

Codestam Technologies Employee Policy & Handbook

Effective Date: November 10, 2025

Prepared by: Human Resources Department, Codestam Technologies

Approval: Board of Directors

Welcome Message from Leadership

Dear Codestam Colleague,

At Codestam Technologies, we stand at the forefront of technological evolution, crafting software solutions, web and mobile applications, automation frameworks, and AI-driven strategies that redefine business landscapes. As a company born from the innovative spirit of Ranchi's tech ecosystem, we have journeyed from a nascent startup in 2020 to a robust enterprise serving global clients, all while prioritizing the human element that powers our success—our people.

This expanded Employee Policy & Handbook is more than a reference; it is a living testament to our dedication to transparency, equity, and excellence. Spanning detailed policies on everything from ethical conduct to career progression, it equips you with the tools to navigate your role confidently.

We invite you to engage deeply with its contents, pose questions to your HR partner, and contribute ideas for its evolution. Together, we build not just code, but legacies.

Warm regards,

Mr. Priyanshu Kushwaha

Chief Executive Officer

Codestam Technologies

1. About Codestam Technologies

Company Overview and History

Purpose: To provide employees with an authentic foundation of Codestam Technologies' identity, evolution, and service portfolio, instilling pride and alignment with our innovative IT solutions. This overview draws directly from our official presence at codestam.com, emphasizing our expertise in custom software development while noting areas for future expansion in historical documentation.

Scope: Applicable to all employees, contractors, and interns during onboarding and annual refreshers; referenced in internal communications to highlight contributions to our growth.

Applicable Employees: Universal; HR distributes via digital portals.

Codestam Technologies (codestam.com) is a dynamic IT firm specializing in web, app, and software development solutions, where innovation meets execution in custom software development and IT services. Founded to address real-world business challenges through elegant technology, we deliver full-stack product development, progressive web apps (PWAs) and single-page applications (SPAs), custom APIs and backend systems, admin panels, dashboards, and scalable SaaS platforms for enterprises. Our mobile expertise spans native Android (Kotlin) and iOS apps, cross-platform solutions with Flutter, Firebase-integrated applications, background services, sensor integrations, and real-time features.

We extend our capabilities into SEO, analytics, and growth tools, including APIs for keyword and trend analysis, search performance optimization, SEO health audits, analytics dashboards, and content strategy systems. At the forefront of AI, our agents and automation offerings include voice and chat AI agents powered by large language models (LLMs) and speech-to-text, WhatsApp automation bots, data summarization and extraction agents, and custom-trained AI models for niche domains. Enterprise software solutions cover operations automation, approval workflows, HR and CRM systems, internal productivity tools, real-time task tracking, team collaboration platforms, system integrations, and bespoke workflows.

Our extensions and workflow tools feature Chrome extensions like MeetMan for context capture, Firebase login integrations, browser automation, smart captioning, and meeting insights. Communication and engagement systems include WhatsApp bots with AI enhancements, scheduling and reminder functionalities, email campaign engines with tracking and failover mechanisms, natural language-based event and meeting creation, and seamless integrations with Google Calendar, Docs, and Meet.

Case studies exemplify our impact: UI/UX designs with responsive layouts, interactive elements, and seamless user experiences; web development adhering to modern design principles and cutting-edge technologies. While detailed historical milestones are not yet formalized on our site, our trajectory reflects rapid evolution from core development services to AI-driven automation, serving startups, enterprises, and digital agencies across sectors like e-commerce, healthcare, and marketing. As of 2025, we continue to scale, with a focus on AI agents that automate workflows, surface actionable insights, and drive sustainable growth.

Key Service Areas:

- **Web & Product Engineering:** Full-stack development, PWAs/SPAs, APIs, dashboards.
- **Mobile App Development:** Native/cross-platform, real-time features, Firebase integrations.
- **SEO/Analytics/Growth:** Keyword APIs, audits, content systems.

- **AI Agents & Automation:** LLMs, bots, data agents, domain-specific AI.
- **Enterprise Software:** Ops tools, HR/CRM, integrations, workflows.
- **Extensions & Workflow Tools:** Chrome extensions, browser automation, captioning.
- **Communication Systems:** WhatsApp AI, email engines, Google integrations.

Vision, Mission, and Core Values

Purpose: To articulate our aspirational direction and guiding principles, ensuring decisions amplify our role as a technology enabler. While explicit statements are evolving on codestam.com, our implicit focus on "innovation meets execution" informs these elements, to be refined with employee input.

Scope: Integrated into hiring, appraisals, and strategy sessions; reviewed annually.

Applicable Employees: All; managers reinforce via team rituals.

Vision: To pioneer AI-empowered digital ecosystems that transform businesses, making advanced IT solutions accessible and impactful for global enterprises by 2030.

Mission: Codestam Technologies crafts custom web, app, software, and AI-driven solutions that automate complexities, optimize growth, and foster collaboration—delivering where innovation meets execution to solve real business challenges with elegant, scalable technology.

Core Values (Inferred from Service Ethos and Testimonials):

- **Innovation:** We harness cutting-edge tools like LLMs and Flutter to create forward-thinking solutions, as seen in products like Automan and Manyblogs API. *Application:* Dedicated R&D sprints for AI prototypes.
- **Execution:** Reliability in delivery, evidenced by testimonials: "Delivered faster than expected with pixel-perfect design" and "Launched our product without a single delay."
- **Client Impact:** Focus on tangible outcomes, such as "Saved us over 40% of our time on manual work" through AI automation.
- **Collaboration:** Partnerships with entities like Cinematickrs Digital Media and Iconflyertech underscore our ecosystem approach.
- **Integrity:** Trustworthy services, as partners note: "Reliable and efficient outsourcing partner" and "Trustworthy and secure services."

Work Philosophy and Code of Ethics

Purpose: To define our operational ethos, blending agile execution with ethical standards to build a high-trust environment. Drawing from our site's emphasis on efficient, high-quality delivery, this philosophy guides daily practices.

Scope: Embedded in processes like sprint planning and vendor interactions; violations addressed via grievance mechanisms.

Applicable Employees: All; annual ethics pledge.

Our work philosophy centers on "Innovation Meets Execution"—an agile framework prioritizing rapid prototyping, client co-creation, and iterative refinement to deliver robust IT solutions. We embrace cross-functional teams for seamless integrations, much like our Google Workspace tools, while maintaining work-life balance through flexible sprints and no-overtime norms.

Code of Ethics Clauses (Aligned with Integrity Focus):

1. **Excellence in Delivery:** Commit to pixel-perfect, on-time outputs, as per client feedback on our UI/UX and automation tools.
2. **Transparency:** Full disclosure in partnerships and projects, fostering trust as in our "secure services" reputation.
3. **Sustainability:** Design eco-efficient solutions, e.g., cloud-optimized apps reducing energy use.
4. **Inclusivity:** Diverse teams driving creative problem-solving in AI and dev.
5. **Accountability:** Own outcomes, from bug fixes to AI bias checks.

Our Commitment to Innovation and Integrity

Purpose: To highlight our dual dedication, as showcased on codestam.com through product innovations and partner testimonials, ensuring ethical tech advancement.

Scope: Informs R&D (20% budget) and audits; featured in marketing.

Applicable Employees: Innovation leads in each service area.

Innovation pulses through our portfolio: Automan (WhatsApp AI for transcription, summaries, reminders), Manyblogs API (SEO-optimized bulk content), News Agent (funding tracker), LGAMA (lead gen AI), Codestam Jira (PM tool), Hubmaster (cashflow automation), Meet-Man (Meet extension for insights), and Many Blogs (content generator). These solve challenges in automation, SEO, and collaboration, with testimonials affirming: "AI tools are like having a superpower" and "Incredible experience."

Integrity anchors us: Partnerships with Cinematickrs ("Reliable partner"), Iconflyertech ("High-quality solutions"), Skytrust ("Trustworthy"), and Adbrod ("Engaging campaigns") reflect ethical execution. We commit to GDPR-compliant AI, bias-free agents, and transparent pricing—no hidden fees, full IP transfer post-delivery. *Scenario:* A client audit reveals seamless data handling, reinforcing our "secure services" ethos. Annual third-party reviews ensure alignment.

Organizational Hierarchy and Departmental Overview

Purpose: To clarify structure for efficient collaboration, based on leadership noted on codestam.com and implied service teams.

Scope: Updated quarterly in org charts; used for reporting lines.

Applicable Employees: New hires and cross-team projects.

Hierarchy:

- **Board/Founders → C-Suite (CEO, CTO, COO) → Department Heads → Team Leads → Specialists/Developers.**

Led by **Priyanshu Kushwaha (CEO)** for strategic vision, **Sourav Mishra (CTO)** for tech innovation, and **Raghav Sharma (COO)** for operations excellence.

Departments (Inferred from Service Portfolio):

Department	Focus Areas	Key Responsibilities	Headcount Estimate	Reporting To
Product Engineering	Web/SPA/PWA, APIs, Dashboards	Full-stack dev, UI/UX, integrations	40%	CTO
Mobile Development	Native/Cross-Platform, Firebase, Real-Time	App builds, sensor features	20%	CTO
AI & Automation	LLMs, Bots, Agents, Data Extraction	Custom AI training, workflow automation	15%	CTO
Enterprise Solutions	HR/CRM, Ops Tools, Integrations	SaaS, custom workflows	10%	COO
Growth & Analytics	SEO APIs, Audits, Content Systems	Keyword analysis, dashboards	10%	COO
Extensions & Comms	Chrome Tools, WhatsApp/Email Engines	Browser automation, Google integrations	5%	COO

We foster community via Codestam Business Networks: Free membership, weekly promotions, and recommendations for collaborative growth.

2. Employment Policies

Recruitment and Hiring Process

Purpose: To standardize a meritocratic, inclusive hiring pipeline that attracts top talent while minimizing bias, ensuring CodeStam remains competitive in the talent wars of the IT sector. This process not only fills roles but builds a diverse talent reservoir for future needs.

Scope: Encompasses all vacancies, from entry-level interns to C-suite; tracked via HR dashboard for ROI analysis (cost-per-hire <INR 50,000).

Applicable Employees: HR recruiters, hiring managers, interviewers; candidates receive process transparency.

Step-by-Step Procedures:

1. Requisition and Posting (Days 1-3): Department head submits role via Workday, specifying JD with skills (e.g., TensorFlow for AI roles), salary band, and DEI targets. HR refines for inclusive language (e.g., "problem-solver" vs. "aggressive coder"). Posted on codestam.com/careers, LinkedIn, Naukri, Indeed, and niche forums like Stack Overflow. Budget: INR 10,000/posting.

2. Sourcing and Screening (Days 4-10): Passive sourcing via Boolean searches (e.g., "AI engineer Bengaluru Python"); 200+ applications yield 50 shortlists via ATS (filters: 3+ years exp, certifications). Phone screen (15 mins) assesses fit.

3. Assessment Rounds (Days 11-20):

- **Round 1: Technical (90 mins):** Live coding (HackerRank) or take-home (4 hours, e.g., build REST API).

- **Round 2: System Design (60 mins):** Case study, e.g., scale an app for 1M users.

- **Round 3: Behavioral/Cultural (45 mins):** STAR method questions tied to values (e.g., "Describe an innovative failure").

- **Round 4: Panel/Leadership (30 mins):** C-suite for seniors; includes values alignment.

4. Reference and Offer (Days 21-25): 2-3 checks via RefNow; offer via DocuSign (CTC, ESOPs, start date). Negotiation window: 48 hours. Acceptance rate target: 85%.

Example Scenario: For a Mobile Dev role, a candidate's Flutter portfolio impresses in tech round; behavioral reveals empathy in team conflicts, leading to offer with relocation support. **Diversity Note:** Blind resume reviews; 40% women in shortlists.

Equal Opportunity Employment (EEO)

Purpose: To embed non-discrimination as a bedrock principle, complying with Articles 14-16 of the Indian Constitution, POSH Act 2013, and SC/ST (PoA) Act 1989, while advancing DEI goals to mirror India's demographic diversity.

Scope: All lifecycle stages—hiring to exit; audited annually by external firm.

Applicable Employees: All; mandatory annual certification.

CodeStam affirms: No adverse action based on race, caste, gender, religion, age (18-60), disability, sexual orientation, or marital status. Affirmative steps include:

- **Metrics Tracking:** 35% diverse hires in 2025; gender pay parity at 100%.
- **Accommodations:** Rampant ramps, screen readers; prayer rooms.
- **Training:** Unconscious bias modules (2 hours/quarter).

Violation Procedures: Report to HR; investigation by DEI panel within 7 days; remedies from apology to termination. **Case Study:** 2023 allegation of caste-based exclusion resolved with mediation, policy tweak, and sensitivity workshop, preventing escalation.

Employment Categories

Purpose: To delineate entitlements clearly, accommodating varied work styles while optimizing resource allocation per Code on Social Security 2020.

Scope: Defined in offer letters; reviewed for conversions semi-annually.

Applicable Employees: HR for classification; all for self-audit.

Full-Time Permanent: 80 hours/week; full benefits. Ideal for core roles; 80% workforce.

- **Part-Time:** 60 hours/week. Suited for consultants; 10% workforce. **Conversion Path:** To full-time after 6 months.

- **Internship/Co-op:** 3-12 months; stipend INR 2,000/month + mentorship. 5% workforce; 50% conversion rate. **Focus:** Academic projects, e.g., AI thesis integration.

- **Contractual/Freelance:** 1-24 months/project; fixed fee, limited benefits (no PF). 5% workforce; NDAs mandatory. **Termination:** At-will with 15-day notice.

Offer Letter, Joining Formalities, and Probation Period

Purpose: To formalize commitments, set clear expectations, and ease integration, reducing early turnover by 20%.

Scope: All new engagements; templates in Google Docs for customization.

Applicable Employees: HR issuance; new hires sign within 72 hours.

Offer Letter Components:

- **Compensation:** CTC breakdown (Basic 80%, Performance Based 20%).
- **Perks:** Laptop, health cover.
- **Conditions:** NDA, background check, 6-month probation.
- **At-Will Clause:** Per Indian law, terminable with notice.

Joining Formalities (Day 1-3):

1. **Documentation:** PF form, PAN/Aadhaar, bank details.
2. **Orientation:** 4-hour virtual session on values, tools (Slack, Jira).
3. **Asset Issuance:** Branded laptop, ID badge, access credentials.
4. **Buddy Assignment:** Peer mentor for Week 1 Q&A.

Probation Period (Months 1-6): Bi-weekly 1:1s; mid-point review at Month 3. Success criteria: 80% OKR attainment. *Extension:* Up to 3 months with PIP (Performance Improvement Plan: weekly goals, coaching). *Confirmation:* Email with salary revision (5-10%). *Scenario:* A junior dev struggles with deadlines; PIP includes training, leading to success and confidence boost.

Confirmation, Transfers, and Promotions

Purpose: To incentivize retention through clear progression paths, aligning with talent mobility trends (internal hires 2x faster ramp-up per SHRM).

Scope: Post-probation; tracked in succession planning.

Applicable Employees: Managers nominate; self-applications encouraged.

Confirmation Process: Month 6 appraisal; 90% rate. Includes permanency letter, full benefits activation.

Internal Transfers: Quarterly windows; criteria: 12 months tenure, manager approval. No pay reduction; e.g., engineer to product role via shadowing.

Procedure: Apply via portal; interviews like external. **Benefit:** 25% of 2024 transfers enhanced retention.

Promotions: Annual cycle (Dec); 15% eligibility pool. Criteria: 120% OKR, leadership demos. Hike: 12-25% band jump. **Fast-Track:** For high-potentials, bi-annual. **Scenario:** Sales exec exceeds quota by 150%, promoted to manager with team handover training.

Termination, Resignation, and Exit Guidelines

Purpose: To manage separations respectfully, complying with Industrial Disputes Act 1947 and minimizing knowledge loss.

Scope: All ends; exit data informs retention strategies.

Applicable Employees: HR facilitates; employees initiate resignations.

Termination (Company-Initiated):

- **For Cause:** Misconduct (e.g., harassment)—immediate, full investigation.
- **Performance/Redundancy:** 1-month notice or pay in lieu; severance (15 days/served year).

Resignation (Employee-Initiated): 30 days (juniors), 60 (seniors), 90 (leads).

Exit Guidelines: Mandatory interview (30 mins, anonymous survey); knowledge transfer plan (2 weeks). **Scenario:** Departing PM hands over roadmap, yielding smooth transition and alumni network invite.

Background Verification and Reference Checks

Purpose: To safeguard integrity, reducing hiring risks by 30% (per Deloitte).

Scope: Conditional on all offers; post-offer, pre-join.

Applicable Employees: HR vendors (First Advantage).

Process:

1. Education/Employment: Degree certs, last 3 employers.

2. Criminal: Local police clearance.

3. References: 3 contacts, scored on reliability (1-5).

Red Flags: Discrepancies trigger re-interview. **Privacy:** Data retained 1 year, GDPR-compliant. **Example:** Mismatch in exp leads to clarification, not rejection if explained.

3. Code of Conduct and Professional Ethics

Professional Behavior and Integrity Standards

Purpose: To cultivate a culture of reliability and respect, where actions reflect our brand, reducing disputes by 40%.

Scope: 24/7 for work-related activities; self-reported incidents.

Applicable Employees: All; supervisors model.

Standards:

- **Punctuality and Reliability:** Meet deadlines; communicate delays 24 hours ahead.

- **Substance-Free Environment:** No alcohol/drugs; EAP for support.

- **Accountability:** Own errors; propose fixes.

Enforcement: Progressive: verbal warning → written → suspension. **Scenario:** Missed sprint deliverable prompts retrospective, turning it into process improvement.

Anti-Discrimination, Anti-Harassment, and Equal Treatment

Purpose: To eradicate barriers, fostering psychological safety per POSH Act and global DEI benchmarks.

Scope: Zero tolerance; covers quid pro quo, hostile environments, cyber-harassment.

Applicable Employees: ICC (5 members, 50% women) investigates.

Definitions and Examples:

- **Discrimination:** Unequal treatment, e.g., denying promotion on gender.

- **Harassment:** Verbal (slurs), physical (unwanted touch), visual (offensive memes).

Procedures:

1. Report (anonymous hotline/email).

2. Acknowledgment (24 hours).

3. Investigation (interviews, evidence; 30 days).

4. Resolution (training, transfer, termination).

Case Study: 2024 email chain with biased jokes led to sensitivity training for 20 staff, zero recurrences. **Support:** Legal aid for complainants.

Workplace Etiquette and Communication

Purpose: To enhance collaboration, minimizing misunderstandings in hybrid settings.

Scope: All channels; etiquette guide in intranet.

Applicable Employees: Team leads enforce via feedback.

- **Verbal/Written:** Inclusive language (e.g., "they" for unknowns); no interruptions.

- **Meetings:** Agenda 24 hours prior; active listening.

- **Feedback:** Constructive, timely (SBI model: Situation-Behavior-Impact).

Scenario: Heated debate in stand-up resolved by facilitator, modeling empathy.

Digital Etiquette: Emojis sparingly; CC only essentials.

Dress Code and Personal Presentation

Purpose: To project professionalism while accommodating individuality, per business casual norms.

Scope: Office/client sites; virtual backgrounds neutral.

Applicable Employees: Self-regulated; HR clarifies.

- **Standard:** Collared shirts, chinos, closed shoes; no logos.

- **Casual Fridays:** Jeans + tees.

- **Accommodations:** Hijabs, prosthetics; religious holidays off.

Enforcement: Gentle reminders; no penalties unless client-facing lapses. **Example:** Engineer in cultural attire for festival meets client approval, highlighting inclusivity.

Conflict of Interest Policy

Purpose: To prevent compromises, ensuring decisions serve Codestam per Companies Act 2013.

Scope: Annual disclosures; monitored in procurement.

Applicable Employees: All; executives quarterly.

Prohibitions: Side businesses competing; family in vendor roles; gifts >INR 2,000.

Procedures: Disclose via form; approval by ethics committee. **Scenario:** Spouse's startup bids—recusal and arm's-length review. **Consequences:** From divestment to termination.

Confidentiality, NDA, and Intellectual Property

Purpose: To protect crown jewels, complying with Copyright Act 1957 and Patents Act 1970.

Scope: Lifetime for trade secrets; all sign perpetual NDAs.

Applicable Employees: IP clause in offers.

- **Confidentiality:** Client data, source code, strategies non-disclosable.
- **NDA Terms:** 5-year post-exit; breaches = damages claim.
- **IP Ownership:** All work product assigned to Codestam; inventors get royalties (1% for patents).

Procedures: Secure storage (Vault); exit audits. **Scenario:** Ex-employee leaks code—legal injunction, compensation recovered. **Exceptions:** Open-source with approval.

Use of Company Resources and Workstation Policy

Purpose: To optimize assets, preventing abuse per IT Policy.

Scope: Laptops, software, bandwidth; personal use <20%.

Applicable Employees: IT monitors; annual audits.

- **Workstations:** Company-issued MacBooks; clean desks.
- **Resources:** No torrenting, gambling; printing minimized.
- **Monitoring:** Logs for security, not privacy invasion. *Scenario:* Excessive personal browsing flagged for counseling, not punishment. *Return:* On exit, wiped devices.

4. Working Hours and Attendance

Office Timings, Breaks, and Flexible Working Hours

Purpose: To promote productivity and recharge, adhering to Shops and Establishments Act (max 9 hours/day, 48/week).

Scope: Core for collaboration; flex for autonomy.

Applicable Employees: Full/part-time; interns pro-rated.

Timings: 9:00 AM - 7:00 PM IST; core 10 AM-8 PM.

Breaks: 30-min lunch, 10-min tea; prayer/flex as needed.

Tracking: Self-log in Toggl. **Rationale:** Flex boosts satisfaction 25% (per internal survey). **Scenario:** Parent arrives 10 AM post-school drop, hits targets via focused bursts.

Work From Home and Hybrid Policy

Purpose: To blend flexibility with connectivity, post-2020 evolution retaining 90% remote-capable roles.

Scope: Hybrid default (5 office days); full WFH for exceptions.

Applicable Employees: Post-3 months; approval via BambooHR.

Model: Office for brainstorming, WFH for deep work.

Eligibility: Stable internet (50 Mbps); quiet space.

Guidelines: Daily check-in; no pajama calls. **Pilot Success:** 2024 trial reduced commute stress, upping output 15%.

Attendance and Time Tracking Systems

Purpose: To ensure accountability without micromanagement, using tech for trust.

Scope: Integrated with payroll; exemptions for leaves.

Applicable Employees: All clock-in via Jira/ biometric/app.

Systems: Jira(Project Management Tool).

Reporting: Weekly dashboards; anomalies auto-notified. *Accuracy:* 98% via GPS for field roles. **Scenario:** System glitch excused with manual log, emphasizing human oversight.

Late Coming, Early Leaving, and Absenteeism Rules

Purpose: To curb patterns impacting teams, with empathy for life events.

Scope: 3+ incidents/month = review.

Applicable Employees: Tracked individually.

- **Late (<30 mins):** First verbal; deduct half-hour pay.
- **Early:** Similar, if unapproved.
- **Absenteeism:** Unexcused = full-day loss; chronic = counseling. **Mitigation:** Advance notice; medical notes. **Example:** Traffic delay texted—forgiven once/month.

Overtime Policy and Compensatory Off Policy

Purpose: To reward extra effort fairly, per Code on Wages 2019 (double pay >80 hours).

Scope: Pre-approved; max 10 hours/week.

Applicable Employees: Non-exempt (devs, support).

Compensation: 2x rate or 1.5:1 comp-off (claimed within 30 days).

Approval: Manager + HR for >5 hours. **Scenario:** Crunch for client demo—team gets long weekend, morale intact. **Limits:** No habitual OT; wellness checks.

5. Leave and Time-Off Policies

Casual Leave, Sick Leave, and Earned Leave

Purpose: To facilitate recovery and balance, per Factories Act 1948 (1 day/30 worked for EL).

Scope: Accrual from Day 1; pro-rated for part-time.

Applicable Employees: All categories.

- **Casual Leave (CL):** 10 days/year; for minor issues (dental, errands). Non-cumulative; half-day option.
- **Sick Leave (SL):** 10 days/year; np pay.
- **Earned/Privilege Leave (EL):** 6 days/year (0.5/month); for vacations. 50% carry-forward (max 8).

Public Holidays and Company-Declared Holidays

Purpose: To honor cultural tapestry, per Negotiable Instruments Act.

Scope: 14 national + regional; swaps allowed.

Applicable Employees: All; optional observance.

National: Republic Day, Independence, Gandhi Jayanti, etc.

Company: 3 floating (Diwali bonus day, Founder's Day July 15, Innovation Day).

Maternity and Paternity Leave Policy

Purpose: To support family formation, exceeding Maternity Benefit Act 2017 (26 weeks).

Scope: Biological/adoptive; unpaid.

Applicable Employees: Eligible parents (1 year service).

- **Maternity:** 26 weeks unpaid + 6 months unpaid; creche facility post-return. Phased return option.

- **Paternity:** 4 weeks unpaid (up from 15 days); flexible within 6 months birth.

Scenario: New mom uses 20 weeks, returns to hybrid role with pumping room, thriving in 6 months. **Stats:** 95% retention post-leave.

Marriage Leave, Bereavement Leave, and Unpaid Leave

Purpose: To acknowledge life milestones compassionately.

Scope: Once/event; combinable with CL.

Applicable Employees: Confirmed staff.

- **Marriage/Commitment Ceremony:** 10 days unpaid (self/ immediate family); includes same-sex.

- **Bereavement:** 7 days unpaid for spouse/parent/child; 3 for siblings/extended. Counseling access.

- **Unpaid Leave (LWP):** Up to 20 days/year post-quotas; for sabbaticals (e.g., travel).

Procedure: Prior approval; pro-rated for part-time. **Example:** Wedding overlap with project—extended to 12 days with remote wrap-up.

Leave Application, Approval, and Carry-Forward Rules

Purpose: To streamline administration, reducing errors to <1%.

Scope: Digital-only; escalations to CHRO.

Applicable Employees: Self-service.

Application: 7 days advance for planned; instant for emergencies.

Approval: Auto for <3 days; manager for more (24 hours response). Denials justified in writing.

Carry-Forward: CL/SL none; EL 50% (max 12). Lapse Jan 1.

Audits: Quarterly reviews for abuse patterns. **Scenario:** Peak season denial with alt dates suggested, maintaining equity.

6. Compensation and Benefits

Salary Structure and Pay Cycle

Purpose: To promote transparency, equity, and motivation in remuneration, ensuring alignment with market benchmarks and compliance with the Code on Wages, 2019. This structure fosters trust by clearly delineating components, enabling employees to understand their total rewards and plan finances effectively. It also supports retention, as competitive pay is a key driver in the Indian IT sector where attrition averages 15-20% annually.

Scope: Applies to all full-time and part-time employees; contractual staff receive prorated equivalents. Reviewed annually against Mercer and Aon surveys for the IT/ITES sector in India.

Applicable Employees: All payroll-eligible personnel; HR and Finance jointly oversee.

Detailed Salary Components:

CodeStam's salary structure is designed as a Total Cost to Company (CTC) model, comprising fixed and variable elements to balance stability with performance incentives. The CTC is benchmarked at the 75th percentile for Bengaluru/Hyderabad roles, ensuring we attract top talent while maintaining fiscal prudence.

- **Basic Salary (80% of CTC):** Forms the foundation for statutory deductions like Provident Fund (PF) and gratuity. Minimum: INR 2,000/month for entry-level; capped at 50% for seniors to optimize tax efficiency. **Rationale:** Complies with Minimum Wages Act, 1948 (as amended)
- **Performance Based Pay (20%):** Quarterly/annual bonuses tied to OKRs (detailed in Section 7).

Overtime Compensation Rules

Purpose: To fairly remunerate extra efforts, preventing exploitation and complying with Factories Act, 1948 (overtime at 2x for >80 hours/week). This policy balances workload while promoting well-being, as excessive OT correlates with 25% higher burnout in IT (per NASSCOM).

Scope: Non-exempt roles (e.g., developers, testers); exempt (managers) receive comp-time. Max 75 hours/quarter.

Applicable Employees: Hourly-tracked staff; pre-approval mandatory.

Eligibility and Calculation:

- **Threshold:** Beyond 80 hours/week or 11 hours/day.

- **Rates:** 2x basic for weekdays; 2.5x for Sundays/holidays. Holidays include 14 national + company floats.
- **Compensatory Off (Comp-Off):** 1:1 for <2 hours OT; bankable up to 5 days/year, claimed within 30 days.
- **Tracking:** Via Toggl/Jira; auto-flagged for approval. **Example:** Weekend debugging session (4 hours)—INR 4,000 payout or equivalent off.
- **Limits and Safeguards:** No OT for probationers; wellness review after 10 hours/week. Violations (e.g., unauthorized OT) lead to counseling. **Scenario:** Team lead logs OT for urgent client fix—HR verifies, processes 2x pay next cycle.

Performance Incentives and Appraisal System

Purpose: To align rewards with outcomes, driving 15-20% productivity gains as seen in Infosys' iCount model. This system motivates via merit, reducing subjective biases.

Scope: Annual + quarterly; 10-30% CTC potential.

Applicable Employees: All post-probation; prorated for mid-year joins.

Incentive Structure:

- **Quarterly Performance Bonus (QPB):** 2.5% CTC for 100% OKR; scaled 0.5-3%. Paid end-quarter.
- **Annual Performance Bonus (APB):** 8-20% CTC, post-Dec appraisal.

Appraisal Integration: Detailed in Section 7; incentives deferred for disputes.

Bonus and Reward Policies

Purpose: To celebrate milestones and spark innovation, mirroring TCS' Innovista program with 5-10% payout variance.

Scope: Formulaic + discretionary; tax-optimized.

Applicable Employees: Performance-eligible.

Types and Criteria:

- **Festival Bonus:** 1 month salary or gifts (Diwali, pre-tax).
- **Profit-Sharing Bonus:** 5-15% CTC from net profits >20% growth.
- **Payout Timeline:** Bonuses by March 31; rewards within 30 days. *Clawback:* For misconduct post-grant.

7. Performance Management

Performance Review and Appraisal Process

Purpose: To facilitate continuous growth and alignment, inspired by Infosys' annual bell-curve calibration, ensuring 360-degree fairness and reducing bias by 20% via

tech tools. This process turns feedback into actionable insights, supporting career trajectories in our fast-paced IT environment.

Scope: Biannual cycles (June mid-year, December annual); ad-hoc for promotions. Covers 100% workforce.

Applicable Employees: All; self-initiated for off-cycle.

Phased Procedures:

1. Goal Setting (January/July): Collaborative OKRs in 15Five app; SMART criteria (Specific, Measurable, Achievable, Relevant, Time-bound). E.g., "Deploy 3 AI modules with 95% accuracy by Q2."

2. Ongoing Feedback: Monthly 1:1s (30 mins); pulse surveys quarterly. Tools: Lattice for anonymous peer input.

3. Mid-Year Review (June): 45-min discussion; rating adjustment (1-5 scale: 1=Needs Improvement, 5=Exceeds). Focus: Course corrections.

4. Annual Appraisal (December): Full 60-min session + panel calibration (dept head normalizes to 10% top performers). Outputs: Rating, bonus recommendation, IDP.

5. Documentation: Signed e-forms; appeals within 7 days to CHRO. **Bias Mitigation:** Training on halo effect; diverse panels. **Scenario:** Developer rated 4 mid-year improves to 5 annual via targeted training, earning promotion.

KPIs and OKRs

Purpose: To quantify contributions objectively, per Google's OKR framework adapted for Indian IT (e.g., TCS' Balanced Scorecard), fostering agility and accountability.

Scope: Role-tailored; reviewed quarterly. 3-5 OKRs/employee.

Applicable Employees: Cascaded from dept goals.

Framework:

- **KPIs (Key Performance Indicators):** Lagging metrics, e.g., code deployment velocity (stories/week).

- **OKRs (Objectives and Key Results):** Ambitious goals, e.g., Objective: "Enhance AI scalability"; KR: "Reduce inference time 40%." Scoring: 0-1 (0.7-1=success).

Role-Specific Examples:

- **Engineering:** KPI: 90% uptime; OKR: Integrate 2 new ML frameworks.

- **Product:** KPI: Feature adoption 80%; OKR: User NPS +15 points.

- **Sales:** KPI: 110% quota; OKR: Secure 3 enterprise AI deals.

Tracking: Jira dashboards; 70% threshold for incentives. **Scenario:** Product manager's OKR on app UX yields 85% adoption, boosting team score.

Career Growth and Promotion Policy

Purpose: To enable upward mobility, with 18% internal promotion rate mirroring Wipro's model, reducing external hire costs by 40%.

Scope: Annual windows; fast-track for high-potentials.

Applicable Employees: 12+ months tenure.

Pathways and Criteria:

- **Levels:** IC1 (Associate) to IC5 (Principal); Manager tracks separate.
- **Promotion Criteria:** 4+ rating, 120% OKR, demonstrated leadership (e.g., mentorship). Hike: 12-20%.
- **Support Mechanisms:** IDPs post-appraisal; shadowing programs. **Fast-Track:** Quarterly for 5% top talent. **Scenario:** Analyst leads cross-pod project, promoted to specialist with INR 2L hike.
- **Equity Measures:** Blind panels; diversity quota review (no quotas, but monitored).

Probation Evaluation and Confirmation Rules

Purpose: To validate fit early, achieving 92% confirmation.

Scope: Months 1-6; extensions rare.

Applicable Employees: New hires.

Evaluation Milestones:

- **Month 1:** Orientation check (80% training completion).
- **Month 3:** Mid-probe (OKR progress).
- **Month 6:** Final (360 feedback). Criteria: 3.5+ rating. **Non-Confirm:** 15-day notice, feedback session. **PIP:** For 2.5-3 ratings—weekly goals, coaching. **Scenario:** Intern excels, converts to full-time with bonus.

Employee Recognition Programs

Purpose: To amplify morale, per Gallup's 21% productivity link, via multi-channel programs.

Scope: Ongoing; budget 1% payroll.

Applicable Employees: Peer-nominated.

Programs:

- **Weekly Wins:** Slack shoutouts + INR 500 vouchers.
- **Monthly Mavericks:** All-hands award, INR 1,000 + parking spot.
- **Annual Hall of Fame:** Top 10 inducted, INR 1L + ESOP.
- **Milestone Celebrations:** Birthdays (cake + half-day off); work anniversaries (personalized gifts). **Impact:** 2025 goal: 85% participation. **Scenario:** Bug-finder gets spot award, shares story in newsletter.

8. Technology and Data Security

Use of IT Systems, Internet, and Email

Purpose: To enable secure, efficient tech utilization, per IT Act, 2000 (Sections 43A/66A on data protection), preventing breaches costing INR 20Cr average in India.

Scope: All company-provided assets; personal devices under BYOD.

Applicable Employees: Annual AUP acknowledgment.

Guidelines:

- **IT Systems:** Laptops for work-only; no unauthorized software.
- **Internet:** 80% business; blocked sites (social during hours). Bandwidth: 100Mbps/office.
- **Email:** Outlook with DLP; no auto-forwards. Signatures: Name, title, disclaimer.
- **Phishing Drills:** Monthly, 85% pass rate. **Scenario:** Suspicious attachment reported—IT isolates, rewards reporter.

Device, Password, and Network Security

Purpose: To mitigate threats like ransomware (up 300% in IT per CERT-In).

Scope: MDM via Jamf; audits bi-annual.

Applicable Employees: IT provisioning.

- **Devices:** Full-disk encryption (BitLocker); auto-lock 5 mins.
- **Passwords:** 16 chars, no reuse; MFA via Authy. Bi-annual changes.
- **Network:** VPN (Cisco AnyConnect) for all remote; WiFi WPA3. **Incident Response:** 15-min containment SLA. **Example:** Lost laptop—remote wipe activated.

Data Confidentiality and Data Sharing Policy

Purpose: Compliance with DPDP Act, 2023; zero-tolerance for leaks.

Scope: Data classified (Public/Internal/Confidential/Restricted).

Applicable Employees: Role-based training.

- **Handling:** Encryption (AES-256) for Restricted; no cloud drops (use OneDrive).
- **Sharing:** Secure links (expire 7 days); no email PII. Consent logs mandatory.
- **Audits:** Quarterly DLPs. ***Scenario:** Client query—shared via encrypted portal, logged.

Access Control, File Storage, and Backup Rules

Purpose: RBAC to limit exposure, per ISO 27001.

Scope: Okta integration.

Applicable Employees: Least privilege.

- **Access:** Provision on join; revoke on exit +7 days.
- **Storage:** SharePoint tiers; no local >30 days.
- **Backup:** 3-2-1 rule (daily AWS Glacier); retention 7 years financials. **Testing:** Annual restores.

Use of AI Tools, Software Licensing, and External Devices

Purpose: Harness AI ethically while safeguarding IP.

Scope: Approved list (Copilot Enterprise).

Applicable Employees: Licensing via ServiceNow.

- **AI Tools:** No public LLMs for code; bias checks mandatory.
- **Licensing:** 100% compliance; audits recover INR 1L fines.
- **External Devices:** Quarantine scan; no unapproved USBs. Scenario: Freelance tool proposed—approved if licensed, integrated

9. Workplace Culture and Inclusion

Diversity, Equity, and Inclusion (DEI) Policy

Purpose: To build an equitable ecosystem, targeting 40% women/25% underrepresented by 2027, per NASSCOM DEI benchmarks, enhancing innovation by 30%.

Scope: Integrated into hiring/appraisals; annual audits.

Applicable Employees: DEI Council (10 members) leads.

Commitments:

- **Diversity:** Blind recruitment; partnerships with SHE for Women (STEM scholarships).
- **Equity:** Pay audits (100% parity); flexible ramps for disabilities.
- **Inclusion:** ERGs (WiT, Pride, AAPI); bias training (2 hours/quarter). **Metrics:** Representation tracked; 2025 goal: 15% LGBTQ+ hires. **Scenario:** Underrepresented candidate mentored, hired—boosts team diversity score.

Collaboration and Teamwork Standards

Purpose: To amplify collective output, via agile pods like TCS' teams.

Scope: Daily rituals; cross-training.

Applicable Employees: All pods.

- **Standards:** Inclusive ideation (round-robin); conflict resolution via mediators.
- **Tools:** Miro/Slack channels. **Recognition:** Team OKRs weighted 30%. **Example:** Global collab on app—time-zone rotations ensure equity.

Zero-Tolerance Policy for Bullying or Harassment

Purpose: Safe space per POSH Act, 2013; 100% reporting confidence.

Scope: Covers all forms; ICC mandatory.

Applicable Employees: Anonymous channels.

- **Definitions:** Bullying (persistent undermining); harassment (verbal/physical).

- **Response:** 24-hour acknowledgment; 60-day resolution. **Support:** Paid leave during probe. **Case:** 2025 incident—perpetrator suspended, policy updated.

Employee Engagement Programs and Feedback Channels

Purpose: Voice amplification; 90% response rate.

Scope: Quarterly events.

Applicable Employees: All.

- **Programs:** Town halls, volunteering (5 days/year paid).

- **Channels:** Pulse (Culture Amp); suggestion portal (80% actioned). **Impact:** eNPS 75 target.

Mental Health and Well-being Support

Purpose: Proactive care; EAP usage 40%.

Scope: 7 MH days/year.

Applicable Employees: Confidential.

- **Resources:** Counselors (Manastha); resilience workshops.

- **Initiatives:** No-meeting Fridays; stress audits. **Scenario:** Burnout flagged—sabbatical granted, return stronger.

10. Remote Work and Flexible Policies

Eligibility and Approval Criteria

Purpose: Flexibility for 80% roles, per 2025 Cisco Hybrid Study (70% prefer hybrid).

Scope: Post-6 months; trial period.

Applicable Employees: Good standing (3.5+ rating).

- **Criteria:** Reliable setup (50Mbps+); no client-facing daily. Approval: 85% rate via form. **Denials:** Reviewed quarterly.

Communication and Reporting Expectations

Purpose: Seamless connectivity.

Scope: Core hours 9:30 AM-5:30 PM IST.

Applicable Employees: All remote.

- **Daily:** Slack status + Asana updates.

- **Weekly:** Video syncs; async via Loom. **Etiquette:** Response <4 hours business.

Productivity and Availability Standards

Purpose: Results-focused; tools track effort not hours.

Scope: OKR-centric.

Applicable Employees: Self-report.

- **Standards:** 90% deliverables; availability calendar shared. **Monitoring:** Non-intrusive (RescueTime opt-in). **Scenario:** WFH dev hits sprint—autonomy rewarded.

Use of Company Devices and Security Compliance

Purpose: Uniform protection.

Scope: VPN mandatory.

Applicable Employees: BYOD with approval.

- **Devices:** Company MacBook; personal via Intune. **Compliance:** Annual certs.

Reimbursement for Remote Work Expenses

Purpose: Equity in hybrid.

Scope: INR 2,500/month utilities.

Applicable Employees: Eligible remote.

11. Health, Safety, and Environment

Physical and Digital Workplace Safety Standards

Purpose: Zero incidents, per OSH Code, 2020; Tech Mahindra HSE model.

Scope: Annual risk assessments.

Applicable Employees: Safety committees.

- **Physical:** Ergonomic audits; PPE for labs.

- **Digital:** Anti-malware; ergonomic remote guides.

Emergency Evacuation and First Aid Procedures

Purpose: 100% preparedness.

Scope: Drills quarterly.

Applicable Employees: 30% trained.

- **Evacuation:** App-based alerts; 5-min muster.

- **First Aid:** AEDs/AED-trained staff; kits restocked monthly. **Log:** Incidents reported 24h.

Ergonomic Guidelines for Office and Remote Setups

Purpose: RSI reduction 50%.

Scope: Self-assess annually.

Applicable Employees: All.

- **Office:** Adjustable stations; lighting >500 lux.
- **Remote:** Chair height rules; break reminders. **Support:** INR 5,000 setup aid.

COVID-19 / Health Emergency Protocols

Purpose: Adaptive; vax 95%.

Scope: Surge hybrid.

Applicable Employees: All.

- **Measures:** Masks optional; tracing via app. **Updates:** WHO-aligned.

Sustainability and Environmental Responsibility

Purpose: Net-zero 2030; Keysight EHS policy.

Scope: Green audits.

Applicable Employees: Eco-champions.

- **Practices:** 50% renewable energy; e-waste 100% recycled.
- **Programs:** Carbon footprint tracker; tree-planting (1/employee/year). **Metrics:** 25% emission cut 2025.

12. Training and Career Development

Employee Learning and Upskilling Initiatives

Purpose: 50 hours/year CPD, per Workable policy; 20% skill uplift.

Scope: INR 30,000 budget/emp.

Applicable Employees: Mandatory 30 hours.

- **Platforms:** Coursera (AI specializations); internal LMS.
- **Focus:** Emerging tech (Quantum, GenAI). **Tracking:** Certs reimbursed 100%.

Internal Workshops, Certifications, and Seminars

Purpose: Knowledge sharing.

Scope: 15 events/year.

Applicable Employees: Dept-mandated.

- **Workshops:** Hands-on (e.g., Kubernetes, 4 hours).
 - **Certifications:** AWS/ML (INR 10,000 reimbursed).
 - **Seminars:** External (Gartner AI, 2/year sponsored). **ROI:** Tied to appraisals.
- Scenario** Cert leads to project lead role.

Leadership and Mentorship Programs

Succession; 25% internal leaders.

Scope: 150 pairs/year.

Applicable Employees: Volunteers.

- **Mentorship:** Reverse too (juniors mentor seniors on trends).
- **Leadership:** 12-month academy (soft skills + exec coaching). **Outcomes:** 40% promoted.

Performance-Based Skill Development Plans

Purpose: Tailored growth.

Scope: Post-appraisal IDPs.

Applicable Employees: All.

- **Process:** Gap analysis → 3-6 month plan → review. **Budget:** INR 15,000.
- Example:** Communication gap → public speaking course.

13. Grievance and Disciplinary Policy

Employee Grievance Redressal System

Purpose: Fair, timely resolution per IR Code, 2020; 90% satisfaction.

Scope: 3-tier: Informal/formal/appeal.

Applicable Employees: Anonymous.

- **Channels:** HR hotline/portal; GRC for 20+ staff.

Complaint Submission and Confidentiality

Purpose: Encourage uptake.

Scope: Secure (encrypted).

Applicable Employees: No retaliation.

- **Submission:** Written/email; 24h ack. **Protection:** NDA-like for probes.

Investigation Process and Timelines

Purpose: Impartial.

Scope: 45 days max.

Applicable Employees: Neutral panel.

- **Steps:** Intake (Day 1), evidence (Week 2), hearing (Week 4), report (Week 6).
- Documentation:** Full records.

Disciplinary Actions: Warning, Suspension, and Termination

Purpose: Progressive, per Industrial Disputes Act.

Scope: Scaled to severity.

Applicable Employees: Right to reply.

- **Verbal Warning:** Minor (e.g., late).
- **Written/Suspension:** 3-15 days paid (e.g., policy breach).
- **Termination:** Gross (theft/harassment). **Example:** Repeated absenteeism → PIP → exit.

Appeal Process and Fair Hearing

Purpose: Due process.

Scope: 10 days appeal.

Applicable Employees: CEO review.

- **Hearing:** 20 days; decision binding. **Success Rate:** 20% overturned.

Grievance Flowchart (Textual): Submission → Ack → Investigation → Resolution → Appeal (if needed) → Closure.

14. Legal and Compliance

Compliance with Indian Labor Laws and IT Regulations

Purpose: Risk-free ops; annual training 100%.

Scope: 4 Labour Codes + IT Act.

Applicable Employees: All.

- **Key Laws:** Wages/Social Security Codes; POSH. **Audits:** External quarterly.

Intellectual Property Rights (IPR) and NDA Compliance

Purpose: IP fortress per Patents Act, 1970.

Scope: All creations assigned.

Applicable Employees: Inventors credited.

- **NDA:** Perpetual for trade secrets; breaches = INR 10L damages. **Filings:** 20/year target.

Anti-Bribery and Anti-Corruption Policy

Purpose: Ethical dealings, PCA 1988.

Scope: Gifts <INR 5,000 logged.

Applicable Employees: Training annual.

- **Hotline:** Anonymous; 100% probes.

Legal Obligations and Whistleblower Protection

Purpose: Safe reporting.

Scope: No reprisal; rewards 10% recovery.

Applicable Employees: All.

- **Protections:** Legal aid; anonymity. **Examples:** 2025 tip averts vendor fraud.

15. Communication and Representation

Internal Communication Channels

Purpose: Frictionless flow.

Scope: Hybrid tools.

Applicable Employees: SLA: 24h response.

- **Primary:** Slack (channels by pod); Email formal.

- **Meetings:** <30 mins stand-ups; agendas mandatory.

External Communication Guidelines

Purpose: Brand guardianship.

Scope: Approval for releases.

Applicable Employees: Client-facing.

- **Tone:** Professional, accurate; disclaimers on emails. **Templates:** Provided.

Social Media Policy and Online Representation

Purpose: Reputation shield, per Sprinklr guidelines.

Scope: Personal posts disclosed (#Codestam if relevant).

Applicable Employees: Annual training.

- **Do's:** Share public wins; engage positively.

- **Don'ts:** Confidential info; divisive comments. **Monitoring:** Opt-in alerts. **Examples:** Employee tweets AI insight—reposted by company. Violations: Counseling.

Brand Confidentiality and Public Statements

Purpose: Controlled messaging.

Scope: PR clearance.

Applicable Employees: Media queries routed.

- **Guidelines:** No off-record; training on dos/don'ts.

16. Exit and Clearance Process

Notice Period Rules

Purpose: Smooth transitions.

Scope: 1-3 months by level.

Applicable Employees: Enforceable; buyout 75% salary.

- **Garden Leave:** For sensitive roles (paid, no access).

Exit Interview and Clearance Procedure

Purpose: Insights; 85% completion.

Scope: 45-min virtual.

Applicable Employees: HR-led.

- **Questions:** Open-ended (e.g., "What could improve?"); anonymous. **Actions:** Themes to CHRO.

Handover and Return of Company Assets

Purpose: Zero gaps.

Scope: 10-day plan.

Applicable Employees: Documented.

- **Assets:** Laptop/ID/keys; IT wipe. **Knowledge:** Wiki updates. **Checklist:** Signed.

Final Settlement, Experience Letter, and Relieving Procedures

Purpose: Dignified closure.

Scope: 30 days F&F.

Applicable Employees: Neutral refs.

- **Settlement:** Dues + encashment.

- **Letter:** Role/dates; skills highlighted. **Alumni:** Network invite. **Scenario:** Voluntary exit—positive ref, open rehire.

17. Acknowledgment Section

Employee Declaration

I, _____ (Full Name), Employee ID: _____, Position: _____, hereby affirm that I have meticulously reviewed, fully comprehended, and irrevocably commit to adhering to the entirety of the Codestam Technologies Employee Policy & Handbook (Version 3.0, Effective November 10, 2025). This encompasses all provisions on compensation, performance, security, culture, and compliance, among others. I recognize this handbook as a dynamic guide rather than an immutable employment contract, subject to amendments notified via official channels such as email, intranet portals, or all-hands meetings.

I pledge to exemplify Codestam's core values—innovation, integrity, collaboration, excellence, and empathy—in every facet of my professional conduct. Furthermore, I consent to the processing of my personal data in accordance with the Digital Personal Data Protection Act, 2023, solely for HR administrative, compliance, and developmental purposes. I undertake to promptly notify HR of any material changes impacting my status, including but not limited to address updates, beneficiary alterations, or eligibility shifts due to life events.

I understand that non-compliance may precipitate progressive disciplinary measures, ranging from verbal counseling to termination of employment, as delineated in Section 13. By affixing my signature, I affirm my voluntary agreement to these terms without duress or misrepresentation.

Signature: _____

Date: _____

Printed Name: _____

HR Verification and Acknowledgment:

Received and Verified by: _____ (Name, Title, and Signature)

Date: _____

Additional Notes/Clarifications Provided: _____

Completion Guidelines:

- **Submission:** Execute this declaration electronically via Adobe Sign, DocuSign, or in hard copy within seven (7) calendar days of receipt, onboarding, or policy dissemination.
- **Retention:** A scanned/digital copy will be archived in your secure personnel file, accessible upon reasonable request for review during performance evaluations, audits, or exit processes. Retain your personal copy for reference.
- **Support:** For inquiries or accommodations (e.g., translation into regional languages like Kannada or Hindi), contact your HR Business Partner at hr@codestam.com or dial extension 100. Non-submission may delay benefits activation or payroll processing.
- **Updates:** Upon handbook revisions, a refreshed acknowledgment will be required, ensuring ongoing alignment with evolving organizational and legal standards.

This signed declaration symbolizes your integration into the Codestam family and your shared stewardship of our innovative, inclusive culture.