

YOUR GUIDE TO

Fourth Dimension Technologies Pvt. Ltd

Revised WEF 1st May 2015

EMPLOYEE HANDBOOK

DOCUMENT SUMMARY:

AUTHOR	GNANAMANI V	
REVIEWED BY	JAGANATHAN N	
CURRENT VERSION	2.0	
DATE OF CURRENT VERSION	07-05-2024	
DATE OF ORIGINAL VERSION	03-05-2017	
DOCUMENT TYPE	HR Policy	
DOCUMENT CIRCULATION	ALL TEAMS	
OWNER	CISO	
APPROVED BY	NAME:	SARAVANA KUMAR S
	DESIGNATION	CHIEF INFORMATION SECURITY OFFICER

CONFIDENTIAL

REVISION HISTORY

Version	Revision	Issue Date	Changes
1.0		03-05-2017	First Draft
	1.1	03-05-2018	Review done with no changes
	1.2	03-05-2019	Review done with no changes
	1.3	03-05-2020	Review done with no changes
	1.4	03-05-2021	Review done with no changes
	1.5	03-05-2022	Review done with no changes
	1.6	03-05-2023	Document summary and version history added
2.0		07-05-2024	2.2 -Sexual Harassment – Contact details added

Welcome Aboard

Dear

Welcome to Fourth Dimension.

I am pleased to present to you your guide to working at Fourth Dimension. This Booklet will give you information about the profile of Company, its Business, Products, Services, Customers, Vision and Values.

This booklet is not exhaustive, as only primary information has been provided. If you need more information with regard to any of these or any other HR policies and systems, please do feel free to get in touch with your immediate Manager or Human Resources.

Once again we welcome you to be part of **our Winning Team, our Vision and Our Success.**

Regards,

Jagannathan
CEO
Fourth Dimension

Table of Contents

Becoming a part of the Company

- Joining Formalities
- Trainee, Probation & Confirmation
- Performance Appraisal Policy

Work Systems

- Work Hours
- Weekly Holidays
- Attendance Policy
- Transfer
- National & Festival Holidays
- Dress Code
- Housekeeping & Office Etiquette

Leave

- Causal Leave
- Sick Leave
- Paid Leave
- Paternity Leave

Travel Policy

- Domestic Travel
- International Travel
- Local Conveyance
- TDS

Separation

- Resignation
- Termination
- Retirement

Information	HR Policy	
-------------	-----------	---

Our Benefit Program

Annexures

Fourth Dimension vision is to be one of the leading companies from India providing IT Infrastructure services. Our goal is to ensure availability and optimum usage of IT resources. We strive to be the IT infra partner of choice to our customers.

Our immediate goal is to build this position of leadership in South India in the next 3 years.

As an organisation, 4d is known in the market for its values, technical skills and excellent team that has been at the forefront of its growth over the years.

We are in the process of transforming ourselves into a-IT-Infra services provider and all our strategies and plans are directed towards this goal.

We strongly believe that our people are our strength and it is the collective effort of all our employees that has propelled us thus far. Our aim is to provide a right environment for our people to perform their best.

At 4d you will experience an atmosphere of openness, freedom to express your ideas and an environment of sharing and friendship.

I welcome you to the 4d family and hopeful that you will find this experience very fulfilling.

Becoming a part of the Company

Joining Formalities

A **Joining Checklist** is normally provided to you along with your Appointment Letter to enable you to furnish information required for our records and also for all on-boarding purposes.

Please ask Administration for a copy if you do not have one or refer to the Annexure No.1.

Administration will guide you in completing the joining formalities and will prepare a formal announcement to introduce you to the organization.

Please seek your superior's assistance to get introduced to your colleagues and also settle down.

Administration will assist you in your Bank account opening formalities.

Administration will help you obtain your Company Identity Card, company badge and visiting cards.

Your Induction

A structured Induction program will be organised by your Manager / Supervisor and will include:

Induction	Role
Vision, Compensation & Benefits and all other HR policies of Fourth Dimension.	HR
<ul style="list-style-type: none"> • Company Values • Provides in-depth information on the function of respective division • Briefs functions of other division • Major Projects handled of the respective division • Partnered with Principle Companies • Clarity about roles and responsibilities of employee 	Reporting Authority

Information	HR Policy	
-------------	-----------	---

While your Superior will organize for your induction, it is your responsibility to learn and observe the inputs.

CONFIDENTIAL

Information	HR Policy	
-------------	-----------	---

Trainee Period

Fresher/s for Support / FMS division will be on Trainee for a period of 3 or 6 months depends on the capability of candidate/s from their date of joining. They will be moved to Probation period based on their level of performance else their trainee period may be extended for a period of 3 months by a mail in writing.

Probation & Confirmation

You will normally be on probation for a period of 6 months from your date of joining.

Confirmation will be based on your technical capabilities and work output.

When deemed necessary by your Superior, your probation period may be extended for a further period of 3 months by a letter in writing.

Your Superior will hold a confirmation assessment review at the end of your probationary period.

Upon successful completion of the assessment you will receive a formal letter of confirmation.

Salary will remain unaltered at the time of Confirmation.

Information	HR Policy	
-------------	-----------	---

Performance Appraisal

OBJECTIVE

The primary objective of performance appraisals in Fourth Dimension is to create the platform for an employee to provide open feedback, get to understand the ones needed, assess objectively the performance and potential of the employee, to develop them and to determine their career path.

ELIGIBILITY

The employee will be eligible for appraisal only after completion of three months of services in the organization. However, for new employees KRA will be fixed as soon as the date of joining.

Key Result Area:

KRA should be **SMART** analysis method [Specific, Measurable, Achievable, Realistic and Time Bound]. There is a minimum of 4 goals with regard to employees' career to be aligned with company goal and also minimum of 2 personal goals pertaining to the self-development.

Appraiser: The person to whom the employee is reporting. Eg. Reporter.

Appraisee: An employee who is being appraised by his or her Reporter in an appraisal interview

Reviewer: The reporter of the appraisee. In case more than one intermediate level is involved, the department head will decide who will be the reviewer.

APPRAISAL PROCESS:

It gives an opportunity to recognize employees' talent, develop their capabilities and utilize them appropriately; they will contribute to the long-term excellence of the organization. Therefore it is imperative to assess objectively the performance, assess their potential for growth.

Information	HR Policy	
-------------	-----------	---

An appraisal is a meeting / discussion between employee and reporter to discuss employee's' performance in order to plan together employee's future. It gives you a chance to think about how an employee has performed since the last appraisal or since joining the organization and to agree future performance objectives. Following are the steps to set an appraisal process:

- Before the appraisal meeting, employee and his/her reporter should agree a suitable time and date for appraisal.
- Listed in appraisal forms would be the qualities / skills that are important in an employee's job.
- Further to the rating the HR Department will receive the forms and prepare the final data of rating status and track the same.
- Consolidations of performance ratings will reflect in employees' yearly performance appraisal and quantum of increment (either GP/VP or VP alone) will be arrived accordingly.
- The consolidated data is presented in the MIS format to the HR Department for further decision regarding salary increment, promotion or any such decisions.
- Based upon the Reporter's review and actual ratings of the individual, the Low Performer will be counseled for improvement and will be given a minimum time frame to improve OR may be offered a more appropriate role for his/her competencies,. Employees can't be a part of the organization if not shown any improvement in the given time frame.
- A good performer will always be considering for recognitions and to provide career road map.

Information	HR Policy	
-------------	-----------	---

To set a process wherein Employee's Head Of the Department will review the performance of each staff on a quarterly basis using the Performance Rating Form, and thus evaluate and improve the employees knowledge, skills and attitude and to facilitate their overall individual development. The Performance Appraisal Review System has the following features:

FEATURES:

- Focuses on the development and utilization of an employee
- Transparency and openness in the system
- Emphasis on the potential assessment and career plan of an employee
- Identification of training and development needs
- Identification of strengths and areas to be focused
- Reviews job expectations
- Checks ongoing performance
- Recognizes individuals
- Aligning the employees' goal to the organization
- Builds the Organization & Business

Appraisal form will be sent to Employee by 5th of April to set the KRA for his/her team member for the whole financial year after mutually agreeing or in consultation with his/her team member. Duly filled KRA will be reviewed by HOD. Plan Vs Actual will be obtained after review and the same should be shared to Team Member and HR Department as mentioned above. Assessment [Rating] will be done as per the policy.

Review Mechanism - All Employees

Frequency	Review Period	Self-evaluation before HOD	To be reviewed by HOD	Evaluation details to be shared to
-----------	---------------	----------------------------	-----------------------	------------------------------------

1 st Quarter	Apr - Jun	By 5 th of July	By 10 th of July	Member & HR by 12 th July
2 nd Quarter	Jul - Sep	By 5 th of Oct	By 10 th of Oct	Member & HR by 12 th Oct
3 rd Quarter	Oct - Dec	By 5 th of Jan	By 10 th of Jan	Member & HR by 12 th Jan
4 th Quarter	Jan - Mar	By 5 th of Apr	By 10 th of Apr	Member & HR by 12 th Apr

First year salary review will happen one year from the date of joining subject to the ratings scored and subsequent appraisals will fall in every July.

In case, an employee avails long leave whatsoever reasons may be, his/her confirmation / yearly appraisal will get postponed proportionately.

Range of Ratings (scored)	Description
41 to 50	a) One can be given warning with 1 to 3 months time frame to prove him/her to stay back as a part of the company. No hike. b) One can be sent out w/o warning if scored 40 / < 40
51 - 60	One is eligible to stay back, but no salary Raise
61 - 70	One can be given Below Average Salary Raise
71 - 90	One can be given Average Salary Raise
>90	One can be given Above Average Salary Raise

CEO REVIEW (if required)

Based upon the outcome of the yearly appraisal, meeting will be arranged with CEO for the review along with individual employees & HOD if required. MD will highlight the merits and demerits of the individual employee during the meeting.

Work Systems

Fourth Dimension would like to create a work system that fosters consistency, productivity, self-discipline and the right work-life balance. We trust your ability to interpret these guidelines in the best interests of our Company.

Work Hours

Fourth Dimension recognizes that the nature of our business calls for flexibility in work timings that employees keep. For the sake of our customer's convenience and to help us plan our routines well, we would like to commit ourselves to the following work hours:

Monday through Friday : 9.00 am to 6.00 p.m.

For FMS/IMS Engrs, number of working day is 6 days a week based on the site

Lunch: Half-an-hour duration, staggered between 1:00 p.m. and 2:00 p.m.

Weekly Holiday

Fourth Dimension will observe all Saturdays and all Sundays as its weekly holidays and will remain closed for business on these days. However, the individual shall be ready to work on Saturdays, if job demands / urgency.

For FMS/IMS Engineers, the weekly holiday could be one day per week and it can be on any day Monday through Sunday.

In the interest of your personal safety and the safety of our premises, during post-office hours and holidays, the Security has been asked to check for identity before permitting entry. Therefore, you are requested to carry your ID cards at all times. (It is also advisable to carry your ID Cards if you work late and commute in the nights.)

Attendance Policy

All employees of the Company must register and record their movement during office hours in the manner prescribed by the management from time to time.

Information	HR Policy	
-------------	-----------	---

- Employees are required to register their attendance in the **device** kept for the purpose.

How to use finger print device:

A - Do's

1. Wipe off your registered Finger/ Thumb every time before placing on the sensor to avoid "pl. try again"
2. Place your **right registered finger / thumb flat** on the sensor gently (no rubbing / pressing, etc.) and correctly **whenever you step in / step out (whatever the reason may be)**
3. To sense your identity correctly, your posture is also very important when you place your finger/ thumb on the sensor.
4. The moment it is sensed your identity (first 8 alphabets of your name will be displayed), you will be hearing a beep sound and subsequently doors can be open-able up-to 5 seconds
5. Beyond 5 seconds, the doors cannot be accessible, so the above said process needs to be repeated once again to "step in" and same thing is applicable for "step out"
6. Press the "Bell switch" while stepping out and repeat the s.no.2 to get registered your step out time.
7. Strictly only one person should step-in for every finger or thumb print and step-out as well
8. For visitors to get in, Front Office will take care of opening the doors with the help of software loaded in his/her PC.

Information	HR Policy	
-------------	-----------	---

B - Don'ts

1. Fiddle with the device
2. Arch your finger/ thumb on the sensor
3. Must avoid coming in / going out together for a single finger / thumb print, failing which, a severe disciplinary action will be taken against the concerned individual.

C - General Rule:

1. Office In-time can be between 9.00 a.m. - 10.00 a.m. and Out-time is strictly not less than **9.00** hours (including lunch break). For eg. - a) If an employee's in-time is 10 a.m., then out-time shall be **7.00** p.m. and above. Similarly, if an employee's in-time is before 9.00 a.m, then out-time shall be **6.00** p.m and above.
2. It will be marked as $\frac{1}{2}$ a day leave for the first (morning) session if employee punches-in the fingerprint device after **10.00** a.m and same thing is applicable for afternoon session if punches-in after **1.30** p.m. (who availed leave in the morning session)
3. The employee who reaches back the home-branch office between 6.30 a.m. - 10.30 a.m. the morning session will still be considered as Official Tour provided he / she should punch in 1.30 p.m.
4. Point No.C-2, is not applicable if an employee leaves directly from home and returns back to office from Direct Call.
5. Only Two Permissions (it can either be in the beginning or closing hours of the office business hours during week days) per employee are allowed in a month and duration of each permission is maximum of Two hours. In case employee avails permission, the Clause 2 is not applicable. Permission cannot be carried forward if not availed. 9 O'clock is the starting time for those availing permission/s. It will be treated as First Half leave if permission exceeds maximum time limit of 2 hours provided present in the Second Half session.

Information	HR Policy	
-------------	-----------	---

6. For a month, 26th of last month and following month of 25th will be taken into consideration (not 1st to 30th/31st).
7. Both Permission and Leave cannot be combined and availed on the same day.
8. For every person, the no. of "step in" and "step out" should be equal (for e.g. 3 - step-in & 3 - step-out). If there is a mis-matching in this, your total working hours for that particular day will be showing either more than 8.30 hours or less than 8.30 hours.
9. You are requested to inform your Team In-charge who in turn to send a mail to HR for record and Team Head as well, whenever you go on direct call / permission / official touring, else the device will mark you automatically as **leave** which you will be known only when you receive your salary/salary slip. No intimation will be sent from HR Dept prior to that.
10. Those who step out for calls / outside official work / official touring, after coming to office, have to inform Team In-charge who in turn will send a mail to HR / Team Head too, else it will automatically be marked as Leave and this is also applicable in case anyone avails leave / evening permission during the second half session.
11. Leave and Permission are to be intimated to the Team In-Charge well before 10.00 a.m. so that, the Team Head can plan their work accordingly else Team Head will take necessary disciplinary action. This is not applicable only in case of any emergency.
12. If your finger / thumb print is not registered on a particular day, it will be assumed as leave. HR has no need to give any justification.
13. Unplanned Leaves or Leave availed due to some emergency reasons can be informed thro sms to the Team In-charge, but again, it is the employee's responsibility to send across a mail to the Team Head with a copy to HR/ Team In-charge when resume duty (back to office).
14. Employees are requested to intimate Front Office / HR immediately through mail or in person in case finger print device is not working due to technical

Information	HR Policy	
-------------	-----------	---

reason. In case of power cut, it will work on UPS up-to 20 minutes and thereafter doors can be freed. Front Office will have a record of power cut details.

The attendance policy will be reviewed once in quarter if required.

CONFIDENTIAL

Information	HR Policy	
-------------	-----------	---

Transfer

You, as a regular employee of Fourth Dimension, may be transferred to any other location as per the requirement of the organisation.

We would like to make the relocation process a smooth one for you and your family. The cost of shifting your personal effects will be borne by us at actuals, subject to prior approval of an estimate. **This is applicable only for the permanent domestic transfer.**

The cost of travel to the new location for you and your dependents will also be borne by us. Dependents may be defined as follows:

- If married : Spouse, children and dependent parents.
 If unmarried : Parents, brothers and sisters below 18 years of age.

For a period of two weeks, Fourth Dimension will either provide transit accommodation or bear the cost of your stay in the new location, as per the domestic travel rules.

On joining the duties at the newly assigned location, you will comply with the work system as applicable there.

National & Festival Holidays

The list of Holidays will be intimated at the closing of every Calendar year.

Compensatory Off

Service Engineers who work for a minimum of eight hours on any declared holiday or weekly off or extended working hours will be eligible for a **Compensatory Off**. This is applicable for shorter distance travel like just out of City Limits and within Chennai as well. They have to follow the following guidelines:

- Compensatory off should be availed within a fortnight from the day it had fallen due or can be claimed as extra wages. If not availed within fortnight, it will be invalid. This is applicable only for Band 1 employees

Information	HR Policy	
-------------	-----------	---

- Those who claim extra-wages or compensatory off are requested to get the date / time written by client along with their signature/company seal on the Call Report after completion of work. **This needs to be provided if required.**
- The prior approval from the Superior in charge should be handed over to the administration personnel for doing the needful.

Dress Code

Fourth Dimension encourages you to come to work in any attire of your choice as long as it is "smart casuals" and is perceived as "decent attire".

Those working in Customers premises must conform to the dress code prescribed by the customers to their Employees.

Housekeeping & Office Etiquette

Fourth Dimension would like to maintain the highest standards of hygiene and cleanliness in its premises. This is not possible without the active involvement and cooperation of all Employees.

Fourth Dimension is a no-smoking office. Employees wanting to smoke need to do so, outside the premises.

Information	HR Policy	
-------------	-----------	---

Leave

Fourth Dimension provides four categories of leave for all its employees:

- Casual Leave (12)
- Sick Leave (12)
- Paid Leave (12)
- Paternity Leave (3)
- General Rule

❖ Casual Leave (12)

- On confirmation, you are eligible for 12 days of Casual Leave with full pay every financial year, which will be credited to your leave account on 1st April each year.
- The eligibility will be on pro-rata basis for those joining after 1st April.
- The immediate Superior will be the sanctioning authority.
- CL cannot be taken in advance.
- CL cannot be accumulated.

❖ Sick Leave (12)

- ❖ On confirmation you are eligible for 12 days of Sick Leave with full pay every financial year, which will be credited to your leave account on 1st April each year.
- ❖ The eligibility will be on pro-rata basis for those joining after 1st April.
- ❖ In the unfortunate event of your falling sick and requiring absence from work for a long duration (i.e. more than 3 days), leave will be granted as per the advice of a registered Medical Practitioner on a case-to-case basis.
- ❖ SL cannot be taken in advance.
- ❖ SL cannot be accumulated

Information	HR Policy	
-------------	-----------	---

❖ Paid Leave (12)

- One year after confirmation at Fourth Dimension, you are eligible for 12 days of Paid Leave.
- Paid leave will get credited in the beginning of every financial year.
- To avoid work disruption, you must apply for Paid Leave at least three weeks in advance. A system of Annual Leave planning must be followed to avoid work disruptions and personal & family disappointments.
- Paid Leave can be accumulated up to a maximum of 30 days and suggest the employees to surrender the PL if exceeds 30 days or else it will be lapsed automatically without any notice at any point of time.
- A minimum balance of 15 days Paid Leave is to be in your credit after encashment.
- A minimum of 10 days Paid Leave is to be surrendered to en-cash.
- Paid Leave can be accumulated and is encash-able while in service and also at the time of retirement, resignation or disengagement of service.
- Encashment is permissible once in a financial year and for this purpose, the month will be construed as 30 days.

❖ Paternity Leave (3)

- Purpose of granting Paternity Leave is to take care of employee's spouse during post-delivery period to some extent.
- Paternity Leave shall be eligible only for the confirmed employees when their spouse gives birth to a baby.
- It can be availed maximum of 3 days within a week from the date of delivery with prior approval from the respective head
- This is applicable only for upto 2 kids per employee

❖ General Rules

- One day Casual leave per month will be eligible during probationary period and same cannot be carried forward to the following month.
- The Administration Department will maintain leave records for your benefit and to facilitate payroll processing.
- It is however your responsibility and your supervisor's responsibility to keep your leave records updated, as and when you avail leave.

Information	HR Policy	
-------------	-----------	---

- For the purpose of leave encashment, only BASIC salary will be taken into consideration.
- Any leave without approval, will be treated as a LoP. **For LoP, Gross Salary will be taken into consideration.**
- All holidays (except National), which fall in between your leave period will be taken while calculating leave availed. For example, if you take leave on a working Friday and on the following Monday, **then weekly off Saturday & Sunday will be treated as leave.**

CONFIDENTIAL

Travel Policy - Domestic

❖ Objective

- To indicate the norms of travel to employees who are going for business purposes
- To ensure that travel arrangements are more cost-effective, safe travel, comfortable and productive

❖ Scope

- All employees who travel for business requirements of the company will be covered.

❖ Eligibility

- **BOARDING & LODGING**
 - Following chart exhibits the expenses on **BOARDING** (excluding tax) as applicable for Super Metro, Metro and Non-Metro cities. The eligibility of boarding expenses reimbursement will be as given in the table below. However, all claims have to be made based on the actual expenditure incurred subject to the below mentioned limits.

Band	Mode		Super Metro (Per day)	Metro (Per day)	Non-metro (Per day)	Incidentals (Per day)	Local conveyance (Mode of travel) (Per day)
	Over Night	Long Night	(Rs.)	(Rs.)	(Rs.)	(Rs.)	
Band 1	II Class/Bus	II Class/Bus	500	350	325	50	Auto with receipt wherever possible

Information	HR Policy	
-------------	-----------	---

Band 2	III AC/ I Class	III AC/ I Class	575	400	350	50	Auto with receipt wherever possible
Band 3 & above	II AC	Case to case Basis	675	450	400	50	Metered Taxi with receipt

City Classification:

Super Metro - Bangalore, Delhi, Kolkatta and Mumbai

Metro - Chennai, Pune, Jaipur, Hyderabad and Goa

Non-Metro - All other cities that are not included above

- Following chart exhibits the expenses on **LODGING** as applicable for Super Metro, Metro and Non-Metro cities. The eligibility of lodging expenses reimbursement will be decided within the limit specified hereunder.
- Permissible Allowance for Hotel Accommodation (excluding tax):

	Super Metro	Metro	Non-metro
Band 1	2500	1400	900 - 1200
Band 2	3000	1700	1100 - 1500
Band 3	4000	2000	1300 - 1700

Travel Expenses: People traveling for business purpose would be reimbursed their expenses at actual within the limit shown above.

Besides the allowances shown above the following notes are also to be taken:

1. For the purpose of travel policy, all reimbursements will be made on the following basis:
 - 1200 hr - 2400 hr : 1 day
 - 0600 hr - 1200 hr : $\frac{1}{2}$ day
2. Expenses incurred on lodging, boarding, local conveyance, incidental charges, etc. will be reimbursed at actual, subject to the maximum limits specified

Information	HR Policy	
-------------	-----------	---

above. All such claims should be supported by relevant bills, but not applicable if food taken in Train.

- 3.
4. Food expenses will include expenses incurred on breakfast, lunch, dinner, refreshments, and other expenses incurred on food and beverages. It will not include expenses incurred on alcoholic beverages.
5. During the period of tour, incidental expenses like porterage, tips, water bottle, etc. will be reimbursed at actual subject to the limit specified above. These may be claimed against a declaration and need not be supported by bills.
6. Whenever company / client / principle company has made prior staying arrangement or employee has made own accommodation or when company's Guest House is available, the employee on tour has to stay in this guest house or the arrangements made by the company / client / principle company / employee and in such cases they will not be eligible to claim any lodging charges, but food, local conveyance and incidental charges can be claimed at actual subject to the limit specified above.
7. **As a matter of discipline, employees are not allowed to consume liquor while on Official Tour.**
8. If only food expenses are paid by the client / principle company you are visiting, you will not be reimbursed any food expenses in such cases, but the employees are eligible to claim lodging expenses, local conveyance and also incidental charges at actual subject to the limit specified above. This is applicable only for outstation residential training.
9. When both lodging and boarding are provided by company / client / principle company, the staff member will be paid local conveyance expenses and also incidental charges at actual, but subject to the limit specified above.
10. Every individual should endeavor to keep his/her hotel expenses to the minimum. If an individual has to leave a city in the afternoon/evening, he/she should try as

Information	HR Policy	
-------------	-----------	---

far as possible to check out of the hotel before noon so that he/she is not charged for another day. This can be done based on the hotel check-out (12 noon or 24 hours) time.

11. When tickets are bought by individuals, the counterfoil/ticket/receipt must be attached to the Tour Expenses Report in support of the claim for reimbursement. You are directed to support your expenses made by you with the tickets, original bills, vouchers, receipts and other supporting. In the absence of HR person, the ticket can be booked by the individual subject to the limit, but with prior information to HR person/ Department Head.
12. Expenses of personal nature such as smoking, magazines, Liquor, Non official telephone calls will not be reimbursed.
13. Expenses on Liquor, even under unavoidable circumstances along with official guests, will not be allowed.
14. If an employee is required to entertain a guest / colleagues / team members on company's behalf while on tour he/she shall be reimbursed at actual provided proper supporting bills are attached and approved by the sanctioning authority. The name and designation of the guest must always be stated in the expenses statement and also on reverse of such bills. This is applicable only for Band 3 employee when he/she travels.
15. While on a domestic business tour, you are advised not use your own vehicle, instead you may go by eligible Local conveyance (mode of travel) as mentioned above.
16. Those of you on business that takes you out of city limits, for just a day, can claim conveyance and food expenses as per the above table. No other claim other than food and conveyance can be made.
17. Those working in *Client's place or 4d premises after 9 p.m., but till 12 pm midnight / morning 6 a.m., food allowance of Rs.100/- can be claimed subject to bill / head's approval. *This is applicable for shorter distance travel like just out of City Limits.

Information	HR Policy	
-------------	-----------	---

18. Only Compensatory Off will be provided for those who work on weekly off (Sundays) / declared holidays of 4d while on tour. This is applicable only for Support Engineers (Band 1 employees).
19. Travel Requisition Form should be filled in a week before. This should be approved by your Department Head and given to the Administration Department for necessary bookings, etc.
20. Tour Allowance as per your eligibility can be taken before you proceed on a tour.
21. You are required to settle your travel expense claims within 7 (Seven) working days hours (excluding holidays/ weekly off) of completing your travel. If not so, it will be deducted from the following month salary without any intimation.
22. There are occasions when employees of various levels travel together. It is recommended in such cases that Lodging be shared. In other instances, whether employee's travel together or expenses are incurred jointly, it must be settled individually between them.
23. Food expenses (breakfast / Lunch / dinner) are not eligible if an employee's defined departure time of train/bus is after 10 am / 3 p.m. / 10 p.m.
24. The employees are advised to make use of public transport system for local (conveyance) transport while on tour if the distance is more than 10km - 15 km.
25. If the outstation business trip is more than a month, the employee is entitled to claim laundry expenses of Rs.80/- per day for all levels of bands and across the locations.
26. If the travel journey hour is more than 15 hours at a stretch (train delay will not be taken into consideration), the employees (irrespective of the Band they fall in) are eligible to travel in a/c bus or upto 3 Tier A/c in train.

Sundry Purchase:

Information	HR Policy	
-------------	-----------	---

These expenses are not to be included in Tour expense reports. These may be claimed separately, if permissible. Sundry Purchase such as CDs, DVDs, should not to be included in Tour expense reports. These may be claimed separately, if permissible. Any purchase should have prior approval.

Telephone / Browsing / Fax / Courier expenses:

Expenses incurred on telephone calls / Browsing / Fax / courier charges that are official in nature will be reimbursed at actual. All such claims should be supported by the relevant bill.

MISCELLANEOUS: _

- All expenses must be fully supported with paid bills and duly authorized by departmental head.
- The responsibility of correctly filling a claim tour expenses statement will, therefore, entirely rest with the claimant. Any breach in any form of this trust will render the employee to very strict disciplinary action.
- While traveling on company business, if an employee avails casual or privilege leave except sick leave, he will not be entitled to reimbursements of any allowances for the period of leave.
- Tour expenses due will be cleared by Finance within 7 to 10 working days from the date of receipt of the same.

Travel Policy - International

❖ Eligibility

- BOARDING & LODGING

- When both lodging and boarding are provided by company / client / principle company, the staff member will be paid local conveyance expenses at actual, but justification to be given if required.
- International allowance will be eligible as given in the tabular column irrespective of boarding & lodging provided.

Band	Per Day International Allowance (US \$) - across globe
B1, B2, & B3	10

- LODGING

- When only lodging is provided by company / client / principle company, the staff member will be paid local conveyance expenses at actual, but justification to be given if required. An US\$ 25 per day will be given as Food Allowance for B1/B2/B3 for across globe other than India.

Band	Per Day Food Allowance (US \$) (across globe)
B1, B2 & B3	25

- The limit for lodging for abroad will be decided by HR on case to case basis.

MISCELLANEOUS:

- All expenses must be fully supported with paid bills and duly authorized by departmental head.
- The responsibility of correctly filling a claim tour expenses statement will, therefore, entirely rest with the claimant. Any breach in any form of this trust will render the employee to very strict disciplinary action.

- traveling on company business, if an employee avails casual or privilege leave except sick leave, he will not be entitled to reimbursements of any allowances for the period of leave.
- Employees are advised to use Public Transport, wherever possible during your official trip, in more economical mode

Local Conveyance

- The reimbursement of local conveyance (fuel expenses and maintenance charges) would be entitled to claim as stated below if the staff members make use of their own vehicle for official duty:
- The reimbursement of local conveyance can be accumulated upto one month and it is, at the discretion of company, the reimbursement can either be disbursed or knocked off, for those who accumulate more than a month.
- Those who use Public Transport (most economical mode & non a/c) can either claim weekly or bi monthly or can avail bus pass (non-a/c) based on the job demands after in consultation with HR/Reporting Authority.
- Local conveyance will be disbursed within 7 to 10 working days from the date of receipt of the same
- Two Wheeler

Type of Vehicle/Eligible to claim	Local Conveyance Reimbursement Per KM	Range of Fuel Price (Including All) Per Litre	Remarks
Two Wheeler /B1, B2 & B3	Rs.2.50	Rs.60/- - Rs.70/-	Can be claimed based on the prevailing fuel price
Two Wheeler /B1, B2 & B3	Rs.2.75	Rs.71/- - Rs.80/-	Can be claimed based on the

			prevailing fuel price
Two Wheeler /B1, B2 & B3	Rs.3.00	Rs.81/- - Rs.90/-	Can be claimed based on the prevailing fuel price

- Four Wheeler

Type of Vehicle/Eligible to claim	Local Conveyance Reimbursement Per KM	Range of Fuel Price (Including All) Per Litre	Remarks
Four Wheeler /B3	Rs.12	Rs.60/- - Rs.70/-	Can be claimed based on the prevailing fuel price
Four Wheeler /B3	Rs.13	Rs.71/- - Rs.80/-	Can be claimed based on the prevailing fuel price
Two Wheeler / B3	Rs.14	Rs.81/- - Rs.90/-	Can be claimed based on the prevailing fuel price

CONFIDENTIAL

Information	HR Policy	
-------------	-----------	---

Finance – TDS for Existing Employees

Following are the TDS policy for the existing employees:

- a. Finance Dept. will directly mail concerned employees who are coming under / who are likely to come under Tax Net in every May based on the salary details available in the Tally.
- b. From 2015 onwards, HR will start deducting some amount from the employee's salary starting from July based on the previous year Tax as per Finance Dept.
- c. Employees to mail the investment plan, at one shot, to Finance Dept. by 31st of every December
- d. Employees must submit the required investment documents, at one shot, as soft copy of Finance Dept. by 15th of every March
- e. If not submitted the required investments documents details, at one shot, to Finance within the specified time frame, it will be deemed to have no investment made by the employees and subsequently tax will be computed.
- f. If investment details are not fully furnished and/or partially, the Finance Department will compute the tax liability based on the availability of the records.
- g. Genuineness on the investment documents is solely responsible of the employees (tax payer)
- h. If any balance of Tax from employees' side, it will be deducted from the last month salary (March) of employees.
- i. If any excess Tax deduction, it can be claimed by employees from IT Department directly at the time of filing the Return.
- j. Company can only assist for IT Returns filing. However, it is purely responsible of the individual.

Information	HR Policy	 The logo for Fourth Dimension, featuring a stylized blue and red '4' and 'D' forming a square, with the text 'FOURTH DIMENSION' in blue and 'expect more' in red below it.
-------------	-----------	--

General

- To avail Form 16, every employee must provide Permanent Account Number (PAN) to HR while joining
- A digital signed Form 16 as PDF will be mailed to personal mail id of existing and resigned employees (who are coming under IT bracket / Non-IT Bracket) every financial year by end of May of the subsequent Financial Year

CONFIDENTIAL

Information	HR Policy	
-------------	-----------	---

TDS for Leaving Employees

On receipt of the acceptance of resignation mail from HR, Finance will compute IT within 12 working days based on the available documents provided by the leaving employee/s.

General

- To avail Form 16, every employee must provide Permanent Account Number (PAN) to HR while joining/post joining or else not issued
- If not informed on the exact date of employees leaving by Reporting Authority, Finance will construe 30/60/90 days as their date of leaving and work out TDS after in consultation HR
- A digital signed Form 16 as PDF will be mailed to personal mail id of resigned employees (who are coming under IT bracket / Non-IT Bracket) every financial year by end of May of the subsequent Financial Year

CONFIDENTIAL

Separation

Separation from the services of Fourth Dimension would mean resignation, termination or retirement from our company.

❖ Resignation

- If you wish to resign from the services of Fourth Dimension, you should submit a resignation letter/**mail** to your immediate superior **with a copy to HR.**
- A resignation letter should be written or typed only on a plain white sheet of paper.
- You need to serve a notice period of **one month / two months & three months as applicable to you.**
- The resignation letter/**mail** will be accepted and approved by your immediate superior and the **CEO**
- **If company notices any malpractice during separation period, the company has right to hold back the salary, any other dues, etc. and also taking self-declaration to adjust against his/her dues.**
- **Employees who leave the company without serving the full notice period, or settlement of accounts or without handing over the charge properly or without completing exit formalities, will not be given any testimonial or other discretionary documents by the company at any point of time.**
- In the event of not conforming to the prescribed notice period, either you or the organisation (as the case may be) will pay in lieu of the notice period.
- If any settlement to be done from company side, it will happen in 90 days from the date of relieving.
- **On receipt of a copy of resignation acceptance mail from the respective reporting authority, HR will perform the following with the help of concerned personnel of other department:**

A. **Role of System Administration**

S. No.	Activity to be carried out	Time frame for activity
1	Delete the network login user id from domain account	On the last day of emp leaving

Information	HR Policy	
--------------------	------------------	---

2	Reset / Change the password of email account & collect mail pst password if any.	On the last day of emp leaving
3.	All incoming email of resigned employee to be mailed to the reporting authority till leaving and same to be notified thro mail after completing	From the date of receipt of mail from HR
4	Delete the employee specific configuration in the firewall policy like vpn access, user id deletion, etc.	From the date of receipt of mail from HR
5	Plan for de-allocating Hardware (PC) from the date of relieving. Also intimate the HR about the date to hand over (if it is a rental machine).	On the last day of leaving
6	Receive Laptop or PC issued to the staff [Check: Hardware Master List both Rental and 4d owned] and certify the condition of the same to HR.	On the last day of leaving
7	Delete email account from mail server including local email server after a month from the date of relieving	From the date of receipt of mail from HR
8	Receive CDs / Pen Drive/ Floppies / Headset, etc. if any issued to the staff.	On the last day of leaving
9	Receive Datacard and check working condition (check and confirm with HR)	On the last day of leaving
10	Folder Access to be enabled to the reporting authority and notifying to them thro mail	From the date of receipt of mail from HR

B. Role of Finance

S.No.	Activity	Time frame for activity
1	Finance provides HR on the dues details if any to prepare Full & Final Settlement <ul style="list-style-type: none"> • Salary Advance • Loan • Local Conveyance • Tour Advance • Form 16 Document Template • TDS – Yes / No 	Within 12 working day from the date of receipt of employees resignation

C. Role of Helpdesk (This is Not Applicable for FMS)

S.No.	Activity	Time frame for activity
1	Collect Bag	On the last day of leaving

Information	HR Policy	
-------------	-----------	---

2	Collect Toolkit	On the last day of leaving
3	Collect Service Demo/Related material	On the last day of leaving
4	Manuals / CDs	On the last day of leaving

CONFIDENTIAL

Information	HR Policy	
--------------------	------------------	---

D. Role of Commercial (This is Not Applicable for FMS)

S.No.	Activity	Time frame for activity
1	Demo Material if any	On the last day of leaving
2	Collection Follow up	On the last day of leaving

E. Role of Administration/Frontoffice

S.No.	Activity	Time frame for activity
1	Intimate security the name of the person who resigned and give necessary instructions	On the same day of receipt of mail from HR
2	Collect Identity card from the staff	On the last day of leaving
3	Collect cup-board key	On the last day of leaving
4	Collect cug SIM Card if it is issued (to check the code to open sim card / forwarding to be disabled if any)	On the last day of leaving
5	Collect the Star Health Insurance ID Card	On the last day of leaving
6	Collect the Trauma Care Consortium (TCC) Card	On the last day of leaving
7	Remove the name from the Manual Attendance Register	On the last day of leaving
8	Delete the name from the Finger Print Access – both machine & software	On the last day of leaving
9	Collect Self Balance Visiting Cards	On the last day of leaving

F. Role of Department Head

S.No.	Activity	Time frame for activity
1	Customers' Visiting Cards / Contact Details	On the last day of leaving
2	Orders Follow up & collecting in XL sheet	Following day of resignation mail acceptance
3	Payments Follow up and collect in XL Sheet	Following day of resignation mail acceptance
4	Clients Meeting / Hand over to the successor / existing Account Manager / Dept. Head	To be completed 15 days prior to the employees leaving
5	Pending Orders in hand – XL Sheet	Following day of resignation mail acceptance
6	Pending Implementation – XL Sheet	Following day of resignation mail acceptance
7	Project Handing over / Documents if any	Within 7 working day of resignation mail acceptance
8	Knowledge Transfer to the replacement / existing	Within 5 working day of resignation mail acceptance
9	Any other issues	

Information	HR Policy	
--------------------	------------------	---

G. Role of Human Resources

S.No.	Activity	Time frame for activity
1	To inform : a) Front Office b) HR Team c) System Admin d) Finance	On the same day of receipt of resignation acceptance mail
2	Personal STD/ISD calls charges/ Beyond Mobile Limit charges	On the last day of leaving
3	Issuing Relieving Letter	On the last day of leaving
4	Issuing Experience Letter	On the last day of leaving
5	Collecting all dues (salary advance / loan / local conveyance / tour advance / TDS, etc.) from Finance & Prepare Settlement Sheet (need to add approx. amount for personal std/isd)	On the last day of leaving

H. Role of FMS Site In-charge (Only applicable for FMS Site Engineers)

S.No.	Activity	Time frame for activity
1	Collecting Client Site Access Card	On the last day of leaving
2	Collecting Site ID Card	On the last day of leaving
3	Informing Site Company In-charge on employee leaving after handing over their ID Card/ Access Card	On the last day of leaving
4	Pending Tasks if any at Site	On the last day of leaving

I. IMS – Site In-charge

S.No.	Activity	Time frame for activity
1	Knowledge Transfer to the replacement /existing	On the last day of leaving
2	To ensure all points fulfilled from G1 – G4	On the last day of leaving

Note: if there is only one site engineer at site, the respective IMS Site In-charge will carry out the tasks mentioned in the “H”.

Information	HR Policy	 The logo for Fourth Dimension, featuring a stylized blue and red '4' shape above the text 'FOURTH DIMENSION' in blue and 'expect more' in red below it.
-------------	-----------	---

❖ Termination

- Your services may be terminated either due to unsatisfactory performance or violation of Business Conduct Guidelines (Annexure No.3).
- The appropriate rules regarding notice period will apply.

❖ Retirement

- You will retire from the services of Fourth Dimension on your reaching 58 years of age.
- Your Final Settlement will be processed and you will be communicated the date on which you will receive it. A formal announcement will be made on your retirement.
- Service period may be extended to a maximum of 2 years considering the employee's situation and Company's requirement.

❖ Separation Checklist

- On Separation you must adhere to a set of activities. This checklist is provided to you as Annexure - 2 along with this handbook.

Information	HR Policy	
-------------	-----------	---

Our Benefit Programs

➤ Benefits

❖ Loan

- The objective of loan is to meet your short-term and urgent financial needs like Medical Expenses, Death, School Fees, etc.
- All confirmed employees are eligible for loans.
- You will be entitled for a maximum of 75% of a month's gross pay recoverable in next six months.
- The cost of the loan will be treated as a part of Cost to the Company calculations.
- The monthly repayment could be to a maximum of 40% (inclusive of vehicle loans if any) of your monthly salary.
- All loans can be sanctioned only with the approval of the Managing Director.
- Loan is not a condition of service.
- If you leave the Company before the repayment of the loan, the balance will be adjusted against the settlement.

❖ Wedding Gift

- Fourth Dimension gives a Wedding Gift of **Rs.2,001/-** to those employees who get married **first time** while in service. This would be given on getting the invitation in company's name through HR.

❖ Medical Insurance Scheme 1

- You will be covered under a Total Premium cost of Group Medical Insurance Policy. The sum assured value is Rs.1 Lac. Eligibility will be applicable for those who complete one year of service in 4d from the date of joining (Regular Roll).
- You will be the sole beneficiary under the scheme.

❖ Medical Insurance Scheme 2

- Those who complete 5 years, Rs.3 Lac of sum assured will be insured.

Information	HR Policy	
-------------	-----------	---

- Those who complete 10 years and above, Rs.5 Lac of sum assured will be insured.
- You and your *family members (immediate dependents) will be covered under a Total Premium cost of Group Medical Insurance Policy.

*{(if Married employee/s, self + spouse + kids (upto 2))}

*{(if Unmarried employee/s, only self)}

❖ Personal Accident Benefit Policy

- You will be covered under a Total Premium cost of Personal Accident Benefit Policy for you.
- You will be the sole beneficiary under the scheme

❖ Employee's Provident Fund (as per PF Rules)

- Fourth Dimension will make a contribution of 12% on your Basic Salary (which is inclusive of Dearness Allowance), which will be credited to your provident fund account.
- You are also required to make a 12% contribution, which will also be credited to your provident fund account.
- PF contribution from Employer side will be restricted upto a basic salary (which is inclusive of Dearness Allowance) of **Rs.15000/-** per month as per EPF Act. This is applicable for New Employees and also existing employees whose basic salary is below or equal to **Rs.15000/-**.
- Employees can get the pension after the retirement
- Employees can get the amount on the basis of "Return of Capital"
- Employees can get the disablement pension
 - Widow pension
 - Children pension
 - Orphan pension
 - Nominee pension
- You can contact your Manager or the Human Resources Department for any further questions in interpreting these benefits.

Information	HR Policy	
-------------	-----------	---

❖ Employee State Insurance Corporation (as per ESIC rules)

- Employees earning a salary of Rs.21,000/- or less each month (exclusive of conveyance allowance) are eligible under the Employee State Insurance Scheme (ESI). (The Scale will be changed from time to time for ESI eligibility).
- The rates of contribution payable on the wages earned by employees and employer are as follows:
 - Employees' Contribution - 0.75% of wages (exclusive of Conveyance allowance) wef 1st July 2019
 - Employers' Contribution - 3.25% of wages (exclusive of Conveyance allowance) **wef 1st July 2019**
 - Employees in receipt of a salary of Rs.21,001/- and above are exempted from the ESI Contribution Rules.
- Benefits to those employees eligible for ESI are as follows:
 - Medical Benefit
 - Sickness Benefit
 - Maternity Benefit
 - Employment Injury Benefit
 - ✓ Temporary Disablement benefit
 - ✓ Permanent Disablement benefit
 - Dependents' benefit
 - Funeral benefits
- You can contact your Manager or the Human Resources Department for any further questions in interpreting these benefits.

❖ **Gratuity**

As per Gratuity Rules, on completion of 5 years, employees are eligible for Gratuity upon leaving the service.

CONFIDENTIAL

Information	HR Policy	
-------------	-----------	---

Annexure - 1

Joining Check List

The following checklist will acquaint you with all the details that you will need to furnish / sign up on your joining the services of Fourth Dimension.

- Copies of your certificates and testimonials as listed below:
 - Proof of Qualification
 - Proof of date of birth
 - Proof of Identity/ Address (Permanent & Temporary)
 - Proof of Experience (for candidates with experience only) **for all the previous employers as claimed in the Resume.**
 - Proof of last drawn salary (for candidates with experience only)
 - Relieving letter (for candidates with experience only)
 - Proof of PAN Card
- **Background verification of experienced employees will be done by HR Team as a part of process.**
- The ESI declaration form (Form 1) ANNEXURE - 8 (for employees drawing a gross salary of less than or equal to Rs.15,000/- per month).
- The PF nomination form (Form 2) ANNEXURE - 9 / PF transfer form (Form 13) ANNEXURE - 9A.
- Form 16 (TDS declaration issued by previous employer)
- Form 12(b) (self declaration of salary details and TDS in previous employment)
- Employment Data Form

Information	HR Policy	
-------------	-----------	---

Annexure - 2

Separation Checklist

The following checklist actions must be adhered to on Separation:

Note: **This checklist may not be exhaustive. Additions may be made as per requirements**

- **Filings of papers** have to be done wherever necessary
- **Final Settlement** will be done according to statutory and non-statutory rules and regulations that are applicable at that point of time.
- **Information** on the **current status of the activities**, pending work, matters that require special/urgent attention, performance and conduct of subordinates' etc.
- The company will ensure that you receive the **Statutory Benefits on retirement** like PF, Gratuity and any kind of savings which you have made through the company on retirement
- **As a policy, the company will pay the salary of resigned employees during notice period as a part of full and final settlement.**
- **The following items are to be surrendered at the time of Separation.**
 - ID-card
 - Trauma Care Consortium Card
 - Mediclaim ID Card
 - **Client Company ID Card / Access Card if posted at client sites**
 - SIM card
 - Files, CDs, DVDs, Pen Drive, Calculator and Diskettes
 - Balance Visiting Cards
 - Customers Visiting Cards
 - Keys of Desk, Cup-board, etc.
 - Tool Kits, Service Bags, etc.
 - Laptop and its accessories & Laptop Bag
 - Any documents or other confidential material you have worked on that belongs to our organization

Annexure - 3

Business Conduct Guidelines

Fourth Dimension would like all its Employees to conduct Business in an environment of professionalism, trust and integrity as it is in the fiercely competitive business of Information Technology, where the creation, use and constant up gradation are the key to competitive advantage.

This document covers various situations, which a Fourth Dimension Employee might face in the course of his/her work, along with Guidelines to handle the same. Employees are requested to carefully read and understand these GUIDELINES.

Given that issues of Ethics and Integrity are not always black & white situations but shades of grey, Employees are encouraged to discuss all such situations with their superiors or the CEO before they act.

The Business Conduct Guidelines cover the following areas and are applicable to all Employees working in Fourth Dimension:

- Conflict of Interest
- Conduct at Workplace
- Personal Integrity in the Handling of Company Property & Funds
- Sharing Confidential Information
- Representing the Company

Each of these policies is explained in detail in the following pages.

Fourth Dimension is charged with the responsibility of ensuring compliance to these Guidelines and taking appropriate corrective action in the event of violations, which can vary from a simple verbal / written warning to termination of services depending on the seriousness of an act or frequency of occurrence.

We trust these Guidelines will be followed in letter & spirit.

Information	HR Policy	
-------------	-----------	---

This document is being issued in duplicate to you and you are requested to sign on every page of a copy of this document to acknowledge and confirm your acceptance.

Regards

Jagannathan

Contents

1. Conflict of Interest

- 1.1 Participating in Outside Activities
- 1.2 Relationships with Fourth Dimension's Customers, Consultants and Vendors
- 1.3 Employment of Relatives
- 1.4 Setting up a part-time business or taking up part-time employment

2. Conduct at Work Place

- 2.1 Physical contact
- 2.2 Sexual Harassment
- 2.3 Drugs or use of alcohol
- 2.4 Internet Usage

3. Personal Integrity in the Use & Handling of Company Property & Funds

- 3.1 Company Property and goods
- 3.2 Company funds

4. Sharing Confidential Information

5. Representing the Company

Information	HR Policy	
-------------	-----------	---

6. Declaration

CONFIDENTIAL

1. Conflict of Interest

Conflict of Interest could be defined as a "situation that arises when a decision-making authority is seen to have a personal stake in the outcome of the decision itself".

Employees of Fourth Dimension may find themselves in situations that are of the nature of creating a Conflict of Interest. If in doubt, it is always best to consult your superiors before taking any decision in such cases. A few such situations are listed below:

1.1 Participating in Outside Activities

- Fourth Dimension recognizes and respects the right of Employees to take part in activities outside their jobs. However, these activities must be lawful and free of conflicts with their responsibilities as Fourth Dimension Employees.

1.2 Relationships with Fourth Dimension's Customers, Consultants and Vendors

- Employees are prohibited from entering into any kind of personal or business contracts with Fourth Dimension's Customers, Consultants or Vendors.
- Employees are likely to be offered gifts of any nature in the course of their dealings with Fourth Dimension's Customers, Consultants or Vendors. The following Guidelines will apply here:
 - Small value Gifts in the nature of mementos and Flowers on festive occasions is acceptable but high value gifts - those in excess of Rs.500/- should not be accepted and should be politely turned down. The same has to be reported to the CEO.
 - Employees are also prohibited from buying materials / equipments from Fourth Dimension's Customers or Vendors for personal use at high discounts. Employees are prohibited from accepting free trips / holidays within India and / or abroad from Customers, Consultants or Vendors.
- Any violation of this guideline will be viewed very seriously.

Information	HR Policy	
-------------	-----------	---

1.3 Employment of Relatives

- Fourth Dimension permits employment of Relatives as long as it does not create a Conflict of Interest situation. In other words, the relatives should not be in a Supervisory - Subordinate relationship or capable of influencing each other's performance or pay. Any change in this status in the course of the year should also be reported. The onus of reporting such changes is on the Employees.
- Relatives would be defined as - spouse, children, parents, siblings, cousins, uncles, aunts, nephew and nieces.

1.4 Setting up a part-time business or taking up part-time employment

- Employees are not permitted to set up part-time businesses or take up part-time employment as these will impede the Employee's performance and clearly place them in a conflict of interest situation.

CONFIDENTIAL

Information	HR Policy	
-------------	-----------	---

2. Conduct at Work Place

As Fourth Dimension is committed to a positive, productive environment for all Employees, it is the Company's goal to maintain a certain disciplinary standard. The following acts constitutes Inappropriate Business Conduct at the workplace:

2.1 **Physical contact** like touching or patting co-workers or customers.

2.2 **Sexual Harassment** which refers to:

- Any gesture, expression, language or act that is caused by the gender of another Employee.
- Deliberately or purposely violating his or her dignity, privacy, mental or physical well being.
- It may include:
 - Comments or jokes about sex or private body parts.
 - Use sex or gender-related name calling.
 - Shares letters, notes, emails, texts, IMs, or online postings that talk about sex or private body parts.
 - Comments or teases anyone about their sexuality, sexual development, or gender identity.
 - Harasses anyone for not fitting their idea of social gender norms.
 - Shares pictures or videos of private body parts, sexual activity, or sexually suggestive acts, such as on their cell phone, in a magazine, on a computer, or in an email.
 - Touches their own or anyone else's private body parts in a sexual way.
 - Intentionally exposes their private body parts.
 - Pulls at your clothing (pulls down your pants, flips your skirt, lifts your shirt, etc.) or grabs at you, or tries to, so they can see or touch any part of your body.
 - Blocking someone's path so they can't get away from the sexual harassment.

In case of any **SEXUAL HARASSMENT** behavior please mail to EEOC@fourdtech.com contact Mr. Gnanamani over Mobile - 9840711931

2.3 **Drugs or Use of Alcohol** - Unlawful possession, use, solicitation, sale, manufacture or purchase of **any drugs or use of alcohol** in any amount while at your work place or at any of the company premises at any time.

Information	HR Policy	
-------------	-----------	---

2.4 Internet Usage - Internet, Intranet, Email & Social Networking Site Usage Guidelines are as follows:

- Associates are prohibited from opening **Personal Mails, Junk and Chain Mails** or browsing through **Obscene and Vulgar Web sites**.
- Restrict personal usage of the Company's Intranet, Internet and e-mail facilities.
- Not sending emails that contain ethnic slurs, racial epithets or anything that maybe construed as harassment / disparagement of others based on their race, nationality, origin, sex, sexual orientation, age, disability, religious / political beliefs.
- Using appropriate sites for business purposes is unrestricted as long as it is reasonable.
- The electronic mail / intranet is a company asset and is subject to review or monitoring at any time without notice.
- **Social Networking Sites** like Facebook, LinkedIn, Twitter, etc. are restricted for everyone unless otherwise the job role demands with the prior approval of the reporting authority.
- **Cyber Crimes** You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any cyber crime. (Cyber crime for the purpose of this agreement means any isolated or concerted act done anywhere by which the originator of such act or associates.
 - A) Gain unauthorised access to the computer system or computer network
OR
 - B) Downloads, copies or extracts any information or data from such system
OR
 - C) Introduces any harmful code;
OR
 - D) Causes any damage to the system or network
OR
 - E) Causes the non-functioning or mal-functioning or any system or Network
OR
 - F) Causes denial of access to any authorised person to the system or network
OR
 - G) Contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made their under
OR
 - H) Tamper or manipulates any system or network with the object of operating the account of another person

Information	HR Policy	
-------------	-----------	---

OR

I) Alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or

OR

J) Does anything which has the effect of adversely affecting the performances of a computer network or services

3. Personal Integrity in the Use & Handling of Company Property & Funds

3.1 Company Property and goods

- Employment at Fourth Dimension will provide you with access to the company's resources in the form of:
 - Work place automation, communication equipments, stationery and vehicles. You are expected to display utmost personal integrity in the use of these resources for discharging official responsibilities.
 - Should you need any of the resources given by Fourth Dimension for your personal use, you are required to obtain the prior approval of your Departmental / Functional Head.
 - Telephones provided within the office premises should be used only for official purposes, except in case of exigencies or urgency.

Information	HR Policy	
-------------	-----------	---

3.2 Company funds

- As an Employee of Fourth Dimension, you may be required to handle the Company's funds. In this regard, please remember the following:
 - The Funds of the company must be spent for official purposes only and not for any other reasons.
 - If you are using funds for official purposes, you must produce proper support documents such as bills, invoices and receipts as proof of the amount spent by them for official purposes.
 - You are required to settle your travel expense claims within 48 hours of completing your travel.
 - Fourth Dimension will view very seriously **any attempts to falsify expense claims of any nature including travel and entertainment.**

5. Sharing Confidential Information

Employees are prohibited from revealing the confidential information like pricing, tender quoting, etc. with any outsider strictly.

If Fourth Dimension comes to know that an employee is sharing the salary part to his/her colleagues, it will be viewed seriously.

4. Representing the Company

Employees are prohibited from speaking to press on any subject. All questions or requests for information from the press should be directed to the CEO who is the only person authorized to speak to the press.

Employees may be invited to speak at professional forums or participate in conferences, seminars and on-line chats or write in Professional magazines. Under all such circumstances, Employees must clarify that the views expressed by them are

purely their personal views and do not represent the views of Fourth Dimension. Where official views are required to be expressed, the inputs of the CEO need to be obtained.

This list is not exhaustive; you may have to comply with any other Guidelines that may be introduced from time to time.

5. Declaration

I have read and understood the BUSINESS CONDUCT GUIDELINES thoroughly and will comply by it to the fullest.

Date:

Signature

Name of Employee
Emp. Code:

