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# **SQSQUARE TALENT SOLUTION**

## **Employee Handbook\_India**

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## **Welcome Message**

Welcome to your new career with SQQUARE TALENT SOLUTION! We are excited that you've made the decision to join our fast-growing organization in the Service Industry.

Each employee contributes directly to SQQUARE TALENT SOLUTION'S growth and success and hope you will take pride in being a member of our Team. Regardless of your role or where you physically work, we are all part of one team providing the foundation of trust and safety for our clients.

What you will do here matters.

The Team has developed this Handbook to describe some of the expectations from our employees and to outline the policies for them. Please take time to read it carefully and familiarize yourself with the contents.

## **About Us**

A Recruitment and HR Consulting service company, our foundation starts with Quality Delivery and Question the status quo (not to passively accept the SET practice but use logical question method to understand BEST Fit solution). The two Qs of SQQUARE.

SQQUARE is built on the four pillars/ our core values to ensure a complete relationship with client:

- Ownership and Autonomy
- Empathy and Connect
- Delivery and Process
- WOW feeling for all Stakeholders

## **Our Mission and Vision**

At SQQUARE TALENT SOLUTION, we strive to redefine recruitment and consulting by nurturing strong lasting relationships between top talent and companies, becoming the most reliable and innovative HR partner. We empower companies with right manpower and HR solutions while creating opportunities that transform careers, employees and organizations towards success.

### **Induction Policy**

The objective of the Induction process is to educate new joiners on company history, growth, policies, events, activities, etc. The Induction Process is applicable to all employees, who directly or indirectly are employed with the organization.

### **Probation Period**

All new employees work on a probationary basis for the first 90 calendar days after the date of hire. Any significant absence will automatically extend the probationary period by the length of the absence. Upon satisfactory completion of the probationary period, employees enter the permanent employment classification. After the initial 90 days probationary period, permanent employment will be offered, or the probationary period will be extended/employment may be terminated.

### **Leave Policy**

The objective of the Leave Policy is to enable the employees to meet their social commitments, personal exigencies, sickness and leisure. It is important that employee takes leaves during the course of the year to maintain a healthy and proportionate work-life balance. Leaves are encouraged to be planned and to be applied a month in advance and is at the discretion of the supervisor to approve based on business requirements. All employees are eligible for the following categories of leaves:

Privileged leaves: 4 (Allocated every quarter. 16 in a year)

Mandatory Leaves: 4 (January 26, May 1, August 15, October 2)

Optional Leaves: 7 (Allocated for celebrating festivals)

A total of 27 leaves are allocated for each employee every year.

### **Performance Appraisals**

To create career growth through the process of obtaining, analyzing and recording information about the relative worth of an employee to the organization. The purpose of such evaluations is to provide you and your manager with opportunities to discuss your job tasks, encourage and recognize strengths, identify and correct weakness and discuss methods for improving your performance. The policy is applicable to all full-time employees of the organization that have joined on or before the eligibility for the appraisal process as the case may be.

### **Working Hour Policy**

The employees are expected to work for 9 hours and 4.5 hours for a half day.

### **Code of Conduct, Ethics and Compliance**

In alignment with the Company's Code of Conduct policy, employees and their immediate families must avoid having any financial interests that are inconsistent with the best interests of the Company, and must refrain from activities, investments or associations that compete with the Company, interfere with one's judgment concerning the Company's best interests, exploit one's position with the Company for personal gain or that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, employees may be faced with situations where the business actions they take, on behalf of the Company, may conflict with their own personal or family interests because of the course of action that is best for them personally may not also be the best course of action for the Company.

### **Separation and Termination Policy**

Contract with employees can be terminated during employment.

Separation – Either party can terminate the contract by giving a notice as mentioned in the terms of appointment or payment in lieu of the notice period not served (discretion of management/governed by policy applicable). Notice period shortfall shall be recovered at gross salary.

Termination- By the Company without notice, in the event that you have committed an act in breach of the Company Policies and Procedures or applicable external codes of practice or laws which sufficiently serious in circumstances to warrant your dismissal, or you are guilty of gross misconduct, fraud or dishonesty, neglect of duty or willful disobedience and assessment failure.

### **Rehire Policy**

The objective of rehire policy is to rehire the ex-employees of SQQUARE TALENT SOLUTION. All ex-employees of SQQUARE TALENT SOLUTION, who have completed a cooling period of 3 months and have neither quit without notice nor been terminated due to process error or disciplinary issues are eligible for rehire. Ex-Employee will undergo the interview rounds & hired if he/she meets required criteria.