

## Benefits of working with Orangemantra

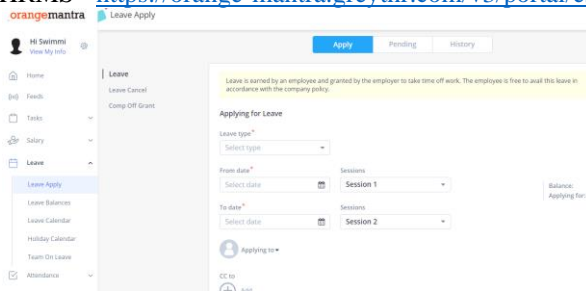
- Professional development & career growth with a structured Individual Development Program, SMART Goal set up for all and frequent Learning Labs and Knowledge sharing sessions within team
- Exposure to cutting-edge tools & technologies – with diverse client and technology base and latest tools
- Flexibility & creative liberty as a professional - covers from hybrid work model, flexibility to learn, grown and pick more responsibilities.
- Periodic rewards and recognitions - recognition platform called BeOmtastic which is driven by colleagues with the focus to recognize the Top talent
- Colleague friendly Leave Policy including optional holiday which provide flexibility to take leave on personal days like B'Day, Kid's Bday, Marriage Anniversary. Also, Maternity and Paternity leave for the new parents
- Health insurance with focus on physical and emotional well-being
- Colleague Engagement Activities

## Leave and Comp off Policy

### Need to know things about Leave and Comp off eligibility.

#### **Paid Leaves**

- You are entitled to paid leave of up to 18 working days in a calendar year on pro data basis. 1.5 Leave will get credit in account after 20 days working days in a month. This is applicable from Day 1 of joining. But will be reflected in HRMS after completion of 3 months of probation period.
- The leave must be applied on GreytHR and approved at least 5 working days in advance. (Link to apply leave on HRMS - <https://orange-mantra.greytHR.com/v3/portal/ess/leave/leave-workflow/apply/leave>)



- Leave should be applied on HRMS before taking else would be considered as LOP.
- In case of emergency, employee only informed to managers, this is managers responsibility to ask them to apply leaves on HRMS max by next day of leave taken.
- Attendance marked on GreytHR and Timesheet must be filled everyday else will be considered as LOP.
- The leave will be approved by respective reporting manager and then by HR.
- Only 15 days paid leave will be carrying forward to next calendar year, rest will be lapsed on 31st December every year. 15 is the maximum number of leave which can be forwarded to next year including PL and compensatory off balance.
- Full day is of 9 working hours and half day is 5 working hours.

#### **Long Leaves**

- Leave beyond 5 working days, need at least 1-month prior information with Reporting Manager. Without approval of Reporting Manager, leaves will be treated as LWP. (Leave without pay).

#### **Compensatory Off**

Comp off is an entitled leave that a colleague can take on a working day as a compensation for working at project manager/client request on a holiday or weekend. Any work done on off days or weekends need to be pre-approved from client/reporting manager. The approval needs to be shared with HR to add the comp off balance on HRMS.

This will be grant to a colleague based on appropriate pre-approval from client or reporting manager and as per the Timesheet one has filled.

- Compensatory off will not be combined with any other leave like PL, RH or Holiday.
- Comp off can be assigned only if employee worked on holiday or weekends at least for 7 hours. Which should be filled in timesheet also.

- Compensatory off will be expired If not taken in 3 months from the grant date.
- In case colleague is working on off days including weekends/holidays, they need to sign in on GreytHR, mark attendance and fill Timesheet of the day on MS Teams
- Colleagues at associate lead and above levels are not eligible for compensatory off. (This includes levels but not limited to – Associate Lead, Lead, Associate PM, PM, Technical Architect, Scrum Master, Manager, Senior Manager, Department Head, AGM)
- Comp off can't be availed for half day. If employee requests to avail half day comp off in that case, full day comp off will be dissolved.
- Manager should be careful while approving leaves, comp off, RH on the greytHR app. Before approving leaves, Manager's will check type of leaves, rules of leaves (like RH applicable days).
- Leave should be applied at least 5 days before the leave days.
- Back dated comp off grant cannot be applied, in case not applied and approved in advance PL or LOP will be considered for that day. Only PL can be applied for back dated leaves.
- **Compensatory off will be approved by HR Admin only based on client/Manager approval mails.**
- **Manager's/client's approval to work on weekend/off day should be shared with [hr@orangemantra.in](mailto:hr@orangemantra.in) in advance, attendance should be marked for that day and Timesheets should be filled on teams so comp off balance can be added on HRMS.**

**Grant Request:** When employee request for a leave to be added in his/her account if they worked on weekends or holidays.

**Avail Request:** When employee wants to avail his/her already assigned comp off.

#### Client-Side Holiday (If applicable)

- When client site holiday, colleagues need to mark attendance for the day and in timesheet mention Client-side holiday.
- Attendance should be marked for the day of client-side holiday so that we can consider present for the day.
- Timesheet should be filled for client holiday also by mentioned 'Client-Side Holiday' in description.

## COLLEAGUE REFERRAL POLICY

The Colleague Referral Bonus Program will provide an incentive award to a current colleague who brings new talent to the company by referring applicants who are selected and successfully employed.

**Applicant** - Applicants are candidates not currently employed with Orangemantra.

Referred applicants cannot be current colleagues of Orangemantra in any capacity, to include temporary, time-limited project or contract colleagues.

**Referring Colleague** - All colleagues in regular full-time or part-time positions are eligible to receive a referral bonus except for:

- Senior level management personnel
- Colleagues whose regular job includes the recruitment of colleagues or who are members of the HR Department
- Selecting manager/supervisor or other persons associated with the selection of the candidate

**Referral Bonus Amount** – A referral bonus will be paid to any colleague who refers an applicant who is selected and successfully employed in a position. The referring colleague must be employed on the day their referral achieves 90 days employment.

**Referral Process** – To qualify for the referral process, you can share the profile at [referral@orangemantra.in](mailto:referral@orangemantra.in).

**Open Position** – The same can be checked on the career page - <https://crm.orangemantra.com/jobs>

**Referral Bonus Eligibility Criteria** –

- Colleagues are reminded that Orangemantra does not hire spouses or close relatives for any position that would involve a supervisor-subordinate relationship or otherwise create the appearance of a conflict of interest.
- No referral bonuses are paid for referrals of candidates who are retirees, rehires, or persons returning from a leave of absence.
- To be eligible for the referral-bonus payments described above, both colleagues must be in good standing with Orangemantra.
- Additionally, to avoid possible conflicts of interest, referral bonuses are not paid for job candidates referred by management officials or colleagues working in the Human Resources Department.
- Orangemantra reserves the right to deny bonus payments to any colleague who improperly makes promises or assurances of employment to prospective or actual candidates, or otherwise engages in improper or inappropriate conduct related to this program or other workplace activities.
- The terms of this program are subject to review and revision.

**Bonus Plan** – The referral bonus amount is as per year of experience which is as per below.

<b>Experience</b>	<b>Bonus</b>	<b>Post completion of Number of days with Orangemantra</b>
<b>2 – 4 years</b>	<b>Rs 5,000</b>	<b>90</b>
<b>5 – 10 years</b>	<b>Rs 10,000</b>	<b>90</b>
<b>11+ years</b>	<b>Rs 15,000</b>	<b>90</b>

## ANTI - SEXUAL HARASSMENT POLICY

Orangemantra Private Limited is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias, and sexual harassment. The Company also believes that all employees of the Company have the right to be treated with dignity.

Sexual harassment at the workplace or other than work if involving employees is a grave offense and is, therefore, punishable.

### ➤ DEFINITION

The term Sexual Harassment is defined in Section 2 (n) of the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' as any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely: -

- a. Physical contact or advances; or
- b. A demand or request for sexual favors; or
- c. Making sexually colored remarks; or
- d. Showing pornography; or
- e. Any other unwelcome physical, verbal or nonverbal conduct of sexual nature;

Section 3 (2) states that the following circumstances among other circumstances if it occurs or is present about any act or behavior of sexual harassment may amount to sexual harassment:

- a. Implied or explicit promise of preferential treatment in her employment; or
- b. Implied or explicit threat of detrimental treatment in her employment; or
- c. Implied or explicit threat about present or future employment; or
- d. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- e. Humiliating treatment likely to affect her health or safety.

A simpler understanding of the term sexual harassment consists of any physical or verbal behavior and any form of communication that has unnecessary, improper or unwelcome sexual connotations. Sexual harassment may vary in form depending on circumstances. It may consist of, but not be limited to, any of the following:

- Unwelcome sexual advances, requests for sexual favours, display of sexual visuals, sexual audios, pornographic or obscene material and any other verbal or physical conduct of a sexual nature
- Transmitting any message, by mail, telephone, e-mail, etc. which is obscene, lewd, suggestive or blatantly sexual
- Any explicit or implicit communication wherein a sexual favor or demand, whether by words or actions, is made a condition for an individual's employment, career progress, promotion, etc. thereby creating a hostile environment.
- Sexually charged jokes or remarks and behavior which have sexually-oriented innuendoes

- A consistent pattern of unnecessary physical contact, staring or targeting unreasonable attention at an individual in day-to-day dealings
- Any pervasive pattern of behaviour which makes employees uncomfortable, insecure or feel humiliated or disadvantaged based on gender differentiation
- Actual sexual assault.
- As mentioned above, this is an indicative but not an exhaustive list of possible forms of sexual harassment.

This policy is to prohibit and deter any employee/ staff employed with the Company any form advancing any form of sexual harassment in the way employees behave with each other. This applies equally to relations between superiors and subordinates as well as between peers. Any incident of sexual harassment will be viewed with extreme seriousness. A complaint or report of sexual harassment will be immediately investigated and appropriate action will be taken against the offending employee or employees. For every incident of Sexual Harassment, the accused/ respondent shall be prosecuted under the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as 'the Act') and such other laws enforced in India at the time of the commission of the offense.

## ➤ INTERNAL COMMITTEE

The Company at this moment constitutes an Internal Complaints Committee (from now on referred to as 'Committee') as required under section 4 of the Act. The Committee has been established to ensure that any incidence of sexual harassment is dealt with appropriately, sensitively and expeditiously ;

- Internal Complaints Committee for Sexual Harassment comprises of
- **Presiding Officer: Mansi Sondhi** [mansi@orangemantra.com](mailto:mansi@orangemantra.com)
- **Etika Sharma** [sharma.etika@orangemantra.in](mailto:sharma.etika@orangemantra.in)
- **Neha Bisht** [bisht.neha@orangemantra.in](mailto:bisht.neha@orangemantra.in)
- **Vinit Choudhary** [vinit@orangemantra.com](mailto:vinit@orangemantra.com)
- **External Member: Mr. Arun Kumar, Advocate** [arunydav\\_associates@yahoo.co.in](mailto:arunydav_associates@yahoo.co.in)

The committee is responsible for:

- Receiving complaints of sexual harassment at the workplace
- Initiating and conducting an inquiry as per the established procedure
- Submitting findings and recommendations of inquiries
- Coordinating with the employer in implementing appropriate action
- Maintaining strict confidentiality throughout the process as per established guidelines
- Submitting annual reports in the prescribed format

## ➤ PROCESS FOR DEALING WITH INCIDENTS OF SEXUAL HARASSMENT

- Any employee who experiences sexual harassment may make a complaint reporting the incidence of Sexual Harassment in writing to the Committee. In case the employee is unable to report the said incident in writing, the committee member shall render all the necessary resources & support to the aggrieved employee to make the complaint in writing. The Contents of the said complaint should narrate the incident of Sexual Harassment and should also contain the name and details of the accused employee.
- The aggrieved employee shall report the said incident within a period of three months from the date of the last incident.
- The Committee may before initiate an inquiry and at the request of the aggrieved person take steps to settle the matter between her and the accused, provided that the settlement shall be in form of conciliation and not monetary settlement. On arriving at a settlement, the settlement shall be formally recorded and shall be forwarded to the employer, the parties to the conciliation and the Committee.
- On failing conciliation, the Committee will immediately arrange to fully investigate all relevant details of the matter. It will do so with all possible care, sensitivity and discretion in protecting the sensibilities of the affected employee. The employee or employees, who have allegedly committed the offense, would be given all reasonable opportunity to be heard by the Committee.
- The result of this investigation will be formally recorded and communicated to the Director, along with a recommendation for appropriate action.
- The Committee will normally complete this process and make its first formal recommendation within 15 days after receiving the complaint unless there are exceptional circumstances.
- In the case of a multi-location context, one of the committee members may travel to the location in question as is required to ascertain the facts based on which the committee would discuss and assess the complaint in question.
- Necessary action will then be taken with regard to the offending employee or employees based on the circumstances and seriousness of the offense.
- Where the company is legally advised that any such incident constitutes a criminal offense, the company will inform the relevant authority, provide full details and request appropriate action. If the aggrieved employee directly takes any action, against the offending employee, either civil or criminal, the Committee, on becoming aware of such action by the aggrieved employee, shall be entitled to, Suo moto, start the internal inquiry/ investigation and recommend appropriate action.
- The company will ensure that the career interests of the complainant are not adversely affected by the individual having drawn attention to such an offense. In order to ensure that this important matter is not trivialized, any complaint, which, in the opinion of the Committee, is blatantly false or frivolous or has been motivated by, reasons that are clearly unconnected with gender issues, would be viewed very seriously by the company and an appropriate action shall be taken against such complainants.
- If the Committee receives an anonymous reference related to sexual harassment, it will draw the attention of the senior executives concerned with the relevant business or location. The matter will be fully examined by the concerned senior management and its conclusions and plans for necessary action will be communicated to the Committee.



- Heads of departments and Senior Managers at all company locations will also be expected to be sensitive to any circumstances or behaviour among their colleagues which appear to go against the company policy on this matter. In case they become aware of any such incidence, they will immediately inform the head of the Committee and take appropriate action as advised.

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**Orangemantra Technology Pvt. Ltd., Gurgaon****Internal Compliance Committee**

<b>Sr No</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Contact Number</b>	<b>Email Id</b>
1.	Miss. Mansi Sondhi	HR Head	9717779479	mansi@orangemantra.com
2.	Miss Etika Sharma	Project Manager	9958893210	sharma.etika@orangemantra.in
3.	Miss Neha Bisht	HR	9953735509	bisht.neha@orangemantra.in
4.	Mr. Vinit Choudhary	CEO	8287971595	vinit@orangemantra.com
5.	Mr. Arun Kumar	Advocate	9810073285	arunyadav_associates@yahoo.co.in

## Resignation Guidelines

These guidelines applicable to all colleagues of Orangemantra

1. When colleague decides to sign off from the company, he/she need to have a discussion with his/her line manager within Orangemantra or HR before putting it on e-mail.
2. While writing mail after discussion, employee will mark mail to his/her line manager within Orangemantra keeping HR in CC. If the mail is not marked to your line manager, the resignation will not be considered.
3. After or before putting resignation employee will not communicate about his/her resignation to client or anyone in Orangemantra (other than HR) in any form (written or verbal), this will be only informed by the respective POC to the concerned persons/s.
4. If we found that employee has informed to client, a strict action can be taken against employee. It can be hold of salary/extend notice period or any other compliance action as per Orangemantra' s policy.
5. Employee must give all KT in written to the assigned person while in notice period which need to be acknowledged and signed off at the receiving end. Post that only KT and handover confirmation will be done.
6. IT will take clearance from PM/Reporting manager about formatting of data.
7. Notice period during probation will be 15 day and after confirmation 60 days which is subjected to change as per management decision.
8. On last working day employee will submit all company assets (Laptop/charger/phone or any which has been assigned to employee on joining) to IT department and take sign off from IT department.
9. Resignation acceptance will be given only after signing off from all concerned departments.
10. Full & Final will be processed within 45 days from last working day in which hold salary and relieving letter will be shared
11. During the two months' notice period 50% of first month salary will be paid in 1<sup>st</sup> month payroll and rest 50% will be released in second month payroll. The rest of amount will be included in Full & Final.

**During the notice period, if any point of time it is observed that colleague is not being diligent in his/her duties, it will result in withholding the relieving from the organization and extension of notice period. This could happen also if the above points are ignored.**

orangemantra

# HOLIDAY CALENDAR 2023



**Republic Day**  
26th January 2023



**Holi**  
8th March 2023



**Id-ul-Fitr**  
22nd April 2023



**Muharram**  
29th July 2023



**Independence Day**  
15th August 2023



**Raksha Bandhan**  
30th August 2023



**Mahatma Gandhi  
Birthday**  
2nd October 2023



**Dussehra**  
24th October 2023



**Diwali**  
12th November 2023



**Christmas Day**  
25th December 2023

## Flexible Holidays

Any 1 Optional Holiday can be taken from the given list  
(Ram Navmi, Bakrid / Id-ul-Zuha, Janmashtmi, Ganesh Chaturthi, Birthday(Self),  
Birthday (Kid), Marriage Anniversary)