



## **ATTENDANCE POLICY**

### **Objective:**

To streamline and unify the attendance within the company.

### **Applicability**

This policy is applicable to all employees of Interactive Avenues Pvt Ltd.

### **Office Timing**

Reporting time for all the regional offices is 9.30 am. ½ hour grace period is provided. Any employee not been able to report before 10.00 am should inform his or her immediate superior except in impracticable circumstances.

### **Policy Details**

- Punch in machine shall be used as an attendance tool where an individual's first and last swipe/ thumb print of the day will be considered as the time in and time out
- In case punch in has happened only once in a day, system will read the entry as "Absent"
- In case of client meetings where an employee is expected to go to client's site directly from home, an email needs to be sent on [attendance@interactiveavenues.com](mailto:attendance@interactiveavenues.com) by the employee marking "cc" to the immediate manager
- Above mentioned process shall be followed even in case where an employee is not expected to come back to the work premises from client meeting
- Any communication with regards to attendance and leave shall be marked "cc" at [attendance@interactiveavenues.com](mailto:attendance@interactiveavenues.com)
- In case of no punch in and if not informed through [attendance@interactiveavenues.com](mailto:attendance@interactiveavenues.com), system will read the entry as "Absent".
- No other mode of communication will be considered/accepted to make any kind of alteration (if required) with regards to attendance/ leave
- Employees are still expected to update the leave card on regular basis



## **IDENTITY CUM ACCESS CARD POLICY**

### **Objective**

To define the process of providing photo identity cum access cards to the employees and also to define the process of issuing a new identity and access card in case the previous card has been misplaced.

### **Applicability**

The policy is applicable to all employees of Interactive Avenues Pvt. Ltd.

### **Issuance of Access Cards**

New Joinees

Based on the joining report and allocation of Employee Code, Identity cum Access Card shall be issued to the employees. All such cards are issued after obtaining signature of the employee for having received the card, in register maintained by the Human Resources.

### **Temporary Cards**

Temporary cards shall be issued to interns/Trainees/contract employees and client visits.

### **Loss of Identity cum Access card**

- Employee shall inform Human Resources for deactivating the lost access card so that the access card is not misused
- Employee shall request for a new card by sending an email along with a photograph for a new photo identity card by filling in the details as per the following table:-

Emp Code	Full Name	Designation	Department	Location	Blood Group	Contact Number

- Amount of Rs. 200/- shall be deducted from employee's salary for the new card

## LEAVE POLICY

### Leave Types & Rules

- Privilege Leave - 30 calendar days for every completed year of service or part thereof
- Causal Leave - 7 calendar days
- Sick Leave - 7 calendar days
- Maternity leave – 12 weeks or 3 months
- Paternity leave - 7 calendar days
- Specific Holidays - 15 days (as per the schedule circulated in the beginning of every year)

### **Casual Leave**

Casual Leave is intended for personal and emergent purposes for which valid reasons must be given.

- ✓ Employees are entitled to 7 calendar days of Casual Leave. For new employees, leave entitlement will be calculated pro-rata based on number of months remaining in that current calendar year and will be credited to employee's leave account on the day of his/ her joining. While one is entitled to utilize this leave, it is advised that it should not be misused.
- ✓ For those who join in the middle of the year, the following calculation is used:
  - **Number of months remaining in the calendar year x CL Limit/ 12 (round off to nearest half day)**
- ✓ Casual leave cannot be taken for more than 2 calendar days in absence of which it shall be treated as Privilege Leave, if one has the balance or else it shall be treated as Leave without Pay.
- ✓ Casual Leave can either be **prefixed** or **suffixed** with **weekly off** or **public holiday** but not both.
- ✓ Casual leave cannot be clubbed with any other leave.
- ✓ Employees cannot encash or accumulate the Casual leaves.
- ✓ Any un-availed casual leave will lapse.
- ✓ Casual Leave cannot be adjusted against the notice period.

### **Sick Leave**

Absence from work due to sickness is termed as Sick Leave. However, it is important that any employee remaining absent due to sickness must keep his/her superior informed.

- ✓ Employees are entitled to 7 calendar days of Sick Leave. For new employees, leave entitlement will be calculated pro-rata based on number of months remaining in that current calendar year and will be credited to employee's leave account on the day of his/ her joining.
- ✓ For those who join in the middle of the year, the following calculation is used:
  - ***Number of months remaining in the calendar year x SL Limit/ 12 (round off to nearest half day)***
- ✓ Weekly offs/ public holidays shall be considered as part of leave if falls in between the stretch of the approved Sick Leave.
- ✓ For absence of more than two days due to sickness, every employee shall be required to submit a medical certificate from registered medical practitioner mentioning the sickness and the exact dates of absence from work.
- ✓ Employees cannot encash the Sick leaves.
- ✓ If any employee extends sick leave beyond his/ her entitlement, such leave will be adjusted against employee's privilege leave if he/she is entitled for the same, else it will be treated as Leave without Pay.
- ✓ In cases where employees are required to be absent from work continuously due to accident/ serious illness, the period of absence will be deducted from Sick Leave, Privilege Leave, and then Casual Leave. Else it will be treated as leave without pay.
- ✓ Under no circumstance such leave can be carried forward or encashed.
- ✓ Sick Leave cannot be adjusted against the notice period.

### **Privilege Leave**

Privilege leave is granted for services in the previous calendar year and shall be credited on first day of April every year.

- ✓ All employees who complete the probation period shall be entitled to privilege leave.
- ✓ Privilege Leave must be sanctioned at least 15 days in advance except under unforeseen circumstances.
- ✓ Privilege Leave must be availed for a minimum of three days.
- ✓ Privilege Leave can either be **prefixed** or **suffixed** with **weekly off** or **public holiday** but not both.



- ✓ Weekly offs/ public holidays shall be considered as part of leave if falls in between the stretch of the approved Privilege Leave.
- ✓ 30 calendar days per year. Can carry forward up to a maximum of 10 days per year. Extra leave balance will lapse.
- ✓ The entire Privilege Leave balance can be accumulated maximum up to 60 days and can be encashed only at the time of full and final settlement of the employee.
- ✓ Privilege Leave cannot be adjusted against the notice period.

### ***Maternity Leave***

Every female employee in the organization shall be entitled to maternity leave of twelve weeks or 3 months provided she has worked in the organization for a minimum period of eighty days within a period of twelve months immediately preceding the expected date of delivery.

- ✓ Employees must apply for this leave at least eight weeks before the expected date of delivery along with a medical certificate from registered Gynaecologist and Obstetrician.
- ✓ Maternity leave can be availed up to a maximum of six weeks prior to expected date of delivery and six weeks post-delivery, but in total cannot exceed twelve weeks.
- ✓ Maternity leave can be clubbed but only with Privilege leave.
- ✓ Maternity leave cannot be accumulated or encashed.

### ***Paternity Leave***

In order to be eligible for paternity leave employee must have at least 6 months of continuous employment with the organization.

- ✓ Employee can take 7 days off from the day of the actual date of childbirth.
- ✓ Weekly offs/ public holidays shall be considered as part of leave if falls in between the stretch of the approved Paternity Leave.
- ✓ Employee must notify the Immediate Manager/ HR at least 8 weeks before the baby is due.
- ✓ Employee shall confirm the actual date of birth, as soon as possible.
- ✓ Submission of birth certificate is mandatory.
- ✓ Only one period of leave shall be sanctioned which covers single and multiple births. Therefore in case of twins employee shall only be eligible for 7 days Paternity Leave.
- ✓ Under no circumstance such leave can be carried forward or encashed.

P.S: Maternity & Paternity Benefit shall be extended only twice to an employee.



## **DOMESTIC TRAVEL POLICY**

### **PURPOSE**

The purpose of this policy is to:

1. Guide employees traveling on company work and HODs approve travel on Company's policy and procedures pertaining to travel and related expenses.
2. Describe the type of expenses that are and are not eligible for reimbursement
3. Inform all employees traveling, of their responsibilities to control and report travel and related expenses and procedure to claim reimbursements.

### **GENERAL GUIDELINES**

1. Travel should be aligned with business needs and undertaken for the purpose of achieving the business objectives in a cost effective manner.
2. All Travel should be pre-approved. However, it is recognized that exigencies of work may require urgent travel. In all such cases it is expected that the employee would get a verbal approval and regularize the approval immediately on return.
3. Authorization of HOD will be required on all travel claims.
4. Employee expense claims for reimbursement are expected to reflect no personal financial loss or gain from business travel.
5. The HODs are advised to approve the need for each travel and as far as practicable, emphasize on combining itineraries and that expenditures are reported consistent with Company policy.
6. The final responsibility for satisfying auditors, taxation authorities that all such expenses are strictly for business purposes rests solely with the employee.



## **SCOPE**

1. All employees of the Company across all locations in India are covered by this policy.
2. This Policy does not cover employees in Temporary Transfer or on "Long Stay". In such cases, HR/Administration will make specific arrangements for stay and notify individuals on a case-to-case basis.
3. To facilitate procuring of competitive rates, bookings of Hotel stays and ticketing at all locations will be done by Administration department. Booking process will commence after receipt of authorized Travel Requisition.

## **RESPONSIBILITIES**

1. Employees who incur travel and entertainment expenses are responsible for complying with this policy.
2. The Accounts Department is responsible for ensuring that any expenses reimbursed or paid for by the company are in compliance with this Corporate Travel Policy.
3. Cases of significant abuse, un-explainable alterations to Claims/Supporting's may result in disciplinary action.

### **TRAVEL REQUISITION - TOUR APPROVING AUTHORITY**

1. Employee undertaking travel will have to take prior approval of the HOD in Travel Requisition Form (TR) (Format attached).

### **EXPENSE CLAIM SUBMISSION**

1. Whenever expenses are incurred jointly by more than one person traveling together, the senior-most is expected to pay the bill and settle his/her expense statement.
2. The employee must submit his Claim Form (Annexure 1) within 3 working days of completing the travel. The claim form, with proper and complete supporting, will be forwarded to Finance. The checked Form, with comments from Finance & Accounts will be sent to the concerned HOD for approval.
3. Claim to be attached with Original Air ticket with boarding Pass, all original Bills for food and other expenses.
4. Expenses not in compliance with this policy will not be entertained.



5. Finance will release the reimbursement payment after verification as per the dates specified.
  
6. Employee using their own vehicle for local conveyance during travel period would be allowed to claim local conveyance charges @ Rs.6/- per km for 4 wheelers and @ Rs.3/- per km for 2 wheelers subject to details provided of such local conveyance.

### **NON REIMBURSABLE**

The following expenses are not reimbursable:

1. Purchase of any capital goods accessories etc.
2. Any expenses concerning edibles/drinks used from the "Mini Bars" in the Hotel room
3. Personal STD / ISD calls.
4. Barber/ Haircut
5. Expenses on Cigarettes, Liquor
6. Luggage/ briefcases purchase
7. Traffic Fines
8. Hotel Room Movies
9. Frequent Flier membership
10. Other personal expenses

## EXIT POLICY & PROCEDURE

### Objective

The objective of this policy is to facilitate an unambiguous and fair process of employee exits in the organization. Further to enable the organization as well as employee to execute the exit formalities in a manner that is beneficial and swift for both of the parties.

### Applicability

This procedure would apply for all the cases where, the employee separates from the organization.

### 1. Voluntary Exit

A voluntary exit is one that results when an employee leaves a job on his or her own initiative.

Voluntary exit takes place in the following ways

- ✓ **Resignation** - Employees may resign at any time during their appointment by submitting a letter of resignation. Employees on probation who resign from their positions are normally expected to provide 30 days' notice to their immediate superiors. Confirmed employees who resign are expected to provide 90 days' notice. If the employee leaves without completing the required notice period, the Company will be entitled to adjust the same from his full & final settlement or/and leave balance equivalent to the number of days short for serving the notice period. The company also reserves the right to relieve the employee before the end of his/her notice period, without assigning any reasons and / or compensating for the balance of notice period.
- ✓ **Retirement** - An employee who retires is considered to have a super-annuated exit.
- ✓ **Failure to Return from Leave/Job Abandonment** - An employee who does not report to work as expected for 7 continuous days and does not provide notification to the immediate superior shall be considered to have abandoned the job and shall be subject to termination. The termination shall be considered a voluntary termination.

#### Process to be followed for employees who abscond from work without prior notice:

- An employee, who extends authorized leave by more than 7 consecutive working days without notifying the reporting manager in writing, will be treated as absconding and will be liable for consequential separation from the company.
- The reporting manager has to intimate the Human Resources Department on the 8th day of absence to initiate the process.
- As soon as the intimation is received, first warning letter will be sent to the employee on the same day and the salary of the employee will be kept on hold from that date.



- The first warning letter informs the employee to join back within 7 days of dispatch of the first warning letter, failing which the 2nd warning letter will be sent to the employee on 7th day from the date of dispatch of 1st warning letter.
- The 2nd warning letter informs the employee to join back within 5 days from the date of dispatch of 2nd warning mail, failing which the letter of termination will be sent to the employee on 5th day from the dispatch of 2nd warning letter.
- If the employee returns in between the period from dispatch of 1st warning letter to dispatch of termination letter, that period will be considered as Leave without Pay for the employee.
- The company may take appropriate legal action against the employee if the employee doesn't return the outstanding amount (in case of any) to the company or doesn't respond to the notice/warning letter being sent by the company.
- Any employee terminated on grounds of having been absconding from work will not be reconsidered for re-employment.
- No relieving or experience letter will be given to the absconding employees.

### **Exit date**

The last day of active service is considered the last working day of the employee. Casual leave, sick leave, privilege leave or any other leave accrued to the employee, may not be used to extend employment and benefits beyond the last day worked. Further casual leave, sick leave and privilege leave cannot be used to adjust the last working day in notice. An employee in his/ her notice period will not be allowed to avail of any privilege leave during such period. Any adjustment will be at the discretion of the Company and not the employee.

## **2. Involuntary Exit**

An involuntary separation is one initiated by the Organization, and may result for a variety of reasons, including layoff and discharge. An employee may be terminated for reasons that include but are not limited to uncorrected performance deficiencies or serious misconduct.

An employee may be terminated based on poor performance. The Company has the authority to terminate employment for documented performance reasons and in consultation with the Human Resource Department, Department/Unit Head and the CEO. In cases of termination, an employee's last day of work should also be the last day of pay.

### **Notification Period**

Upon termination, accumulated leave will be paid according to policy and such time shall not be counted as part of the terminal notice period except in case of serious misconduct including but not restricted to:

- Grossly unethical and/or criminal behavior (e.g., fraud/embezzlement of company's funds/assets, gross negligence of duties, release of confidential information, etc.)
- Actions or behavior that have a severe negative impact on the Company's credibility
- Grossly inappropriate behavior
- Inability or unwillingness to adhere to conditions of employment
- Misrepresentation of facts (e.g., educational qualifications, criminal record, etc.)

### 3. Procedure

- The employee wanting to exit must submit his resignation to his immediate supervisor and/ or Function/ Division Head as the case may be. The same must be forwarded to the Human Resources.
- The resigning employee will have to serve the notice period of 3 months in case of confirmed employment and 30 days for those on probation unless the same is waived at the discretion of the Unit/ Department Head.
- An amount equivalent to notice period pay will be deducted from the exiting employee's Full & Final Settlement if the employee falls short in serving the applicable notice period.
- Company also holds the right to settle any pending/outstanding payments of any kind from the employee's full and final settlement as they deem fit.
- Full and Final Settlements will be made to the employee only after the Clearance form has been received by the "Human Resources". Employee shall get the Clearance form filled and duly signed by the immediate supervisor, Department/Unit Head, I.T. Department, Finance Department, other concerned departments and Human Resources department.
- The employee has to fill the Exit Interview Form in the prescribed format and send it to Human Resources. In the first week from the day of resignation, Human Resources will conduct an exit interview. For outstation employees a telephonic interview will be conducted. In case of involuntary exit, this process shall be at the discretion of the company.
- Human Resources will issue a Work Experience Certificate / Relieving Letter only on request from the exiting employee. The company may choose not to give the Work Experience Certificate and may give only Relieving letter in case of serious misconduct. Also company may choose not to give Work Experience Certificate / Relieving Letter in case of insufficient notice of resignation or unsatisfactory handover.



## **POLICY ON SOCIAL MEDIA USAGE**

### **Purpose**

This document provides guidance to employees regarding the use of social media in all its types for both professional and personal use. In all cases the IPG Code of Conduct should govern employee behaviour with respect to social media outlets, as well as regarding the treatment of client, company and personal data that may be posted or discussed via such outlets.

### **Applicability:**

This policy is applicable to all employees of Interactive Avenues Pvt. Ltd.

### **Scope**

This policy applies to both public and company-sponsored social media sites and platforms. Nothing in this policy should be construed to grant authority to any employee to post on behalf of Interactive Avenues, IPG or its clients. Questions about such permissions should be directed to Human Resources. Unauthorized posting may result in discipline up to and including termination.

### **Definition**

Social media includes web-based and mobile-based technologies both public and corporate sponsored which are used to turn communication into interactive dialogue between organizations, communities, and individuals. Examples include, but are not limited to Facebook, Twitter, Wikipedia, blog participation, Yammer, YouTube, Foursquare, LinkedIn, online forums, Pinterest and any other programs or platforms accepted as social media.

When using social media in any of its forms either for business or personal use, the standards outlined in this policy as well as in the IPG Code of Conduct should serve as your guideline at all times.

### **Use of Social Media**

Social media has dramatically transformed how people around the world communicate with friends, family, and colleagues. Interactive Avenues and IPG supports and encourages all its employees to embrace and leverage this platform. This policy is meant to give employees a better understanding of how the use of social media can intersect with the workplace.

Courts have repeatedly classified social media as a public forum, therefore employees participating in social media forums whether on behalf of themselves, the employer or a client, should have no expectation of privacy with respect to their posts, conversations, or other content. As discussed later in this policy, Interactive Avenues and IPG reserve the right to monitor these forums as needed.

Before participating in social media forums especially on behalf of or involving clients, please be aware that Interactive Avenues or IPG may have client contractual obligations that supersede our policy and/or Best Practice Guidelines. If you are unsure what should or



should not be posted with respect to a client, please consult your Human Resources department for further guidance.

If at any time you feel you are being asked to violate this policy, client contractual obligations or the law, either by a client, colleague or other agent, please report that to your Human Resources department.

Should your Internet / social media posts result in any third parties, including members of the news media, contacting you and requesting information related to Interpublic, its companies, clients or employees, please consult with the Human Resources department or IPG Corporate Communications (CorpComm@interpublic.com) group for guidance.

Safeguarding corporate and client confidential or sensitive information is every employee's responsibility. Caution should also be used when posting to internal and other company-sponsored social media platforms, as employees whose jobs do not include working with confidential data may see this information. Report to your Human Resources department if you believe an unauthorized posting of confidential information has occurred.

Never post "on behalf of" or "as the" client, or on a named client account without express permission from the client or appropriate point person. If you have any question as to whether you are authorized to do so or who is the appropriate point person for client accounts, contact your Human Resources department.

In alignment with the IPG Code of Conduct, employees shall not post or display comments about co-workers or supervisors or the Employer that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the Employer's workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex / sexual orientation, ethnicity, nationality, disability, or other protected class, status, or characteristic.

Employees may accept 'friend' / social media requests from their superiors and/or peers, but are under no obligation and should feel no pressure to do so. Employees should exercise their own opinion and judgment when accepting such requests. Managers cannot require that a prospective or current employee accept these requests. Requesting a prospective or current employee's social media password(s), to divulge personal social media or to log in while the employer is present is also prohibited, unless as part of an investigation into employee misconduct or violation of applicable laws and regulations, as long as the information obtained is used for that purpose only.



### **Personal use of the internet**

The company recognizes that employees use the internet for personal purposes and that many employees participate in social networking platforms such as, but not restricted to; Facebook, LinkedIn, Twitter.

The company permits its employees to access social networking sites on the internet for personal use either before working hours and during lunch breaks but reserves the right to restrict access during working hours.

### **Monitoring of internet access at work**

The company reserves the right to monitor employees' internet usage, but will endeavor to inform the concerned employee when this happens and the reasons for it.

Valid reasons for checking an employee's internet usage include suspicions that the employee has been spending an excessive amount of time viewing websites that are not work related; or acting in a way that damages the reputation of the company and/or breaches commercial confidentiality; or as part of a disciplinary investigation following a complaint of harassment, discrimination, bullying or victimization.

### **Disciplinary action**

The company will monitor internet use to ensure that it is in accordance with the policy. In case of any violation, disciplinary action will also be taken which may lead to the suspension and/or termination of employment.