

EMPLOYEE HANDBOOK

Focus on Success





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This Handbook is not a contract and is not intended to create any contractual or legal obligations. However, employees should read, understand and comply with all the provisions of this Handbook.

Employment with AMBC is voluntarily entered into and is "at-will," which means that an employee can resign at will at any time, with notice or cause

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Development Centre: 3rd floor, Divine Hive space 2.0 , Survey no: 202, Beside Jyothi Meadows, Ramalayam lane, Whitefield road, Kondapur, Hyderabad 500084.

Administrative Centre: First Floor, Elcot IT park, Illanthaikulam, Near Pandikovil, Madurai - 625 020.

Personal Details	
First Name	Last Name
Preferred Name	Designation at AMBC:
Marital Status:	Gender:
Date of birth:	
Home Address:	
Postcode:	
Mobile/Home Telephone #:	
Personal Email:	
Blood Group:	Weight:
PAN:	Aadhar #:
Driving License #:	Passport #:
Business Email:	Skype ID:
LinkedIn ID:	Facebook ID:

Emergency Contact Details	
Name	Job:
Relationship:	Contact Details:

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Preface

In early 2001, we set on a mission to help organizations streamline their business processes, maximize profits and foresee growth opportunities. To accomplish this, we created a place where incredibly talented individuals can come together and are empowered to put their best work in delivering simple solutions to complex problems.

This culture book is an abbreviated encapsulation of our guiding principles, carrying a summary description of the employee-related benefits, policies and procedures. As AMBC continues to grow, we have designed this handbook to ensure that your workplace mirrors the goals and values that AMBC truly believes in.

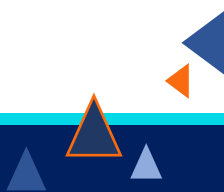
While we remain thankful to our existing employees for trusting in us, we extend a warm welcome to our new employees! Bonded by our common values, the professional journey is everlasting & successful because of your ideas, hard work and positive energy.

Together we can make IT work!

How this book can help?

This culture book is not intended to create any contractual or legal obligations, rather it demonstrates Do's and Don'ts of AMBC Technologies. This culture book has been developed to help you understand the policies and practices of AMBC. The culture book is designed to explain the expectations of the company and encourage you to challenge yourself. The importance of this culture book lies in the fact that it helps in continuous professional and personal accretion of individuals within the company, in accordance with the growth of AMBC.

In case you misplace this handbook, a copy of the same will be made available by HR department upon request.



AMBC VISION

Founded in 2001 with a mission to build one of the world's premier IT companies, a company that Customers, Employees and Communities are proud to be partnered with.

AMBC MISSION

For our Customers

To provide our customers a business model that constantly adapts and offers the highest quality IT services for their businesses to successfully sustain or transition with the least waste of time and resources and a promise to best customer respect and transparency.

For our Employees

To be the premier choice of employment for our team members by providing a positive work culture that supports & rewards excellence, honesty, team work, work-life balance and fair dealing. To provide work that engages and expands the intelligence and skill of each of our team members.

For our Profits

Superior profits through Integrity. We always aim to operate on a heightened level of Integrity. Our past profits have been built on customer trust and the loyalty of industrious & enthusiastic employees. We commit to continued vigilance ensuring long- term financial stability for our customers, employees & communities.

For our Communities

Our Social mission is to be a responsible Global Citizen. It is our desire and responsibility to be significant contributors of time, support and resources for the betterment of the world.

Welcome Keynote

Dear AMBC Team member,

Our **Mission** at AMBC is **"To help our clients and our people excel"**.

One of the key ways we can accomplish this is by providing our people with excellent professional development opportunities and programs. We are dedicated to serving the unique needs of our people through:

- A set of values and a culture that encourages diversity, creativity, and growth
- Projects that offer you the opportunity to excel and to be recognized for it
- Tools that enable you to take the lead in setting your professional development goals and to achieve them

We offer a continuous learning environment dedicated to our practice areas to help you keep pace in a rapidly changing business world and ultimately contribute to our clients and your success.

Every one of you has been chosen to be a part of this company for a very special reason. And so, as you are. Welcome to AMBC!

Best wishes,

Shanta M Balakumar
President
AMBC Technologies

On Behalf of the AMBC family, I welcome you to AMBC Technologies and wish you a successful career.

At AMBC we strongly believe YOU are the most valued asset that is why we are committed to investing in our employee's professional & personal development. Our professional training programs are designed to offer you flexibility and help continuously develop your skills, talents and performance.

We also encourage a healthy balance between home and career. We aim for a team of professionals who are truly satisfied, well-adjusted and in pursuit of personal and professional excellence.

We hope that your experience at AMBC will be challenging, enjoyable and successful. Welcome!!

Good Luck,

Seema Ashok
Vice President
AMBC Technologies

Day One @ AMBC

Well, you have nailed every assessment we put you through and have successfully made through the interview process to be here at this place. Congratulations on that! Welcome on board

AMBC will challenge you to enrich yourself both personally and professionally.

You will be taken care by one of our HR Buddies, who will take you through induction, introduce you to every department and make you feel comfortable.

At AMBC, we would never let you eat your lunch alone. Besides, it's an AMBC tradition to welcome a new employee with an organized lunch or dinner along with few co-workers, so that you can start building relationships from day one.

Please do not hesitate if you need any clarifications - our HR buddies are always ready to answer your queries. We want you to enjoy your first day and the days to come.

All the best!

AMBC Adobe

Our Process

Every employee shall follow certain disciplines to uphold AMBC's reputation and its values. We strongly believe that these practices ultimately make you a great professional at work.

Dress Code

Dressing, grooming, and personal hygiene standards contribute to the morale of all employees. An employee must be clean and well-groomed, and clothes must be appropriate for office. Employees must comply with the following standards:

From Monday through Thursday, all employees are expected to be in formal wears – for men formal shirts and trousers while for women sarees, salwar's and western formals are applicable. On Fridays, Employees can come in Business Casual. However, employees are always expected to present themselves professionally.

Workhours

Our usual working hours are between 9:30 AM and 6:30 PM (Monday to Friday). All employees are provided with one one-hour meal period each workday and two 20 Minutes tea break while for employees working for clients, it is based on their support hours.

Our office will be open from 9:30 AM to 10:30 PM IST on all days of the week except Sundays and Public Holidays. If required, the office shall be opened before or after usual working hours and on Sundays or Public Holidays, upon getting prior permission from the respective reporting manager and the same should be conveyed to the Admin well in advance to make security and other infrastructure arrangements.

Attendance and Punctuality

All employees are expected to mark their in and out timings via out Timesheet application.

<https://timesheet.ambctechnologies.com/Login> In rare occasions, when an employee cannot avoid being late to work or is unable to work as scheduled, he/she should immediately notify the respective reporting manager or the Human Resources Department. Absence without intimation will be treated as leave without pay and if it continues for more than 2 days, disciplinary action will be taken against the employee. Absence without intimation may reflect in an employee's periodical / annual performance assessments

Status Report

Status Report: Every Employee must submit their status report via Timesheet application

AMBC TimeSheet Time Sheet ChangePassword Logout

Consultant TimeSheet

Week Start Date *

Week End Date

Week Number

Employee Name

Employee ID

Employee Designation

Employee Mail ID

Employee Contact No

Reporting Manager

Current Year

Client Name *

Client Project *

Project Status


Project Shift Timings

Date	Day	Hours	Category	Task Details	Status
	Monday	8	Select		Select
	Tuesday	8	Select		Select
	Wednesday	8	Select		Select
	Thursday	8	Select		Select
	Friday	8	Select		Select
	Saturday	0	Select		Select
	Sunday	0	Select		Select

Total Hours Worked

Additional Notes

Work Planned for next Week

 **AMBC**
IT WITH INTEGRITY

Violence Prevention

AMBC is committed to prevent workplace violence and to maintain a safe work environment. Given the increasing violence in society in general, AMBC has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or within its premises. All People are to be treated with courtesy and respect always. Employees are expected to refrain from fighting, horseplay, or any other misconducts that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices/substances are prohibited inside the premises of AMBC. This prohibition also includes all acts of harassment, including those that are based on an individual's sex, religion, caste, language or any characteristic features/traits protected by central, state, or local law.

All act of violence, both direct and indirect, should be reported to HR.

Progressive Discipline

AMBC's ensures fair treatment all employees and for that disciplinary ensures actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and to prepare the concerned employee for satisfactory service in the future.

Disciplinary action may call for any of the four actions—verbal warning, written warning, suspension with or without pay or termination of employment—depending on the severity of the problem and the number of occurrences. Progressive discipline means that these four actions will eventually follow regardless of the nature of disciplinary problems. In any case, the final decision lies with the management.

AMBC Remuneration-Appreciation-Benefits

Paydays-Pay Corrections

Employees Pay information are available on Greythr - Online HR system that's accessible to all AMBC employees the usual payday is the last working day of the month or 1st of every month. Any questions regarding the pay details please contact HR .

As per law, AMBC applies certain deductions on an employee's remunerations, which includes central, state, and local income taxes, Employee's State Insurance, Employee's Provident Fund, Professional Tax, Welfare Fund, Medical Insurance, Gratuity and Chauffeur salary (as per applicable standards).

Benefits

Employee Benefits

All employees are eligible for benefits and privileges such as Auto Mileage, ICICI Meal Cards, Holidays and Medical insurance facility.

For Contract Employees

The health benefits or retirement programs were not applicable for Contract employees. The usual pay day for contract employees will be 5th of every month.

ICICI Meal Cards

All employee's salary more than Rs.6,00,000 (Rupees Six Lakhs) per annum are entitled for an ICICI Meal card

Vacation Benefits

Paid holidays are available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Kindly refer 'Leave Policy' section for more information on this.

Health Insurance

AMBC deals with Religare (Care Health) for Insurance. The insurance policy provides reimbursement of up to:

Rs. 4,00,000(Rupees Four Lakhs) – Self, Spouse, Children

Rs. 2,00,000(Rupees Two Lakhs) – Self, Spouse, Children

For Dependant insurance(optional): In which premium can be barred by the employees.

4 LAKHS POLICY TERMS & CONDITIONS

Age Band	1 day - 60 years
Family Definition	Employee, Spouse and 4 dependent children up to 25 years of age
Sum Insured	Sum Insured Per Family Rs.400000/-
Room Rent	2% of SI maximum up to 4000 for Normal & 4% of SI maximum up to 7000 for ICU (inclusive of nursing charges).If insured is admitted in a higher category, then insured will bear difference of all.
Maternity Benefit for Normal & C-Section	For Metro 50000-50000 & For Non-Metro 40000-40000 for First 2 children
Pre-Existing Diseases	Pre-Existing Diseases Expenses Covered
Pre - Post Hospitalization	Pre-Hospitalization and Post-Hospitalization for 60 days & 90 days respectively are covered.
Baby Day 1	Within Family SI
Pre/Post Natal Expenses	Pre-Post Natal Expenses to the limit of Rs 5000 is covered Within Maternity Limit
Ambulance Service	Ambulance Charges limited to Rs.1000 per hospitalization
Co-Payment	Overall Co-Payment: Nil Copay
Day Care Procedures	Day Care Procedures are Covered as per the standard list
Mid-Term Inclusion	Mid term inclusion of dependents will be possible only in case of: a) spouse (on account of marriage during the policy term) b) children (childbirth during the policy term but after the child has completed 91 days of age) subject to not more than four children
DISEASE-WISE SUBLIMITS	Metro / Non metro
Appendix	No Limit
Eye related	No Limit
Gall Bladder	No Limit
Hernia	No Limit
Hydrocele	No Limit
Hysterectomy	No Limit
Piles	No Limit
Urinary Stone (incl DJ stent removal for same stone)	No Limit
Joint Replacement including Vertebral joints (Per knee)	No Limit

2 LAKHS POLICY TERMS & CONDITIONS

Age Band	1 day - 60 years
Family Definition	Employee, Spouse and 4 dependent children up to 25 years of age
Sum Insured	Sum Insured Per Family Rs.200000/-
Room Rent	2% of SI maximum up to 4000 for Normal & 4% of SI maximum up to 7000 for ICU (inclusive of nursing charges).
Maternity Benefit for Normal & C-Section	For Metro 50000-50000 & For Non-Metro 40000-40000 for First 2 children
9 months waiting period	Waived off
Pre-Existing Diseases	Pre-Existing Diseases Expenses Covered
Pre - Post Hospitalization	Pre-Hospitalization and Post-Hospitalization for 60 days & 90 days respectively are covered.
Baby Day 1	Within Family SI
Pre/Post Natal Expenses	Pre-Post Natal Expenses to the limit of Rs 5000 is covered Within Maternity Limit
Ambulance Service	Ambulance Charges limited to Rs.1000 per hospitalization
Co-Payment	Overall Co-Payment: Nil Copay
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Joint Replacement including Vertebral joints (Per knee)	No Limit

Life Insurance

AMBC provides eligible employees with coverage up to INR 10,00,000 (Rupees Ten Lakhs) subject to proper medical certification. Coverage begins after 6 months of employment and AMBC will pay 100% of the premium

Travel Policy

It is important that all AMBC Employees follow certain guidelines around utilizing travel facilities.

Local Travel Policy (India)

Local Travel is required for multiple reasons. It may be required for Business Development, Presales or for Project Execution.

Home to AMBC Office Travel

This travel cost is inbuilt into associates' salary and there is no reimbursement policy against this travel.

Project Execution Related Travel

- Expenses towards travel for client are reimbursable only if you are traveling more than 30 Kms to and from office. This is based on an understanding that a travel of 15 KM one way per day is acceptable and is not eligible for any reimbursements.
- The reimbursements will be calculated based on a flat rate of 5 INR/KM irrespective of the mode of transport used. This rate is estimated based on self-vehicle travel and parking charges if any. We encourage the associates to use this mode of travel only.
- This policy also applies when an associate has to travel to more than one project sites on the same day.

Sales, Presales, Business Development, Marketing Related Travel and Expenses

- Business Admin arranges a cab
- Reimbursable Food expenses supposed to be claimed against bills.
 - 1) Breakfast – INR 100
 - 2) Lunch – INR 150
 - 3) Dinner – INR 150

Out-of-City Travel Policy (India)

Out-of-City Travel is required for multiple reasons. It may be required for Business Development, Presales or for Project Execution.

Project Execution Based Travel and Allowance

Travel Mode

For each one of us at AMBC the mode of travel is AC II Tier Train or AC Chair Car. However, depending on the urgency, need and travel time, case by case decisions are made about Air mode of travel. Final decision authority on these matters is Management. This policy may be modified in near future.

Per Diem

The purpose of per diem expense is to cover expenses on food and some other minor expenses. It does not include local travel and lodging in the other city. Local travel and lodging in the other city is covered based on actuals and claimed against bills. The current guideline for choosing a hotel in any other city on business travels is to choose the most economical accommodation that works. Per Diem for any city in India is 600/- INR per day. However, this is maximum cap and is supposed to be claimed against bills.

Lodging

AMBC Admin will book in any city in India for hotel accommodation. Associates are expected to hire hotel room on twin sharing basis in case of more than one associate on the same trip. Associates who prefer to stay with their friends and family are entitled for a reimbursement of INR 500/- per day.

Out-of-Country Travel Policy (International)

Out-of-Country Travel is required for meeting client.

Project Execution Based Travel and Allowance

Visa Process

AMBC Travel Admin will be responsible for the Visa Process, it's employee's responsibility to make sure they have a valid passport and documents needed for the Visa.

Travel/Hotel Mode

AMBC Travel Admin will book the Flights and Hotel accommodation.

Cell Phone

AMBC will provide a cell phone for the international travel.

Per Diem

The purpose of per diem expense is to cover expenses on food and some other minor expenses. Per Diem is \$50/per day.

Note : All employees needs to send an email to traveldeskt@ambconline.com

Reimbursement Process

All reimbursements will be done within 15 days on submission of actual bills and expense tracker.

Travel Accident Insurance

AMBC provides eligible employees travel Insurance during their business travel up to INR 25,00,000 (Rupees Twenty-Five Lakhs).

IT Security Policy

Its mandatory that all employees need to forward unsuspected emails & phishing scam to security@ambconline.com.

AMBC's INFORMATION SECURITY POLICY

At AMBC, we strive to achieve total information security by...

- Following good practices to protect the organization's information assets from internal or external / deliberate or accidental information security threats
- Aligning information security management with the organization's strategic risk management context
- Setting information security objectives, and establishing a direction and principles for action
- Establishing criteria for risk evaluation and risk acceptance
- Controlling access to information assets (including networks) based on business and security requirements
- Protecting information and physical media in transit
- Protecting information associated with the interconnection of business information systems
- Putting safeguards in information sharing
- Observing clear desk policy for papers and removable storage media
- Observing clear screen policy for information processing facilities
- Implementing appropriate security measures in communications.
- Establishing rules for the development of software and systems and applying these rules to developments within the organization
- Ensuring protection of the organization's assets that are accessible by suppliers
- Prohibiting the use of unauthorized software and complying with laws on intellectual property rights
- Protecting organizational data and safeguarding privacy
- Taking back-up copies of information, software, and system images and testing them regularly
- Retaining records for Sufficient period before disposing them carefully
- Taking disciplinary actions and discourage misuse of information services by personnel
- Complying with applicable requirements related to information security, including the requirements spelt out in the ISO/IEC 27001:2013 standard
- Reviewing the effectiveness of ISMS at regular intervals, and
- Continually improving our ISMS.

AMBC's INFORMATION SECURITY OBJECTIVES

- To ensure that our business continues operations with minimal disruptions.
- To ensure absolute integrity for all information disbursed or produced by our organization.
- To manage all the relevant information with appropriate confidentiality.
- To impart information security training to all new employees within 15 days of joining.
- To minimize information security incidents to three or less per year.

Relocation Assistance

AMBC provides relocation assistance usually covers one week of accommodation for the employee and one way Air/Train fare

Employee Referral Program

AMBC firmly believes that our employees are our brand ambassadors and are important in helping us build strong teams. As we continue to grow, we must ensure that we attract the right people who understand our vision, values and assist us to drive growth. As an AMBC Employee, you are the best resource to recommend people who will enjoy and be successful with AMBC.

Eligibility

The Employee referral program covers all AMBC Employees. Part time employees and contractors are also eligible.

Process

- ✓ All the open requirements will be announced to our employees through the HR Portal.
- ✓ To refer a potential candidate, AMBC employees should submit the resume along with your recommendation to hr@ambconline.com
- ✓ When a referred candidate is hired by AMBC, the employee will be notified.
- ✓ For each referral, AMBC shall pay the referral incentive of Rs. 5000.
- ✓ The Referral fee will be paid after 60 days of the successful hire.

Terms and Conditions

- ✓ An employee shall refer a candidate only if he/she knows the person or through a reference with a copy of resume.
- ✓ Employee shall be eligible for a referral incentive only when the referral candidate has not applied to AMBC through direct channels or been contacted by the recruiting department in six months.
- ✓ Hiring decision is made by the management and Status of the decision will be informed to the referred employee.
- ✓ AMBC shall evaluate all referrals but candidates will be shortlisted based on the requirement and AMBC Recruiting process.
- ✓ If more than one employee refers the same candidate, the first referee shall receive the referral incentive.
- ✓ An employee can refer any number of candidates.
- ✓ The referee and referral must be employed at AMBC at the time of the payment due.
- ✓ The referral incentive payment is subject to deduction of taxes, if applicable.

Awards

Continuous efforts are being made to recognize outstanding employees, who go an extra mile to contribute to the success of the organization. Employee Recognition for support excellence is made through the awards given by the management. This is applicable to all regular full-time employees, who have completed one-year of service with AMBC.

Best Employee of the Year

360 – degree support to client, supporting transition resource, extended week end support, technical advancement in a subject through self-learning, excellent team player at client and AMBC.

Perfect Attendance of the Year

Successful completion of one year without missing any workday and being on time for work.



Best Process Support

Implementation of AMBC's best practises and processes feasible by exhibiting professionalism and leadership at all times.

Service Award

We appreciate our employees who complete their 7yrs, 5yrs, 3yrs with AMBC

Contributor of the Year

Execution of AMBC corporate vision in India through hard work, persistence and determination. Continuous Contribution through research, negotiation and due diligence.

Time Away from Work

Public Holidays

AMBC grants holidays to all employees on the lines of national, public and local holidays. Regular holidays for a calendar year are as follows:

PUBLIC HOLIDAYS	DATE & DAY	Madurai	Hyderabad
New Year's Day	01-01-2021 - Friday	1	1
Pongal/Makar Sankranti	14-01-2021 - Thursday	1	1
Republic Day	26-01-2021 - Tuesday	1	1
Telugu New year	13-04-2021 – Tuesday	0	1
Tamil New year	14-04-2021 - Wednesday	1	0
Labor Day	01-05-2021 - Saturday	1	1
Ramzan	13-05-2021 - Thursday	1	1
Independence Day	15-08-2021 - Sunday	1	1
Vinayak Vratha/Ganesh Chathurthi	11-09-2021 – Saturday	1	1
Mahatma Gandhi Jayanthi	02-10-2021 – Saturday	1	1
Ayudha Pooja	14-10-2021 – Thursday	1	1
Dussehra/Vijaya Dashami	15-10-2021 – Friday	1	1
Diwali	04-11-2021 – Thursday	1	1
Diwali	05-11-2021 – Friday	1	1
Christmas	25-12-2021 - Saturday	1	1
TOTAL		14	14

PUBLIC HOLIDAYS	DATE & DAY	Madurai	Hyderabad
Good Friday	01-04-2021 – Friday	1	1
Bakrid	20-07-2021 – Tuesday	1	1

Kindly Note: If the Employees are working on Indian Holidays on Special Cases for Client Requirements, those will be added to Comp Off and it can be availed by the employee later, on prior approval from the management.

The above holidays may subject to change of Management's decision.

Leave Policy

A calendar year commences on the first day of January and ending on the last day of December of every year.

Leaves, other than maternity leave or paternity leave, cannot be claimed as a matter of right. Discretion is reserved with the authority empowered to sanction, refuse or revoke leave at any time, depending on exigencies of the company's work. All leaves require a 5 working days' notice to get approval from the management and clients (Client Project-Employees), except for sick leave, which may be intimated verbally, and post-facto approval sought upon resumption of work. There is no provision to carry forward any unused leave into the next year or encashment at the time of termination.

Leave Entitlement

For Employees serving Probation

Earned Leave*: Employees in probation period are not entitled for Earned leaves. After completing the probation period 1 days of leaves per month can be entitled.

Sick Leave*: Employees may avail of sick leave up to 3 days during the probation period. Any leaves taken during probation other than the sick leave will be treated as leaves without pay. Sick leaves need to be informed to HR and immediate superiors.

For all other employees:

Earned Leave*: Employees are entitled to a maximum of 14 earned leaves in a year. The earned leaves cannot be carried forward to the next year.

Sick Leave*: All employees may avail of sick leaves up to 6 days each year. Submission of medical certificates of sickness, will be required in case of sick leave exceeding three days.

Maternity Leave: Subject to the provisions of the Maternity Benefit Act, 1961, women employees will be allowed maternity leave on full pay up to twelve weeks, of which a maximum of 6 Months can be availed before delivery. An approved medical practitioner should certify the confinement and the employee must not take up any employment, temporary or part-time, or otherwise, during this period. An application for maternity leave requires a notice to the company supported by a medical certificate not less than 8 weeks prior to the start of the leave period.

Paternity Leave: Any male employee is eligible for paternity leave for a maximum of 5 days if he has worked for a minimum period of 30 days with AMBC. Leaves can only start from the actual date of birth of the child or from the first day of the expected week of birth, whichever is earlier and must be completed within 30 days of the actual date of birth. When an employee intends to take paternity leave, it must be notified at least one month prior to the expected date of birth as predicted by the medical practitioner. The employee should inform the HR Department as early as possible after the child is born.

Bereavement Leave: All employees are entitled to 3 days of paid leave on the instance of death of an immediate family member. This can be availed at any time after the death and for any purpose genuinely related to the death.

Sabbatical Leave

AMBC gives employees the opportunity to enjoy an extended period away from work to rejuvenate and/or pursue other interests (e.g. travel, personal development or volunteer work) under sabbatical leave. Employees who have completed 7 years of service with AMBC are eligible for sabbatical leaves that can be availed to a maximum period of one month.

Leave Application Process

All the leaves should be applied on the Greythr in the following process:

As soon as the earned leave is planned it should 5 days prior notice to the date of leave and it should be applied in leave@ambconline.com Once approved its employee's responsibility to apply in Greythr. The leaves should be applied to the client Managers only. Any leave taken without prior approval will be treated as leave without pay and will be subject to disciplinary action. No sick leave will be considered as earned leave and such actions will be considered as LOP.

Permission

Two hours of permission is allowed throughout a month in adjustable divisions. There will be an additional two hours just in case of emergency with reasonable explanation. If permission exceeds more than two hours, then it will be calculated as half day leave.

Flexible timings

30mins of flexible time from actual working hours and the employees should complete 9 hours of work. Late login for more than half an hour,

Half days / Compensatory off

Employees are eligible for a half day off subject to the approval of the respective reporting manager with a 5 days' notice. In the case of an emergency, the HR Department should be notified at once. For availing half-day off on a particular day, employees should make sure that they work for a minimum of 4 hours on that day.

A compensatory off can be availed by an employee whenever he/she is asked to perform duty/support for a full day on an AMBC holiday or weekends. The compensatory off should be availed within 6 months from which it is earned based on the approval from Client and HR department.

Leave during Notice period

Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be considered as a leave without pay.

Unauthorized Absence

This refers to absence from work without prior approval. The employee will need to offer an explanation to the respective reporting manager in the event of any unauthorized absence. AMBC doesn't encourage employees taking vacation without approval, if employees have an unauthorized absence, need prior approval from Manager to resume back to work.

AMBC Workspace

Equal Opportunities

Employment at AMBC is based only on merit, qualifications and the needs that surpass the requisite criteria for a vacant position in the company

AMBC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity.

AMBC makes reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the extent required by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. AMBC is committed to not discriminate against any qualified employees or applicants with a disability. This policy is neither exhaustive nor exclusive. AMBC takes all necessary actions to ensure equal employment opportunity for persons with disabilities.

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. AMBC supports these endeavors if the employees can meet acceptable performance standards.

AMBC and its employees have the responsibility to respect and maintain the confidentiality of employee's medical information. Anyone inappropriately disclosing such information will be subject to disciplinary action, that may even lead to termination of employment.

Health and Safety

Providing a safe and healthy work environment for employees, clients, and visitors is a top priority for AMBC. The HR Department holds the responsibility for implementing, administering, monitoring and evaluating the safety program. However, its success depends on the alertness and personal commitment of all employees. AMBC provides information to employees about workplace safety and health issues through regular internal communication channels such as superior-employee meetings, bulletin board postings, e-mails, memos and other written communications. Each employee is expected to obey safety rules and to exercise caution in all work-related activities. Employees must immediately report any unsafe condition to the concerned department head. The offices of AMBC are a place of business, and as such, pets are not welcome during normal working hours.

At times of emergencies such as severe weather, fires, power failures or earthquakes the normal company operations can be disrupted and in these extreme cases, we may close the premise and most of the work will be stopped until normality returns.

Fraud and Theft

AMBC insists that every employee act with a high degree of integrity and honesty always AMBC pursues a zero-tolerance policy when it comes to crimes such as those. An employee who is caught committing any kind of fraudulent activity or theft of an AMBC property will be dealt with serious consequences.

AMBC encourages all its employees to promote an anti-fraud and anti-theft work culture, wherein people feel safe and secured.

Unlawful/Sexual Harassment

Any unwanted advances in the form of visual, verbal or physical conduct of sexual nature, any forms of offensive behaviour, gender-based harassment of a person are strictly prohibited. AMBC is committed to providing a work environment that is free from all forms of discrimination and misconducts that can include harassing, coercive or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, caste, color, national origin, age, religion, disability, sexual orientation or any other legally protected characteristic will not be tolerated. If an employee experiences or witnesses sexual or other unlawful harassment in the workplace, he/she should report it immediately to the immediate superior. AMBC reacts quickly and discreetly for all allegations of sexual harassment. Anyone engaging in unwanted sexual or other unlawful behaviour will be subject to disciplinary action, that may even lead to termination of employment.

Smoke-Alcohol-Drug Free

Employees at AMBC are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. It is AMBC's objective to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition, to perform their duties in a satisfactory manner. While on AMBC premises and while conducting business-related activities outside AMBC premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and if it is consumed in a safe manner wherein it does not endanger other individuals in the workplace.

The Company maintains a smoke-free office. No smoking or other tobacco products (including, but not limited to cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building. Breaching this code will lead to strict disciplinary action.

Open Door Policy

Our reputation for integrity and excellence requires the continuous practice of compliance to rules and regulations, regarding the highest standards of conduct and personal integrity.

Any employee who has questions or concerns about any discrimination in the workplace is encouraged to bring these issues to the attention of his/her immediate superior or the Human Resources Department at any time. Employees can raise concerns and make reports without fear of reprisal. We believe that the work conditions, wages and benefits offered to the employees are competitive with those offered by other employers in this industry. If employees have concerns about work conditions or compensation, they are encouraged to approach their managers directly.

AMBC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from AMBC supervisors and management

If employees disagree with established rules of conduct, policies or practices, they can express their concern through the “grievance redressal procedure”. No employee will be penalized, formally or informally, for voicing a complaint with AMBC in a reasonable, business-like manner or for using the “grievance redressal procedure”

AMBC strives to ensure fair and honest treatment of all employees. Department Heads, managers, and employees are expected to treat each other with respect. Also, all employees are encouraged to offer positive and constructive criticism.

Non-Disclosure/Sensible information

The protection of confidential business information and trade secrets is vital and revealing such information cannot be acceptable. Some AMBC Sensible information is listed below:



IT Desk Usage

Computers and Emails

Computers, computer files, the e-mail system, and software which are furnished to employees are AMBC’s property intended for business use. Employees should not try to access a file or retrieve any stored communication, without authorization.

AMBC strives to maintain a workplace, free of harassment and sensitive to the diversity of its employees. Therefore, AMBC prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

Copyright infringement/Obscene Contents

AMBC premises are furnished with quality broadband services intended to assist employees with work-related data and technology. Any unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material from the Internet is strictly prohibited. As a rule, if an employee did not create a material, does not own the rights to it or does not have authorization for its use, it should not be put on the Internet on behalf of AMBC.

Viewing Pornography contents and related obscene contents is unbearable within AMBC premises. Employees who are held for any violations of this policy will result in serious disciplinary action.

Performance Appraisal

Performance Appraisal will be done after one year from the Date of Joining(DOJ).



Employee Exit

Resignation/Termination of employment

Termination may be voluntary on the employee's part, or it may be at the discretion of the management. In case an employee is in bench/non-performance, the relieving shall be in thirty (30) days with agreement and if an employee is working on a project, AMBC or the employee can give sixty days (60 days) written notice and agreement for separation.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. The exit interview allows discussing issues related to employee benefits, conversion privileges, repayment of outstanding debts to AMBC and return of AMBC -owned properties, if any. Suggestions, complaints, and questions can also be discussed, during the exit interview.

Return of Property

Employees are responsible for all AMBC properties, materials or written information issued to them or in their possession or control. Employees must return all AMBC properties immediately upon request or upon termination of employment. Where permitted by applicable laws, AMBC may withhold from the employee's final pay cheque the cost of any items that are not returned. AMBC may also take legal action deemed appropriate, to recover or protect its properties.

Points of Contacts

For any queries on policies please write to hr@ambconline.com

For any kind of technical assistance please write to itsupport@ambconline.com

FAQ's

1. When can an employee expect to have the health Insurance card? -

An employee can expect the e-card in 3 weeks and the physical card will be distributed in 5 weeks.

2. How and when does the first paycheck get deposited in the bank?

The pay is credited directly on last working day of every month for ICICI bank account holders and on or before the 2nd day of the following month for non-ICICI account holders.

3. When can an AMBC employee have his past UAN number reflected and his PF transferred to his account?

Upon successful completion of second month's payroll process.

4. What's the minimum number of years for Gratuity eligibility?

Five Years

5. When an employee is no longer employed with AMBC, how long can he take to get all his paperwork processed?

Within one week from the date of relieving all formalities will be completed.

6. When does an AMBC employee become eligible for overseas opportunities?

Upon completing 5 years of service with AMBC

7. What is the normal employment - probation time before confirmation?

6 months from the Date of Joining

8. How does an AMBC employee track his/her work performance in projects and internal contribution?

Through Clients and Next Level manager's feedback.

9. How is the eligibility for appraisal and bonus determined?

Appraisals are done after one year of employment and bonus will be disbursed based on the process implementation for profit maximization in AMBC.

10. What does the company support in the event of accident or death during employment?

In the case of death during office hours, 6 Months CTC will be provided to the deceased employee's family monthly. In the case of death or accident but not in office hours or office premises, a compensation of maximum INR 5,00,000 will be paid to the employee's family.

11. What are the training opportunities for employees while working at AMBC?

AMBC is offering the webinar courses through "Fred Pryor" and "Udemy" to our employees. The selection of the course is purely based on the employee's discretion.

12. Where can an employee track their leave balances?

The details of leaves availed and leaves remaining to be accessed at Greythr.

Note: Please ensure that this Handbook is kept safe.

2021

- CALENDAR -

JANUARY

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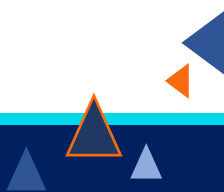
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Notes

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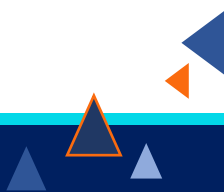
Declaration

I have received my copy of the Employee Handbook and understand my responsibility to read it, understand its contents, and adhere to all the policies and procedures of the company, whether set forth in this handbook or elsewhere. I further acknowledge that this Handbook is provided as an informational guide only and is not to be considered a contract between myself and AMBC. I also understand that AMBC reserves the right in its sole discretion, with or without notice, cause or consideration, to modify this handbook, or modify or terminate any of their policies, procedures, or employee benefit programs, whether described in this handbook or elsewhere.

Employee Name

Employee Signature

Date





Headquarters

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Naperville, Illinois - 60540 USA
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Fax: +1-630-566-2370

Recruiting center of excellence

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Tamil Nadu - 625020 INDIA

Administrative Centre

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Mobile: +91-9159944594

Development Centre

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