2 recent passport size photographs
  ix. Last salary slip / salary proof in last organization
  x. ESIC or UAN details (if applicable)

- All new joinees will be on a minimum probation of 6 months, which may be extended based on performance. In case of any reduction of probation time, the same will need to be recommended by the Branch Head / HOD to the HR Dept., who will take the same forward for approval / decline.

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PERFORMANCE APPRAISALS AND PROMOTIONS

Objective – To create an open and transparent system for periodic evaluation of various performance parameters and promotion of employees.

Note:

a) All evaluations & appraisals will be conducted in April and the process completed within the same month.
b) The **Performance Evaluation Document** will first be filled in by the concerned employee. The next line manager will then have a joint review with the member and give his inputs / recommendations.
c) For any promotion / grade change there should be a strong justification from the Line Manager, Branch Head / HOD and the employee's experience & profile should broadly fit the JD of the new position.
d) HR will take up all recommendation and make a final recommendation for appraisals & promotions across the board. This will need the final approval of CEO / MD. (or any committee appointed by CEO/MD)
e) In case of extra ordinary performances and with strong recommendations the company may also have special appraisals / reviews any time during the year.
f) The company is not bound to increase salaries at the time of annual appraisals and in case of increments in salaries the quantum of the same is at the total discretion of the company.
g) The company at its own discretion may also transfer any member to a different location or department, based on business needs.

For AKME FINTRADE (INDIA) LTD.

Chief Manager-HR

ANNUAL LEAVE

Objective – To establish rules and processes for Planned breaks for Leisure & Relaxation and for Maternity.

1. Types of Leave

a. Annual Leave (Paid Leave)

Employees are entitled to 18 days of paid annual leave each calendar year.
Leave accrues on a pro-rata basis, i.e., approximately 1.5 days per month.
Employees are encouraged to plan and apply for leave in advance, with a minimum notice of 3 days.

b. Sick Leave

Employees are entitled to 9 days of paid sick leave per year.
Sick leave can be used for personal illness or injury.
A medical certificate may be required for sick leave exceeding 5 days.

c. Casual Leave

Employees are entitled to 9 days of casual leave per year.
Casual leave is for urgent or unforeseen personal matters.
Prior approval from the supervisor is recommended.

MATERNITY LEAVE (ML) –

- ML is available at full pay to female employees who have completed a minimum of 180 days of continuous employment and is granted irrespective of the number of children you have at the time of applying for ML.
- ML is available up to two confinements in the company. A period of 12 weeks will be granted per confinement and it is expected that the employee will avail of 6 weeks prior & 6 weeks post-delivery, unless medical advice recommends otherwise.
- ML cannot be carried forward or en-cashed. In case of special reasons ML can be clubbed with balance PL, only with prior approval of Branch Head / HOD. In case of any further leave required beyond the ML & balance PL, then Leave without Pay (LWP) may be granted with the recommendation of the Branch Head / HOD and final approval of Corporate HR, who will take up the matter with CEO / MD before approving.

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- Application for Maternity Leave should be made at least two months in advance supported by doctor's certificate indicating the likely delivery date.
- In the event of a miscarriage, six weeks of leave is permissible after the event. This would not be counted/ considered as one event.
- In the case of a premature delivery and if the employee is still at work and has not started ML, the 12 weeks of leave start from the date of delivery.

A. CALCULATION OF DAYS OF LEAVE

For the purpose of calculation of all below (except for Leave without Pay) mentioned kinds of leave, only working days missed due to leave shall be counted i.e. all weekends and official holidays that fall either during the leave period or immediately preceding or following leave period shall not be considered for calculating total days of leave taken.

In the case of Leave without Pay, all such days (including weekly offs / holidays) of absence will be counted as Leave without pay which are neither preceded nor succeeded by the days when the employee are in office working.

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Chief Manager-HR

CODE OF CONDUCT

Objective – To ensure conformation to professional ethics and company's policies, rules and regulations at work place and other related areas of work

Note:

- If misconduct has been established beyond doubt and informal counseling is deemed to be ineffective by the reporting manager, he/she is required to communicate the same to the HR department by email.
- HR department would do an independent enquiry and if the gravity of matter entails as per the HR Department and reporting manager, a cautionary mail / formal letter is sent to the employee as a word of caution that will expressly state the misconduct and mention that he/she will be monitored for a period which may be 3 – 6 months, for the said breach.
- The employee will be required to acknowledge receipt of the cautionary mail in documented form. All the same an email to the employee will be deemed to be received and read by the employee. He/ She will have every right to record his/her own views on the matter – which will be deemed confidential by the HR department
- If the misconduct is repeated within the 3 – 6 months probationary period of monitoring, the HR department will issue a formal letter of warning (written) that will expressly state that the employee has failed to rectify his/ her behavior /conduct and failure to reform will be met with tangible disciplinary action.
- In such an instance a charge sheet will be issued to the employee stating his misconduct and the provisions under the Industrial Standing Orders Act which apply to the said misconduct. The charge sheet will give sufficient time for the employee to reply as to why disciplinary action should not be initiated against him / her.
- On the basis of the employee's response the HR department and the reporting manager will decide whether the reasons given were satisfactory or a formal disciplinary action should be initiated. If a formal disciplinary action is to be initiated the HR department will set up a domestic enquiry by appointing an independent enquiry officer.

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- The domestic enquiry shall be carried out as per the principals of natural justice and the finding of the enquiry and the enquiry officers report the HR department shall recommend the disciplinary action if deemed fit. In cases where there is loss of confidence with an associate the process would be to issue a charge sheet cum suspension order pending enquiry to the employee immediately. The process of domestic enquiry shall follow as per the provisions of the Industrial Standing Orders Act.

- Based on principles of natural justice:
    - An accused employee is not guilty until proven
    - An accused employee will be given a fair opportunity to present his defense to the charge sheet.
    - Any disciplinary action should be in proportion to the misconduct
    - A fair chance of redemption should be given.

SEXUAL HARRASMENT

Objective – To create awareness, deterrents and redressal for any kind of Sexual Harassment across the organization.

Note:

- Any kind of sexual harassment at the workplace of AKME FINTRADE.
- An employee of AKME FINTRADE against another employee of AKME FINTRADE notwithstanding the fact whether the act of sexual harassment has taken place at the work place of AKME FINTRADE or outside the workplace of AKME FINTRADE or extension thereon.
- An outsider against an employee of AKME FINTRADE & an employee of AKME FINTRADE against an outsider.
- Provided that, no disciplinary action as formulated under the Policy shall be initiated on a sexual harassment which has taken place outside the workplace of AKME FINTRADE in which a member is the accused.

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- Provided further that, AKME FINTRADE is committed to provide all assistance to any inquiry relating to any incident of sexual harassment which has taken place outside the workplace of AKME FINTRADE in which an employee of AKME FINTRADE is the accused.
- Provided that, no disciplinary action as formulated under the Policy shall be initiated on a sexual harassment which has taken place outside the workplace of AKME FINTRADE in which an employee is the aggrieved.
- Provided further that, AKME FINTRADE is committed to provide all assistance to any inquiry relating to any incident of sexual harassment which has taken place outside the workplace of AKME FINTRADE in which an employee is the aggrieved.

Important Definitions

- **Sexual Harassment:** means unwelcome behavior of a sexual nature or other sex based conduct affecting the dignity of men and women at work place, or during official duty hours outside the work place or extension thereof, and includes,

  - Physical contact and advances,
  - Demands or requests for sexual favors,
  - Sexually colored remarks,
  - Showing pornography,
  - Any other unwelcomed physical, verbal or non-verbal conduct of sexual nature including sending messages through internet and cellular phone,
  - Any discrimination on the basis of gender for recruitment and selection, transfer, promotion, pay fixation, appraisal and other of any employee of **AKME FINTRADE.**

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- **Employee**: means an employee of AKME FINTRADE and includes any member of the management of **AKME FINTRADE.** Provided that, an employee engaged through a contractor shall be a member within the meaning of the Policy.
- **Outsider**: means any person who is not an employee of **AKME FINTRADE and** includes customer, client, creditor, debtor or other.
- **Committee**: This is a committee formed under this policy for redressal of matters connected with sexual harassment.
- **Disciplinary Authority**: means the person(s) who are responsible for awarding of punishment as recommended by the Committee. Provided that unless otherwise specified in writing the Managing Director/CEO of **AKME FINTRADE** shall be the Disciplinary Authority under the Policy.

- **Notice**: means a notice in writing required to be given for summoning any party to the enquiry under the Policy.

For any other term for which no separate definition is given, the definition given under respective law in force and the Standing Orders of AKME FINTRADE will apply.

Policy:

- **Constitution of Committee**: With a view to redressing grievances on sexual harassment, a committee will be formed. The committee will comprise of the Chairperson, two employees of AKME FINTRADE and an external member from a non- governmental organization or associations committed to the cause of women or a person familiar with issues relating to sexual harassment

This committee will change after a period of 3 years

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- **Entity of Committee**: The committee shall be empowered to carry out the mandate of the Policy.
- **Powers of Committee**: The committee shall have both protective as well as corrective powers. The former will form part of the duties of the Committee to protect rights of members and others at AKME FINTRADE whereas the latter form part of implementation of enquiry in case violation of human rights or sexual harassment is reported. As such, the Committee is expected to:

  a) Ensure an environment free from sexual harassment and human rights violation
  b) Ensure an atmosphere wherein the members do not find any gender discrimination
  c) To publicize the Policy among all members and others who deal with AKME FINTRADE
  d) To arrange programmes spreading awareness of the consequences of sexual harassment and violation of human rights
  e) To ensure that no employee or outsider is coerced, ill-treated, victimized, intimidated, distorted or Manhandled for having lodged a complaint under the Policy.

The Committee is expected to provide for a sound mechanism for Redressal of grievances by:

a) Accepting and registering complaints in due time.
b) Conducting of enquiry and recommending to the Disciplinary Authority the award of punishment to the offender.
c) Arranging medical, psychological, emotional help to the victim, if found necessary.
d) Seeking police or legal intervention wherever necessary.
e) Keeping the entire proceedings confidential if the victim so desires.

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- **Quorum of Committee**: The quorum of the Committee shall be two- third of the membership. Provided that no quorum is deemed to be if the member of the Committee nominated from outside is not present in person. Proxying is not allowed in the Committee unless otherwise communicated in writing by the Disciplinary Authority in this regard.

- In case of this policy Head of HR is designated as the **Disciplinary Authority**.

Procedure

- Any compliant under this Policy shall be brought by the complainant in person. The complainant should also email it to any one of the committee member mentioned above. Provided that a complaint from another person shall be registered if the Committee finds that the victim has been under captivity. Provided further that no complaint shall be registered unless the Committee is satisfied after meeting with the actual victim that the victim wishes to lodge a formal complaint.
- A complainant may be accompanied by a helper who may be an employee of AKME FINTRADE. Provided that no legal practitioner shall be allowed to accompany complainant in any proceeding in which such legal practitioner is not a party either as member or outsider. Provided further that a complainant may be accompanied by a legal practitioner if the opposite party to the enquiry so permits in writing to the Committee.
- Soon on registering a complaint, the Chairperson shall issue notice to the parties to the enquiry calling on them to appear before the Committee on the date specified therein. Provided that no notice shall be issued calling on either party to appear for hearing on a date earlier than three days from the date of notice.

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- If the Committee so desires, both parties can be heard separately.
- If the complainant is a third party and the aggrieved is not willing for a personal appearance before the Committee due to any personal reason, the Committee shall proceed with enquiry on the basis of prima facie evidence.
- The Committee after hearing the complainant shall issue charge sheet to the accused calling on him/ her to defend the charges within a date not later than seven days.
- The Committee shall record the entire process of hearing duly signed by the parties to the enquiry as token of their acceptance to the record.

- If the Committee so desires, the Committee shall summon, by sending notice in the same manner as mentioned above in the Policy any member of AKME FINTRADE , outsider or other to appear before the committee to give witness.
- The Committee after careful trial shall recommend to the Disciplinary Authority the disciplinary action which the Committee thinks fit.
- The Committee is expected to complete the entire course of hearing within thirty days of complaint.

Disciplinary Action

- The Disciplinary action shall be commensurate with the nature of harassment or violation of human right.
- If any member of AKME FINTRADE is found guilty the following punishment shall be awarded.
    - Warning
    - Written apology from the guilty
    - Reduction to lower grade
    - Reduction of Increment
    - Demotion

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- Stoppage of Promotion for two years or more depending upon the gravity of case
- Reassignment of duties including debarring from supervisory duties.
- Discharge
- Dismissal.

In case if the complainant is found guilty, the Committee members would have the right to take a severe disciplinary action against the complainant which can also result in termination.

The decision of the Disciplinary Authority shall be communicated to the accused in writing.

In case an outsider is involved as accused, the Disciplinary Authority shall initiate action by making complaint with the appropriate authority.

Review of working of the Committee

With a view to reviewing the working of the Committee the Disciplinary Authority shall convene meetings at regular intervals as it thinks fit which shall be attended by the members of AKME FINTRADE or selected members of AKME FINTRADE in such a way that representation from each department/division of AKME FINTRADE shall equal, the members of the Committee and other stakeholders.

WHISTLE BLOWER POLICY

Objective – To provide a system for employees to report any unethical conduct, fraud, or violation of Company's practices and more importantly safeguard against victimization of the complainant.

Unethical Conduct will include, but not limited to:

- Abuse of authority.

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- Financial irregularities including wastage / misappropriation of company funds and assets.
- Action aimed at taking advantage of another without his, knowledge or consent.
- Disclosure of confidential/ proprietary information to unauthorized persons.
- Non-conformance to reasonable standards of social or professional behavior.
- Any other biased, favored or imprudent action.

Type of Whistle Blowers:

a) Internal – Any Employee, Junior, Line Manager, etc.
b) External – Any external source who gives authentic information.

Reporting Misconduct

a) As an employee if you observe or become aware of any illegal or improper conduct on the part of another employee or a consultant, supplier, client or other third party you must communicate that information to the management through the HR Head, who will then take up the matter from there.
b. Similarly, if you believe or you have reason to believe that you may have violated company's norms, you must report your behavior to the management through the HR Head.
c. All such reports will necessarily be taken up with the Audit Committee

Whistle blower Safety, Scope & Disqualification

a) The Policy provides that no adverse action shall be taken or recommended against an employee in retaliation to his/her disclosure in good faith of any unethical and improper practices or alleged wrongful conduct. This Policy

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protects such employees from unfair or prejudicial treatment by anyone within the company.

b) However, this Policy does not protect an employee from an adverse action in relation to his poor job performance, any other behavior deserving disciplinary action, etc. that are unrelated to a disclosure made.

c) Any victimization will be treated as a serious matter requiring investigation including initiation of disciplinary action on such person(s).

d) Complete confidentiality of the Whistle Blower shall be maintained at all times.

e) No attempt shall be made to conceal evidence of the Protected Disclosure. Disciplinary action may be taken, if anyone destroys / conceals or tries to destroy/conceal evidence of the Protected Disclosure made/to be made.

f) This Policy is an extension of the Code of Conduct. The Whistle Blower's role is that of a reporting party with reliable information. They are not required or expected to act as investigators or finders of facts, nor would they determine the appropriate corrective or remedial action that may be warranted in a given case.

g) This Policy shall not be used in place of the Company grievance procedure or be a route for raising malicious or unfounded allegations against colleagues.

h) Whistle Blowers shall not act on their own conducting any investigative activities, nor do they have a right to participate in any investigative activities other than when specifically requested to do so.

i) While it is ensured that genuine Whistle Blower shall be accorded complete protection from any kind of unfair treatment, any abuse of this protection will warrant disciplinary action.

j) Whistle Blowers, who make any Protected Disclosures, which have been subsequently found to be malafide or malicious or Whistle Blower who makes three or more Protected Disclosures, which have been subsequently found to be frivolous, baseless or reported otherwise than in good faith, will be disqualified from reporting further Protected Disclosures under this Policy and may be subject to strict disciplinary action.

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k) Whistle Blower must put his/her name to the Protected Disclosure. Concerns expressed anonymously WILL NOT BE investigated.

Definitions:

a. 'Audit Committee' means the Audit Committee as per section 177 of the Companies Act, 2013.
b. Company means AKME FINTRADE
c. Competent Authority' means the HR Head or any Director nominated by MD to receive and deal with complaints under this policy from time to time.
d. Disciplinary Action means any action that can be taken on the completion of / during the investigation proceedings including but not limited to warning, imposition of fine, suspension from official duties or such action as is deemed to be fit considering the gravity of the matter.
e. 'Complaint' means a complaint made under this policy which discloses information which may be treated as evidence of unethical behavior, actual or suspected fraud, or violation of the Company's general guidelines on conduct and ethics as prescribed in AKME FINTRADE code of Conduct.
f. 'Employee' means a person in the employment of the Company and includes a person on deputation to / from the Company.
g. 'Fraud' includes any act, omission, concealment of any fact or abuse of position committed by any employee or with his connivance in any manner, with intent to deceive, to gain undue advantage from, or to injure the interests of the Company or its employees.
h. Good Faith – employees shall be deemed to be communicating in 'good faith' if there is a reasonable basis for communication of unethical and improper practices or any other alleged wrongful conduct. Good faith shall be deemed lacking when the employee does not have personal knowledge of a factual basis for the communication or where the employee knew or reasonably should have known that the communication about the unethical and improper activity (ies) or alleged wrongful conduct is malicious, false and frivolous.
i. 'Investigator(s)' means a person(s) authorized, appointed, consulted or

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approached by the Competent Authority / Chairman, Audit Committee in connection with conducting an investigation into a complaint and includes the Auditors of the Company.

j. Protected Disclosure means any communication made in good faith that discloses or demonstrates information that may evidence unethical or improper activity (ies).

k. Subject means a person against or in relation to whom a Protected Disclosure is made or evidence gathered during the course of an investigation.

l. 'Victimization' means punishment or discrimination against the Whistle Blower selectively or unfairly.

m. Whistle Blower means the employees or directors of the Company and/or its Group companies who makes a Protected Disclosure under this Policy.

Procedure

a. The Protected Disclosure by a Whistle Blower should be made in writing as soon as possible but not later than 30 calendar days after him/her becoming aware of the same. The Whistle Blower can disclose the event on the designated page of the Whistle Blower Policy incorporated on the website of the Company.

b. The said Protected Disclosure shall be sent and delivered to the following officials in a sealed envelope marked as "Strictly Private & Confidential – to be opened by Addressee only".

Name and Address of the Official(s)	**Type of Protected Disclosure to be disclosed.**
Head HR	**For all Protected Disclosures including financial Irregularities, fraud or suspected fraud.**

c. The aforesaid official, shall immediately upon receipt of the Protected Disclosure, investigate the matter on its own or may appoint a senior

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executive or a Committee of managerial personnel to investigate ('Investigators') into the matter and prescribe the scope and time limit thereof.

d. The aforesaid official shall then report the matter to the Audit Committee of the Company.
e. The decision to conduct an investigation taken by the aforesaid official is by itself not an accusation and is to be treated as a neutral fact-finding process. The outcome of the investigation may or may not support the conclusion of the Whistle Blower that an improper or unethical act was committed.
f. The Audit Committee or senior executive or a Committee of managerial personnel, as the case may be, shall have right to call for any information/document and examination of Subject or any employee of the Company or other person(s), as they may deem appropriate for the purpose of conducting investigation under this Policy. The identity of the Subject will be kept confidential to the extent possible given the legitimate needs of law and the investigation. The Subject will be informed of the allegations at the appropriate stage and will be given opportunities to provide their explanations during the investigation.
g. Subjects shall have the duty to co-operate with the Audit Committee or senior executive or a Committee of managerial personnel, as the case may be, during the investigation to the extent that such co-operation will not compromise self-incrimination protections available under the applicable laws.
h. Subjects have a right to be informed of the outcome of the investigation.
i. A report shall be prepared after completion of investigation and the forward the same to Audit Committee for consideration.
j. If the Audit Committee concludes that an improper or unethical act has been committed, the Audit Committee shall take such disciplinary or corrective action as it deems fit. It is clarified any disciplinary or corrective action initiated against the Subject as a result of the findings of an investigation pursuant to this Policy shall adhere to the staff conduct and disciplinary

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procedures.

k. All Protected Disclosures or documents along with the results of investigation relating thereto shall be retained for a minimum period of seven years.

Grievance

If the Whistle Blower feels aggrieved with the final action taken on his complaint or if he feels that protection, which he is entitled to has not been provided, then he may make a representation in writing of his grievance to the Chairman, Audit Committee, who will take such action as may be considered necessary to redress the grievance.

Reporting

The Competent Authority or the Chairman, Audit Committee, as the case may be, shall submit a periodic report of the complaints received and the action taken thereon to the Audit Committee. The report will be submitted at the end of every Quarter and for any other period, if required.

Amendment

The Company reserves the right to amend or modify this policy in whole or in part, at any time, without assigning any reason whatsoever. The Audit Committee will also review the Whistle Blower Policy and suggest amendments to make it responsive and relevant to the changing times.

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RELIGIOUS, PATRIOTIC FUNCTIONS & PERSONAL EVENTS

Objective – To have uniformity and clarity on Religious functions like Poojas and various other religious festivals, Patriotic events like Republic Day & Independence Day and other personal celebrations like birthdays, anniversaries, New Year, Send offs, etc.

A) Religious functions

i. AKME FINTRADE is a cosmopolitan company and no religious functions of any nature should be performed in any office. There is no cost allocation for any such activities.

ii. Poojas, Vastu Shanti can be performed on a newly opened or re-furnished office as part of the inauguration. The expenses for this need to have prior approval from Corporate – Admin Head.

iii. Diwali, Christmas and New Year eve are national festivals. During these festivals and eve all locations may be modestly decorated to create a festival environment.

iv. Expenses permitted :

Branches	–	upto Rs. 2000/-
Regional Office	–	upto Rs. 3500/-
Corporate	–	upto Rs. 5000/-

B) Patriotic events

i. Patriotic events like Independence Day, Republic Day celebrations can be celebrated at all locations. Necessary quantity of National Flags and bare minimum decorations also allowed.

ii. In addition to the above expenses, any further celebration attempts would be communicated by HR to all concerned based on the Management decisions.

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Chief Manager-HR

Employee Compensation Policy

Introduction

Our company is committed to providing competitive and fair compensation to our employees. This policy outlines the guidelines related to employee remuneration, benefits, and related practices.

1. Salary Structure

- Basic Salary: The core earnings of the employee.
- Allowances: House Rent Allowance (HRA), Conveyance Allowance, other allowance, etc.
- Incentives & Bonuses: Performance-based incentives and annual bonuses.
- Deductions: Taxes, Provident Fund, Professional Tax, etc.

2. Salary Payment

- Salaries are paid via bank transfer by the last working day of each month.
- Salary slips will be provided to employees at the end of each month.

3. Performance & Incentives

- Performance appraisals are conducted once a year.
- Incentives are awarded based on achievement and performance, following company policies.

4. Employee Benefits

- Provident Fund (PF): Contributions from both employee and employer.
- Gratuity: Paid as per eligibility criteria.
- Medical Benefits: Health insurance and medical allowances. (in Pipeline)
- Leave Benefits: Paid leave, sick leave, casual leave, parental leave, and Maternity etc.

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5. Salary Revision Policy

- Salary revisions occur once a year, based on performance reviews.
- Adjustments may also be made considering market conditions and the company's financial health.

6. Exit & Severance

- In case of resignation or termination, all due wages and dues will be paid promptly.
- All exit formalities will be completed, and payments settled accordingly.

7. Compliance

- All compensation policies are in accordance with applicable laws.
- Employees can contact HR for any grievances related to compensation

SEPERATION AND FULL & FINAL SETTLEMENT

Objective – To facilitate the process of employee separation and ensure prompt full and final settlements.

A. Separation on account of Resignation

- Resignation should be mailed to immediate line manager with a copy to HR. Acceptance will be required by the line manager after which it will be processed further. Effective date will be the date of acceptance.
- On acceptance of resignation, all salary related payments which are due will be paid along with the full & final settlement. Other expense reimbursements will be done as per the regular process.
- Employee will need to serve a Notice Period applicable as per the Grade.
- Resigning employee will be responsible to clear all loans pending against him before the process of settlement. If not, the same shall be adjusted from settlement dues.

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- Employee will hand over all company property to the line manager or HR or any other person deputed by Corporate HR on the last working day. This will include Laptop, SIM, Documents, Client Visiting Cards, etc.
- In case an employee is serving a two months' or higher notice period and would require his month's salary to be credited along with normal salary process, he is required to get the same approved from his/her HOD and intimate Corporate HR through e-mail before 25th of the month.

Documents to be submitted for settlement:

- Proof of all Investment declared, to avoid the TDS deduction from F &F. Form 16 for the financial year will be issued to an ex associate only after the completion of financial year. It is the responsibility of the individual associate to collect same from HR department.
- An employee is required to submit his/her reimbursement bills if not claimed till date, same will be considered during F&F settlement. Incase no reimbursement bills are received at Employee settlement desk, it will be understood that employee does not have any reimbursement claimable pending and all pending reimbursement amount will be credited along with F&F as taxable income as per IT rules.
- All pending loans are to be cleared by Demand Draft / Cheque. In case loan is repaid by Cheque the process will be initiated only once the Cheque is honored.
- Any other payment (Conveyance / Mobile reimbursement / Incentive... etc) pending to be claimed from the company should be claimed along with F&F. The above said payment shall be paid only after written approval of reporting manager.
- Once settlement is processed and closed, the reprocessing of same shall not be done.

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Chief Manager-HR

Notice period

The calendar days' notice period to be severed by the various Levels is appended below.

Levels	Notice Period
Managers and Upper Level	90 days
Assistant Level	60 days
Executive or Equivalent Level	45 days
Probation Period	30 days

In Probation, 30 days of Notice period is applicable for all the Levels

The notice period which is indicated above are calendar days, the leaves availed during this notice period shall not be considered as notice period.

Variations in Notice Period

a. **Employee is ready to serve full notice period**: In this case salary will be paid till his/her last working day and remaining leaves will lapse.
b. **Employee is not ready to serve part of his notice period**: In this case salary will be paid till his/her last working day and the balance days not served will be recovered from balance leave days. Balance notice period, if any, needs to be paid or will be recovered from Full & Final settlement. However, min 30 days' notice period is must for smooth handing and take over. (E.g.: Notice period 60 working days – 45 days served, balance leave is 20 days, then in this case 15 days will be adjusted).
c. **Employee is not ready to serve full notice period**: Salary will be paid till his last working day and full notice period would be adjusted from his balance leave. Post adjustment, if still there are days to be served, then the same will be recovered from Full & Final settlement.

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d. **Employee is ready to serve his notice period, but the company asks him to leave on same day:** In this case salary will be paid till his last working day and notice period is not recovered subject to handing over his duties & responsibilities. Balance leaves if any will not be enchased, the company will not be liable to pay notice pay as associate had asked for separation.
e. **Employee is ready to serve full notice period but the company asks him to leave after some day:** In this case salary will be paid till his last working day and notice period is not recovered.
f. Balance Leaves if any will not be enchased; the company will not be liable to pay notice pay as employee had asked for separation.

Once resignation is accepted, IT department would act on the following:

a. **Internet Access to Level 3 Category**: Internet access category will be restricted/ disconnected.
b. **Disconnect access to Common Drive**: IT would disconnect access to Dept/ Business common drive.
c. **Deactivate official email Id on mobile**: IT to disconnect access to official email on handset
d. **Deactivate Wi-fi connection on mobile:** IT to disconnect wi-fi connection on handset
e. **Deactivate sending mail to external email id like gmail/ rediff/ yahoo/hotmail etc.:** IT to disconnect this.

Any exceptions to any of the above will need the approval of the concerned HOD & IT Dept.

B. Employee separation in case of Demise.

a. All dues of ex-associate will be paid to the next of kin of the associate.
b. The life insurance claim will be facilitated by Admin department as per policy

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Chief Manager-HR

(if available) the amount of the claim and unpaid wages will be kept in fixed deposited on the name of his/her children in case married and blessed with children, on the name of wife in case married and does not have any children, on the name of parents if not married.

c. The company will pay additional salary of 1 month to the next of kin with his settlement.
d. However, TDS and all statutory deductions applicable will be deducted from full and final amount.

C. Employee separation if unfit to work due to permanent disability.

a. In this case salary will be paid till his/her last working day with organization.
b. The medical insurance claim will be facilitated by Admin department as per policy the amount of the claim and unpaid wages will be paid to him/her.
c. The company will pay additional salary of 1 month to the next of kin with his settlement. However, TDS and all statutory deductions applicable will be deducted from full and final amount.

D. Employee separation due to retirement.

a) In case of retirement, system will auto generate the mail and sent to line manager for approval. Once the retirement is approved F&F would be processed as regular for the employee. No extension would be given in case of Retirement, however HOD and enter into the contract with the employee for 18 months which can be further extended as per the requirement. All such contract is to be routed through HR.
b) Felicitation program should be held on LWD in department. Budget will be finalized by HOD. Flower Bouquet would to be given along by the department on the LWD of the associate.
c) F&F process will start one month in advance, No LOP will be applied in F&F. F&F and letter should be given to them on last working day. This should be handed over by department head.

For AKME FINTRADE (INDIA) LTD.

Chief Manager-HR

In case, the LWD is following in the succeeding month of the retirement initiation month the salary for the same month would be processed as regular

General:

1) This policy is applicable to all employees of the organization.
2) If there is any ambiguity in understanding or interpreting this policy, please contact HR – Corporate office.
3) Any deviation from this policy needs to be approved by the HR – Head Office, who will take it up with the relevant levels of authority and revert back.
4) Matter pertaining to Mobile, Laptop, Wi-Fi , Mediclaim , Life Insurance, etc. will be co – ordinated with the Admin Dept.
5) The organization may review, add, delete, alter, modify, expand or rescind any of the policy rules with or without any notice.
6) Modifications and reviews will take place as and when it may be necessary.
7) Jurisdiction: Any disputes between an employee and the Company concerning or relating to or arising out of this HR Handbook shall be subject to the jurisdiction of and be determined by the court of competent jurisdiction in Udaipur only.

For AKME FINTRADE (INDIA) LTD.

Chief Manager-HR

ANNEXURE – I

TRAVEL PLAN & ADVANCE REQUEST FORM

[For cancellation 24 hours' notice is required]

Date			
Employee Name		Employee Code	
Name of Sanctioning Authority			
Travel Mode & Route			
Date of Departure		Time of Departure	
Date of Return		Time of Return	
Purpose of Travel			
Advance Required (if any)			
Signature of Employee			
Signature of Sanctioning Authority			

For AKME FINTRADE (INDIA) LTD.

Chief Manager-HR

ANNEXURE – II

TRAVEL EXPENSE SUMMARY REPORT

Date			
Employee Name			
Travel Date (From)		To	
Purpose of Travel			

Date	Description	Expense Type				Remarks
		Travel	Local Conveyance	Food	Others	

CLAIMANT		APPROVED BY	
Name		Name	
Signature		Signature	

For AKME FINTRADE (INDIA) LTD.

Chief Manager-HR

ANNEXURE – III

LOCAL CONVEYANCE FORMAT

Date	Purpose of Visit	Mode	From	To	Amount	Remarks

CLAIMANT		APPROVED BY	
Name		Name	
Signature		Signature	

For AKME FINTRADE (INDIA) LTD.

Chief Manager-HR

ANNEXURE – V

PROBATION ASSESMENT REPORT

Date	
Name of Employee	
Designation	
Probation Period (From)	
Probation Period (To)	
Name of Reporting Manager	
Name of HOD	

COMMENTS OF THE REPORTING MANAGER

Write down descriptive comments on the following aspects:

1	Job Performance & Job Achievements	
2	Communication Skills	
3	Learning Aptitude	

Remarks:

To be confirmed ☐ Extend Probation Period ☐ Termination ☐

Signature of Reporting Manager **Signature of HOD**

.....

REMARKS BY HR DEPARTMENT AND TOP MANAGEMENT

Status:

To be confirmed ☐ Extend Probation Period ☐ Termination ☐

Remarks: .....

For AKME FINTRADE (INDIA) LTD.

Chief Manager-HR

Signature of HR Signature of Top Management

ANNEXURE – VI

COMPANY ASSET HANDOVER DOCUMENT

Date: ……..

Name: ……..

Department: ……..

Items	No.	User Signature	IT Department	Remark
Laptop				
Bag & Power Adaptor				
Data Card / Dongle				
Others				

For AKME FINTRADE (INDIA) LTD.

Chief Manager-HR