

SENSEI Employee Policy Manual

Version 2.0 - Effective from January 2022

This policy may be amended or revised from time to time as the need arises.

Attendance

Employees are expected at work on all scheduled work days and during all scheduled work hours and report to work on time. Scheduled work days are Monday to Friday every week. Scheduled working hours are 9:30AM to 6:30PM.

Location

The location of work is SENSEI office at 359, 16th Main, 34th Cross, Jayanagar 4th T Block, Bangalore 560041. An employee's services shall be transferable to any of the company's establishments in India or overseas which are in existence presently or which may be established in the future.

Holidays

An employee is eligible for 10 paid holidays declared at the beginning of each calendar year.

Leave entitlements

a) The employee is entitled to Earned Leave of 16 days per year. 4 days of Earned Leave will be credited at the beginning of every quarter. Unutilized Earned Leaves can not be carried over to the next year. Prior intimation needs to be given to the supervisor to avail leave.

b) Women employees are entitled to maternity Leave of 180 days. Women employees are entitled to paid leave of 180 days during their maternity period as per applicable laws

Work From Home Policy

Employees may work from home dividing their schedule between being present at the office and working from a remote location. Work from home arrangements can be occasional, temporary or permanent. Employees should take permission from their supervisor for such arrangements. Employees should adhere to company policies on usage of company systems, software and equipment, internet and email usage.

Retirement

Age of retirement shall be 58 years. However the company reserves the right to retain an employee beyond 58 years.

Termination

Either side may terminate the employment by giving a notice period of 90days , or three month's salary in lieu thereof.

Appearance and Conduct

The Company expects employees to maintain a neat, well groomed appearance at all times. Employees should avoid extremes in dress. Employees are expected to be courteous to other employees and always to conduct themselves in

a professional manner. Employees are not expected to project the Company in bad light in any public venue, social media site or similar forum.

Internet, email usage

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, colour, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in the Company's computers. No E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, colour, religion, sex, age, national origin, disability or any other classification protected by law. Employees may not use the company's Internet connection to download games or other entertainment software, including wallpaper and screensavers, or to play games over the Internet. Company email accounts alone should be used for official communication unless permitted otherwise by the Company.

Computer Systems, Software and Equipment

The computer systems, software, storage media and other equipment provided by the Company are to be used solely for the Company's purposes. Employees are expected to exercise care in use of Company equipment and use such property only for authorized purposes. Upon termination of employment, the employee must return all equipment in his or her possession. Employees are forbidden from installing other software on the system.

Adherence to Copyrights

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law and applicable licenses that may apply to downloading or copying software, files, graphics, documents, messages, and other material.

Intellectual Property Rights

In the course of employment, the ideas that are designed, developed or innovated by the employee will remain as the intellectual capital of the Company. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for the Company, regardless of whether the intellectual property is actually used by the Company.

Expenses Reimbursement Policy

Any eligible expenses that you incur on behalf of the organization will be reimbursed in full with actual proof of documents, will be reimbursed for all qualifying expenses, including but not limited to: travel for business purposes, conference fees, accommodations while attending meetings, conferences, Office supplies, Software, Subscription required for work, Professional certification and membership fees. Employees should always get approval for reimbursement from their supervisors before incurring a work expense.

External activities

An employee shall devote the full time to his/her employment. He/she shall not engage in any other activities interfering with the work of the Company and carry out any other business except with permission of the company.

Conflict of Interest

An employee must promptly disclose actual or potential conflicts of interest, in writing, to his or her supervisor. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the Company's relationship.

Confidentiality

All Company records and information relating to Company or its customers are confidential and employees must, therefore, treat all matters accordingly. An employee may not disclose or divulge any information of the Company's business which he/she may come to know to any unauthorized person(s) without permission from the Company.

Acceptance of Gifts

No employee may solicit or accept gifts, lavish entertainment or other benefits from potential and actual customers, suppliers or competitors.

Grievance Redressal

If an employee believes that he/she has a legitimate complaint relating to work, co-worker conduct or any sexual-harassment, the following steps should be taken:

1. The employee is encouraged to first attempt to resolve the issue(s) through discussions with his/her immediate supervisor.
2. If the situation is not resolved within five working days from the time the complaint is discussed with the employee's immediate supervisor, it should be brought to the attention of the Grievance Committee who can be contacted at grievances@sen-sei.in. The Committee will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.