



# HR Manual & Policies

# Table of Contents

- About Company
- Recruitment & Onboarding Process
- Condition of Appointment
- Code of Conduct
- Attendance & Leave Policies
- Employee Benefits
- Performance Evaluation
- Pro–Employee Environment
- Termination of Service

## About Company

The Intellify is a software development company, working in domains of augmented reality & Virtual reality.

The company is founded by Mr. Jalaj Shah, Mr. Shravan Rajpurohit & Mr. Darshak Doshi in year 2018.

We offer feature-rich and business-specific apps that are meticulously designed and developed using the top tier technologies of Augmented Reality, Virtual Reality and Mixed Reality. We give your illusion an innovative experience.

Serving businesses across all sectors and industry verticals, we help transform their solutions and remain at the forefront.

Our success stands unfettered with the completion of more than 300 projects in the short span of 4 years.

We take immense pride in announcing that we have been recognized as Top AR-VR development companies by Clutch, and Goodfirms.

# Recruitment & Onboarding Process

Recruitment refers to the overall process of attracting, short listing, selecting and appointing suitable candidates for jobs.

We at The Intellify offer equal opportunity to all the candidates, irrespective of their gender, cast, creed, religion, etc.

- **Employee Onboarding Process**

The on boarding process of an employee begins with the induction program. During employee induction, information form is required to be filled in and this form should be sent back to HR along with the following documents.

- Relieving & Experience letter from previous employer
- Proof of last drawn salary
- Experience certificates of all previous jobs
- Photocopies of all educational certificate
- Photocopies of ID Proofs (Aadhar & PAN Card)
- References from all previous jobs

# Recruitment & Onboarding Process (Cont.)

- **Induction:**

**Induction checklist includes:**

- System set-up and creation of email
- Provide an overview of the organization and its services
- Introduction to the team
- Discuss his roles and responsibilities
- Share performance standard and expectations from employee
- Make an employee aware of HR related aspects – Work hours, work rules, etc.,

# Conditions of Appointment

Employees are expected to follow below conditions-

- **Probation Period**

Employees shall be on probation for the period of 3 months to 6 months, from the date of joining. On satisfactory completion of the probation period, employee will be confirmed in service. If not confirmed after completion of probation period, this order will continue to be in operation, and the probation period will be extended till further notice.

- **Confirmation**

Confirmation shall be subject to satisfactory performance reports from the immediate supervisor. Staff shall be notified of their confirmation in writing.

## Conditions of Appointment (Cont.)

- **Termination**

Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 month prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

You may terminate your employment with the Company, without any cause, by giving no less than 2 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## Conditions of Appointment (Cont.)

- **Use of firm's resources**

Staff will as much as possible exercise due responsibility while using the firm's resources in the course of performing their duties. The firm's assets and resources shall be used only to perform the firm's work.

This may include computers, printers, photocopier, stationery, telephone, internet connection; furniture etc. unauthorized use of the firm's resources to gain personal benefit may result into a disciplinary action taken against the responsible staff.

The firm's management shall put an effort in enforcing efficiency and effectiveness in usage of the firm's resources. However, staff shall be expected to exercise natural judgment in ensuring their acts do not expose the firm to avoidable costs.



# Code of Conduct

All employees are expected to follow the rules and regulations, and standards of courtesy, conduct, co-operation ethics and etiquettes as expected by the company, and should exhibit the highest degree of discipline and courtesy while conducting the firm's business. No staff is expected to involve themselves in any acts that cast doubt on their integrity, such as-

- Insubordination
- Theft
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Interfering of work performance of another employee
- Wasting materials
- Willful damage to equipment or property of the company
- Entering an unauthorized work area
- Continued failure to perform assigned duties or report absence
- Habitual absence or tardiness
- Job abandonment & Negligence

# Code of Conduct (Cont.)

- **Disciplinary Procedures**

In case, the performance of a staff is unsatisfactory, they will be given an opportunity to respond to the allegations. Staff alleged to have committed offenses categorized as gross misconduct shall be suspended on half pay, pending outcome of the investigations.

- **Disciplinary Action**

Staff found to have committed offences shall be subject to any of the following disciplinary actions, such as – Caution; written warning; suspension; loss of salary; demotion; or dismissal, etc.

## Attendance & Leave Policies

- Attendance Policy
- Leave Policy
- Comp – Off Policy
- Work From Home Policy

Refer to separate attachment for detailed policy of above

# Employee Benefits

**Below are the benefits provided by The Intellify**

- Flexible Working hours
- Hybrid Work Culture
- Friendly Work Environment
- Open Door Policy
- Project Celebration Program
- Company Profit Sharing
- Employee Referral Program
- Project Based Profit Sharing
- Quarterly Team Lunch/Dinner
- Yearly Team Outing
- Monthly Team Fun Activities

# Performance Evaluation

The performance evaluation process consists of below points–

- **Performance Appraisal Cycle–**  
One appraisal in a Calendar Year.

## **Appraisal Cycle: January Month**

Eligibility: Joining Date – on / before 30<sup>th</sup> June of the previous calendar year

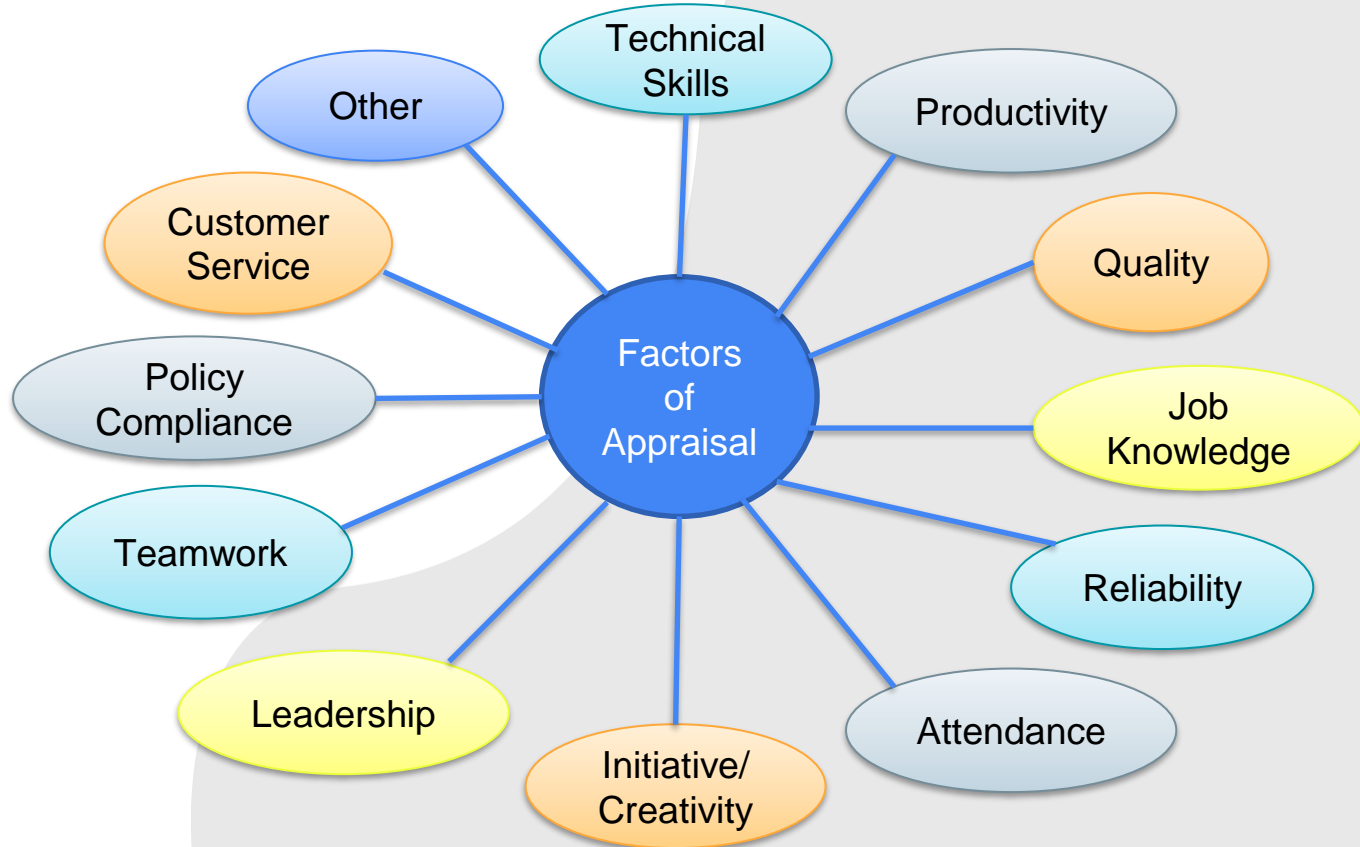
In case a team member joins after July, his Appraisal Cycle will fall next to next January.

Examples:

- If you have joined on or before 30<sup>th</sup> June 2022, you are eligible for Appraisal cycle in January – 2023.
- If you have joined after 1st July 2022, you are eligible for Appraisal cycle in January – 2024

# Factors of Performance Appraisal

Below diagram shows the factors considered during performance appraisal



## Performance Ratings/ Performance Indicator

- 5–points rating scale will be used to rate individual performances.

**Rating 1:** Significant Improvement Needed (Consistently falls below requirements in most areas of performance).

**Rating 2:** Improvement Needed (Consistently meets requirements in most areas, but falls below requirements in some areas of performance).

**Rating 3:** Solid Performance (Consistently meets requirements in all areas of performance).

**Rating 4:** Strong Performance (Consistently meets requirements and exceeds requirements in some areas of performance).

**Rating 5:** Exceptional Performance (Consistently meets requirements and exceeds requirements in most areas of performance).

## Training & Personal Development

Employees get an environment where they are motivated to work hard and that's enjoyable. Employees get a chance to learn new things every day, to hone their skills and to excel in their domain.

# Pro-Employee Environment

Following things are taken care in The Intellify

## **Work Ethics**

Everyone in the company is respected and treated like a family and it's this feeling of oneness that will make you want to do your best at all times, irrespective of the hurdles which happen to come your way.

## **Collaborative Work Culture**

The Intellify is one of the best places to work. Employees here will be willing to help you at all times, especially if you are new at the company and are wondering how to get a particular job done.

As long as you are friendly and try your best, you will find plenty of people who will be willing to extend a hand of friendship towards you.

## **Flexible working options**

This flexibility implies that the employees can opt for work from home as and when situation requires.

## **Healthy work-life balance**

The Intellify is a great place to work because it is one of the few companies which encourage its employees to have a healthy work life balance.



# Termination of Service

**Below points to be fulfilled in case of employee termination:**

- **Notice Period**

A two- month written notice or payment in lieu of notice shall be given by staff on termination of service.

- **Handing over of termination**

Before an employee leaves the employment of the firm, he/she shall be required to hand over all the firm property and assignments in their possession to their immediate supervisor.

# Intellians

