



Carbon

— **C H E C K** —

HR
MANUAL
2023

WILLFUL EMPLOYMENT

Scope : All Employees @ Carbon Check India Pvt Ltd

Policy Statement :

Carbon Check India Pvt Ltd Management believes that the Employment at either sides should be completely at Free Will of both the parties, the Employer (hereinafter called – Carbon Check India Pvt Ltd) and the Employee and this relationship shall be bound by an Employment Contract, signed by both the parties.

Carbon Check India Pvt Ltd shall remain free to terminate this relationship at its will, per the conditions stated in the Employment Contract.

Similarly, the employee can resign from the Organization at his/her will, per the conditions stated in the Employment Contract.

Conditions arising out of the Policy Statement and are to be adhered with :

- This policy cannot be modified in any case what so ever, for any employee and neither any agreement can be executed in contradiction of this policy.
- No one can make any representation to any employee concerning any term of employment @ Carbon Check India Pvt Ltd, which is not consistent with this policy.
- No statement contained in this policies and procedures manual, employee hand book, employment application, recruiting material, organization memorandum, or other material provided to any employee in connection with his or her employment, will be construed as contradicting this policy by creating any express or implied contract of employment.
- While hiring, employee will be informed that he or she is employed at the will of the Organization and is subject to termination at any time, per the conditions of employment contract.
- Completion of an introductory period will not change an employee's status as an employee-at-will or in any way restrict the Organization's right to terminate such an employee, per the conditions of employment contract.

EQUAL OPPORTUNITY PROVIDERS

Scope : All Employees @ Carbon Check India Pvt Ltd

Policy Statement :

Carbon Check India Pvt Ltd Management believes in providing equal & fair employment opportunities to all its employees, without any consideration of his/her, race, color, religion, sex, national origin, age, disability, pregnancy, marital status, sexual orientation, etc.

This policy shall apply to the entire recruitment process & promotions into all positions.

Carbon Check India Pvt Ltd will ensure that all personnel are administered without discrimination.

Procedure :

- Carbon Check India Pvt Ltd's Management & HR Spearhead, shall remain responsible to ensure that the above policy is followed at all levels and in all the processes.
- It shall be the responsibility of HR Spearhead to keep the candidates / applicant informed of his contact details along with the contact details of one of his peers or senior in the organisation so that in case of such feeling of being discriminated the applicant may talk or write back.
- In case of receipt of any such complaint, it shall be the duty of Management / HR Spearhead to address and close the complaint to the satisfaction of applicant.

RECRUITMENT & SELECTION

Policy Statement :

Effective Recruitment and Selection is central and crucial to the successful functioning of Carbon Check India Pvt Ltd. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Company's Strategic Objectives and the ability to make a positive contribution to the values and aims of the organisation. We are Fair and an Equal Opportunity Providers.

Conditions :

- Employment has to be wilful.
- Equal Opportunities to be provided to all applicants in adherence to company policy.
- No Working Allowed Until Joining Formalities
- Working Trials are subject to Management's / HR Department Approval and in any case shall not go beyond 3 Working Days.

Recruitment Procedure :

NEW POSITION -

If a NEW Position is being created / requested by any HOD, the same has to be :

Duly approved by the Admin & Operations Head & Management, in writing with all aspects, viz., Job Description, Salary Bracket, Reporting, etc.

After approval by the Management, HR Department shall revise the Organogram and publish to all concerned.

EXISTING POSITION -

Or else, if any existing Position is Vacant as per Organogram which may be due to :

Resignation / Termination / Employee getting unfit or transferred

Department HOD shall write to the Admin & Operations Head / HR Department for replacement.

SELECTION PROCESS –

- Attracting / Arranging Suitable Candidates, which may be through :
 - Internal References
 - External Industry References
 - Social Media References
 - Advertisements
 - Job Portals
 - Placement Consultants
- Receipt of CVs, CV Audit and CV Shortlisting & Calling of Candidates for Personal Interaction
- First Interaction Point – Admin & Operations Head
- Second Interaction Point – HOD / Reporting Boss
- Third & Final Interaction Point – Top Management / Board (If feasible & required)
(Any or all of the Interaction Points above can be clubbed, changed in series and executed, if required, depending on availabilities of authorities)

NEGOTIATION PROCESS –

- Verification of Salary Proofs and/or Bank Statements presented by the selected candidate
- Offer Price Benchmarking & Offer

RECRUITMENT & SELECTION

ISSUANCE OF LETTER OF INTENT TO HIRE / SIGNING AUTHORITY –

- Letter of Intent shall only be issued once the policy of Pre- Employment Verification has been adhered to
- Single Point of Issuance of Letter of Intent & Appointment Letter – HR Department.
- All Offers & Appointment Letters to be signed by Admin & Operations Head
- Admin & Operations Head Appointment Letter to be signed by any of the Directors
- Letter of Intent & Letter of Appointment shall only be issued from the Corporate Office located in Noida.

PRE-EMPLOYMENT VERIFICATION / BACK GROUND CHECK

Policy Statement :

Carbon Check India Pvt Ltd Management believes in having a long association with its employees. Having said that, it becomes necessary to make the process of entering Carbon Check Family – PURE. The purity flows from top to bottom. Keeping this view, Carbon Check has a policy of checking the Backgrounds and taking references of all the people who are being hired at or above Manager Level.

Conditions :

- Reference Check shall be applicable on all the new staff members undergoing the selection process.
- Any Employment / LOI / Appointment Letter shall remain subject to withdrawal, in case of a negative reference / verification.

Procedure :

- Random Check through references provided
- Check through a proper Verification Agent
- Police Verifications (as the case may be)

HIRING OF ESPECIALLY ABLED PEOPLE

Policy Statement :

Being an Equal Opportunity Provider, Carbon Check India Pvt Ltd Management does not discriminate while providing employment opportunities to the people who are “Specially Able” and thus provides equal opportunity to Qualified – Specially Abled Persons. We stand with them.

Conditions :

- HODs / Supervising Managers are expected to make reasonable adjustment to maintain the services of an employee who is specially able.
- HODs / Supervising Managers are expected to Include disabled people in training /development programmes
- HR Department / HODs / Supervising Managers are expected to give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the given job.

HIRING OF EMPLOYEES RELATIVES & FORMER EMPLOYEES

Policy Statement :

Carbon Check India Pvt Ltd Management does not believe in favouritism, conflict of interests and does not want impairment of efficient operations and thus prohibits hiring of relatives in Direct Reporting Relationship to avoid creating or perpetuating circumstances giving birth to such favouritism, conflict of interests, etc.

Carbon Check India Pvt Ltd Management does not prohibit but is reserved to welcome the applications of employee relatives and will consider them based on merits & their qualifications for openings but not under the direct or indirect supervision of a relative.

Carbon Check India Pvt Ltd Management refrains from hiring Former Employees but does not prohibit it. However, every such Former Employee has to be dealt as a Fresh Recruitment while being re-hired.

Conditions :

- For the purposes of this provision, a “relative” is defined as a spouse, parent, child, sibling, grandparent, grandchild, uncle, aunt, cousin, niece or nephew of the employee or of the employee's spouse. Relatives also include “step” relationships such as stepchild and step-parent.
 - If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.
 - In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.
 - Each employee has a responsibility to keep his/her supervisor informed of changes relevant to this policy, such as becoming a relative of another employee through marriage;
 - Each supervisor has a responsibility to observe and carry out this policy in a fair and consistent manner.
 - Wrong Declarations shall be considered to be Mis-Conduct & dealt with accordingly.
- In no case, what so ever, a Direct Reporting Relationship can be created between two employees who are relatives.

Policy Statement :

Carbon Check India Pvt Ltd Management believes that any New Entrant in the family must understand company's Goals, Objectives, Policies, Carbon Check's Family Members (Staff), Services, etc. We also recognize the fact that starting a new job is a demanding and often stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organization, a new environment and new colleagues.

The New Entrant should also understand his scope of services, location, and the way he can contribute in achieving these goals & objectives and that how can he contribute in bettering the services & the processes.

The purpose of induction is to support new employees during this Initial Period and to help them become fully integrated into the Company as quickly and as easily as possible.

Induction has benefits for all involved in the process. Employees who settle quickly into the Company will become productive and efficient at an early stage and in turn will experience feelings of worth and satisfaction.

It is generally recognized that new employees are highly motivated and an effective induction process will ensure that this motivation is reinforced.

Conditions :

- All newly hired employees are required to participate in an Employee Orientation Program.
- Without Completing the Orientation Program, Employee shall not be allowed to work.
- 1 Working Day's Orientation of all staff joining at any Level
- Company Sponsored Lunch during Orientation Day(s). A standardized option should be made available for choice. HR to have Lunch with the employee(s) on the day of joining.
- Also, Applicable on the Employees' who are converted to Staff Cadre from the Workers Cadre

Procedures :

PRE-JOINING COMPLETIONS

- Before the joining date of any Staff Member, his/her Employee Kit, consisting of below Items should be kept ready by the HR Department.
 1. One Pen
 2. One Pencil with Sharpener & Eraser
 3. One Scale
 4. One Note Pad / Business Copy
 5. One Calculator (If Required for the profile)
 6. Post Its
 7. Flags
 8. One Coffee / Tea Mug (With Company Logo)
- KRA's & KPIs along with the entire Job Description and/or Deliverables should be drafted (if not available on record) and discussed with the 'to be' Reporting Supervisor / Manager / HOD and handed over to the employee immediately after the Induction Presentation has been completed and the new entrant is having a greet & meet with his Reporting Supervisor / Manager / HOD, on the day of his joining.

ON-BOARDING & EMPLOYEE ORIENTATION - BUDDY SCHEME

- HR Department should inform the IT Department and suggest necessary arrangements to be done, beforehand. The arrangements may include, laptop / desktop, pen drives (if allowed), etc. E-Mail id should be created on the first day of joining itself.
- HR Department should chalk out a written Orientation Plan – which should have details of his :
 - a. Orientation PPT with HR Executive,
 - b. Induction Meeting with his HOD wherein HOD handovers the KRAs / deliverables to the employee and tell him on the processes, expectations, etc.
 - c. Induction Meeting with other Process Owners
 - d. Lunch & Tea Timings
- HR Department should also inform the HOD about the Orientation Plan

DAY OF JOINING

- Joining Formalities shall be completed and a Temporary Employee Card shall be issued along with Bio Metric Registration.
- Employee shall be handed over with the Appointment Letter / Contract and an acceptance of terms be taken from him.
- Personal File Documents to be taken / signed and file created in hard copy (as well as Soft Copy, for the sake of UNFCCC Requirements)
- Employee should be handed over with the written details of his Orientation Program and shall be told that he shall not start to work unless he completes the program
- Orientation Presentation shall be given by the HR Executive and/or Admin & Operations Head, depending the level of joiner.
- Timelines given in the Orientation Program Plan should be followed by everyone. HR Department to ensure.
- At the End of Day of Joining, Employee should be issued his Employee Card, Employee Hand Book & Code of Conduct.

At the end of Orientation Program, HOD shall announce the name of **CARBON - BANDHU** to the new employee and introduce both of them.

CARBON - BANDHU, shall remain with the new candidate (within the office premises only, not applicable on Field Works) at all reasonable times and shall help him know people, processes, company policies, Dos & DON'Ts, etc. for the next 3 working days after completion of Orientation Program, so that the NEW ENTRANT is comfortable and eased with the company environment.

INTRODUCTORY MEETING WITH TOP MANAGEMENT

All Staff Members, joining at any level shall be introduced mandatorily to the Top Management in a formal environment. HR Department should coordinate for this introductory meeting.

INTRODUCTORY EMAIL

Once the Orientation Program is completed by the concerned New Joiner, an Email about his Joining, having the brief description of his Personal, Educational & Professional Details along with his Internal Email ID, Phone Number, Designation, etc., has to be sent on the Common Platform to all employees and to all offices.

ADDITION & INTRODUCTION ON WHATSAPP GROUPS

After the Orientation Program is completed by the New Entrant, this shall be the duty of HOD to get him added and introduced on all concerned Whats-App Group.

FEEDBACK OF EMPLOYEE TO BE RECORDED & DOCUMENTED

5th Day Feedback of the Employee shall be recorded & documented & analysed for discussion points if any.
25th Day Feedback of the Employee shall be recorded & documented & analysed for discussion points if any.
These feedback forms should form a part of employee's personal file.
HR Executive to follow and execute.

PROBATIONARY PERIOD

Meaning & Purpose

The probationary period is a time for employees to learn about their job and become familiar with the Working culture of Carbon Check India Pvt Ltd.

During this time, the HOD / Team Lead / Supervisor / HR Department will explain the employee about company's department's policies and procedure, your job duties, and your performance expectations. The performance will be closely evaluated by the HOD / Team Lead / Supervisor / HR Department to ensure that employee understands and is able to meet the performance expectations.

Scope & Eligibility

All employees on or up to Sr. Manager would be placed in Probation for a period of 6 months from the date of their joining.

All employees above Sr. Manager will be treated as confirmed employees from the date of joining.

At the end of the probation period the employee will be considered for confirmation based on the Review Report of the Reporting Manager / HOD / Admin & Operations Head and the HR Department.

Two weeks before the end of Probation Period a Probation Review Report (PRR) will be sent to the department head, seeking a recommendation on the confirmation of the appointment. (HR Department to keep a track)

There are three possible recommendations :

1. Appointment should be confirmed as per the due date in accordance with the Appointment Letter.
2. The appointment should be extended further for a specified number of months, advising the employee to improve upon his shortcomings / weak areas. Extension cannot be more than 2 months and is one time only.
3. The appointment should be terminated. This exercise has to be necessarily done before expiry of the probation period.

The recommendations must be shown to, discussed with and duly signed by the Reporting Manager / HOD prior to being forwarded to Admin & Operations Head for action. In providing Feedback the Reporting Manager / HOD should:

- Express his concerns clearly without undue delay and in appropriate circumstances.
- Focus on critical areas.
- Acknowledge good work performance.

Providing Performance Feedback to the Probationer and taking his signature on the PRR by the Reporting Manager / HOD is very important and essential.

Termination of Employment :

In reviewing such recommendations, the Admin & Operations Head / HR department should determine:

- Whether the employee was given all the resources to perform.
- Whether the probationer had received adequate supervision and instruction to reach the expected standard of performance

PROBATIONARY PERIOD

Factors to Consider during Probationary Period :

- His/her Knowledge, Skills and Deliverables.
- His/her Attitude towards work and the organization.
- His/her Behaviour with Superiors and Peers.
- His/her Ability to adjust to the requirements of the job.
- His/her Adherence to the organization culture, values and discipline.

Carbon Check India Pvt Ltd Management expect that Employees at all times conduct themselves in such a way as to enhance the reputation of the Company. Employees are the Brand Ambassadors of the company at all times even when they are in Social Gatherings, Public Places, etc., round the clock.

These standards of conduct are intended to underpin and clarify standards required by the Company of its employees and form a fundamental part of the employment contract. Staff who fails to comply with the guidance detailed in this Policy Document / HR Manual could be subject, following full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions staffs are found to be in contravention of either this Policy or, indeed, their legal responsibility then the Company reserves the right to take legal action if it deems it to be necessary to do so.

Carbon Check India Pvt Ltd Management will support employees who become aware of and are willing to report “breach of proper conduct” or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees should raise the issue internally with their manager or supervisor or in accordance with the Company's Policy on Disclosing Information ('Whistleblowing'). Employees Employment will be governed by the terms & conditions given in Appointment Letter and / or by the applicable laws.

Code of Conduct, Responsibility

Responsibility of Employees

It is the responsibility of each employee to be aware of and abide by the conduct, dos & donts elucidated in this document. Additionally, all employees also have the responsibility of behaving/acting in an ethical manner compliant with the applicable laws of the land. Further, each employee is responsible for reporting any violations of the code they observe within the company to the appropriate authority.

Responsibility of HODs / Managers

In addition to the above, Carbon Check India Pvt Ltd Managers / HODs have an additional responsibility to drive a culture of integrity, honesty, ethical and law-abiding behavior among other employees in the organization. Towards this end, they are expected to be a role model of the behaviors expected of employees, reinforce the provisions of this manual as part of regular employee communication, and encourage employees to report violations of this code and guard against taking retaliatory action against someone for making a good faith report.

Violations

Each employee must report actual or potential violation of the provisions given in this manual or applicable laws to the Company's Management and/ or HR Head / Department. All such reports of violation shall be treated as protected disclosures under Whistle Blower Policy. The Protected Disclosure should be submitted in a closed and secured envelope and should be super scribed as “Protected disclosure under the Whistle Blower policy”. Alternatively, the same can also be sent through email with the subject “Protected disclosure under the Whistle Blower policy”. The disclosure should be addressed to Management and/or HR Head. For further information, please refer to Whistle Blower Policy.

NATIONAL & FESTIVAL HOLIDAYS

Carbon Check India Pvt Ltd Management believes in abiding the Local Laws and also believe that Holidays are an Integral Part of our Social Culture and help strengthening the bonds within the society and also rejuvenates the motivation of all the people in general.

Carbon Check India Pvt Ltd Management shall keep its offices closed for operations on all National Holidays, viz., 26th of January, 15th of August and 2nd of October, every year. As an exception, the continuous and/or essential services like electrical & security shall continue however the applicable legal provisions shall be followed and adhered to with.

Similarly, Carbon Check India Pvt Ltd Management shall declare its list of Festival Holidays and provide 08 (eight) such Festival Holidays in every Calendar Year, i.e., from the period starting from 1st of January to 31st of December.

The list of 11 above holidays shall be declared at the start of every year.

LEAVES & SHORT LEAVES

Leaves:

On Completion of 40 days of Working including Weekly Offs and Festival & National Holidays, a Staff Member will get 07 Casual Leaves and 10 Sick Leaves in a Calendar Year (January to December). These leaves, if not availed shall lapse at the end of every Calendar Year.

In addition to above mentioned Casual & Sick Leaves, on completion of 240 days of working, Staff Members shall also get Earned Leaves (they are also termed as Paid Leaves / Privilege Leaves). For every 20 days of Working, the staff members will get one EL Credited to his Leave Account. The ELs should also be calculated on a Calendar Year Basis.

The Earned Leaves are eligible for accumulation however any balance over and above 30 such leaves at the end of the Calendar Year shall stand lapsed or payable in case if the company's policy is to en-cash such leaves.

In any case, while working such Leaves are not en-cashable and neither are they adjustable in the notice period.

While assessing Full & Final Dues, such leave balance, standing in the credit of Employees Leave Account is en-cashable up to a maximum of 30 Leaves only.

In case both prefix and suffix of a leave are holidays/weekly off, in such case either suffix or prefix – only one shall be allowed or the other remaining holiday/ weekly off shall be treated as leave. In other words, both suffix and prefix of holidays / weekly off shall not be allowed.

Short Leaves:

The Staff Members shall be entitled to 3 Short Leaves per month on following conditions :

- Short Leaves are not a matter of right of any staff member and is solely on the discretion of his/her reporting supervisor.
- Duration of one short leave will not be more than 90 minutes from the shift time.
- Only one short leave can be availed in a single work day.
- Short Leave can be availed at any side of the shift, i.e. in the Morning (coming late by 90 minutes) or in the Evening (going earlier by 90 minutes).
- In any case, Short Leaves cannot be claimed to be encashed or accumulated. If not availed, these short leaves will be lapsed.

This shall be the duty of all HODs to control short leaves of his/her department.

Carbon Check India Pvt Ltd prides itself on the high standards embodied in its working principles.

Carbon Check India Pvt Ltd Management believes that for an organisation to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions. Certain Important Facts to note are :

This HR Manual works as a Code of Conduct and Ethics, and embodies company's Values and Beliefs and endeavours to lay down guidelines for employees to follow in their day to day work life.

All employees are requested to read and imbibe these Policies, Rules & Regulations, Guidelines, Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve company's objectives.

The company expects its employees to adhere to these in their day to day activities.

This HR Manual & given Rules, & Regulations, Code of Conduct and Ethics are all intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the company expects from its employees. Employees are the representatives of the company and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

Although due care has been taken to address most conceivable situations, it is not possible for this Manual to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the company, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the company and its values.

Company's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of this manual.

MATERNITY LEAVES

Definition : Maternity leave is a form of leave given to pregnant women to take care of the new born child or children in the early stages of infancy. It also includes the last few weeks of pregnancy – termed as prenatal leave. For a period of the maternity break, the employee is entitled to full compensation from the establishment she works for.

Eligibility : For a Female Employee to be eligible, she must have completed working for 80 days in Carbon Check India Pvt Ltd in the last 12 months.

Maternity Leave Period : Carbon Check India Pvt Ltd Management shall allow a total Maternity Leave of up to 26 weeks. The pregnant employee can bifurcate the total maternity leave period as pre & post delivery. She can opt a maximum of 08 weeks of Maternity Leave before delivery and remaining leaves can be availed post child birth.

Any female expecting her third child, the total Maternity Leave Period shall be of 12 Weeks only, other conditions remaining the same.

Medical Bonus : In addition to above, Carbon Check India Pvt Ltd Management shall also pay a one-time Medical Bonus of INR 3500/- to the female employee.

Calculation : The maternity leave payment is at the rate of the average daily salary rate for the [period of absence](#).

Process :

To avail the Maternity Leaves, the pregnant employee should :

- a. Inform in writing, the HR / Welfare Department at the earliest possibility of her conceiving the baby on a prescribed format.
- b. While informing the HR / Welfare Department, the pregnant employee should also mention the tentative date of delivery.
- c. Pregnant Employee should also present the copy of Doctors Advise / Prescription to the HR / Welfare Department.
- d. While proceeding for her Maternity Leaves, the pregnant employee should inform in writing to the HR / Welfare Department.
- e. She should keep the HR / Welfare Department abreast of her Pregnancy / Child Birth and with the date of joining back the duties.

The company, Carbon Check India Pvt Ltd, should,

- a. not give a pregnant employee difficult tasks, including long-standing working hours, ten weeks before the delivery, such that it might affect both Mother and Child.
- b. ensure the health and safety of the female employee and mandate that she should not be involved in any work six weeks following the delivery as well as miscarriage.
- c. Not dismiss or discharge a female employee during the maternity leave period.
- d. Not consider the pregnant employee in the Regular Performance Appraisal Cycle.
- e. Consider the request of a female to work from home during her maternity leave period, if she wish so.

Dismissal / Or Discharge of a Pregnant Female Employee availing Maternity Leaves :

Where, the dismissal is for any prescribed gross mis-conduct, Carbon Check India Pvt Ltd Management may, by order in writing communicated to the woman, deprive her of the maternity benefit or prescribed medical bonus or both. So, Carbon Check India Pvt Ltd Management can dismiss the female employee even without paying the maternity benefit or prescribed medical bonus if it is proved that the pregnant woman has engaged in conduct which would amount to gross mis conduct through written order issued to such female employee. However, necessarily, Carbon Check India Pvt Ltd Management would provide the opportunity to explain her position and stand against the charges and let the Internal Enquiry complete in an impartial manner.

Disclaimer : Any dispute shall be dealt within the periphery of The Maternity Leave (Amendment) Bill 2017

SHIFT - WORKING HOURS

Shifts & Shift Timings :

Following Shifts shall remain available for the Staff Members :

1. General Shift – 09:00 hours to 17:45 hours (including Lunch Break of 30 minutes & One Tea Break of 15 minutes)
2. Shift A – 08:30 hours to 17:00 hours (including Lunch Break of 30 minutes & One Tea Break of 15 minutes)
3. Shift B – 09:30 hours to 18:15 hours (including Lunch Break of 30 minutes & One Tea Break of 15 minutes)
4. Shift C – Flexi Shift (Completion of 08:45 hours from the In-Punch, in a single work day)

Decision of Fixation of Staff Shift shall not be at the discretion of the Staff Member and this shall be a subject to HOD Approval and/or Operation Head's Approval.

Any Particular Shift (opted by employee) shall prevail for the entire period of Salary Cycle (from until 1st to last day of month).

Late Comings :

No Late Comings shall be allowed in normal conditions however a delay of up to 10 minutes per day shall be allowed subject to a total of 60 minutes for the entire Calendar Month. If the Late Coming total minutes exceed the stipulated limit of 60 minutes, entire delay time shall be counted and the relaxation of 60 minutes shall also stand to be seized.

Late Comings can be adjusted by Short Leaves (if available) subject to approval from the HR Department.

If the Late Comings are more than the above limits and are not being eligible to be adjusted, Leaves (if available) can be adjusted subject to approval from the HR Department.

In any other condition, any Late Coming shall be subject to Salary Deduction.

Advance Leaves can only be granted by the HR Head, Regional Heads and/or BODs on written recommendations from the HODs.

Late Sittings :

Carbon Check India Pvt Ltd Management does not promote late sitting however in practical course certain Staff Members may require to sit late in the office.

In case, if any Staff Member has sit until 21:00 Hours, he/she shall be allowed to come late in the very next morning, by the time limit of his late sitting after 21:00 hours. For example, if a staff has sat until 21:45, he/she can come late by 45 minutes on the very next day with following conditions :

- a. If in case, Next Day is a Weekly Off or a Holiday, this relaxation shall stand withdrawn.
- b. This relaxation in timing (for the next day) in lieu of Late sitting shall only remain up to a maximum of 2 hours from the Shift Time on the next day, therefore, If in case, a Staff Member has remained in office until midnight or even later than that, he/she has to report to office by up to a maximum delay of 2 hours from the shift time.
- c. These conditions shall not apply in case of International or Domestic Travels.
- d. To avail this relaxation, the concerned Staff Member has to submit an OD Form, duly approved by his HOD. On OD Form, the reason should be mentioned as "Sat Late in the office, until ___ hours therefore came late in the morning @ ___ hours."
- e. Top Management / HR Head can consider additional relaxations, if they think fit.
- f. If an employee is sitting in office beyond 21:00 hours, he /she can have a working dinner availed on account of company. The eligibilities of expense on such working dinner can be asked for from the HR Department.

Early Goings :

If any employee wish to leave earlier than the Shift Time, he/she can avail a Short Leave, subject to approval of HOD / HR Head failing which any short fall of time shall be balanced by a half day leave (if balance available) or shall be treated as a LWP for Half Day.

HR Head / HOD can be considerate on this, if employee's trends are good and his/her early going is genuine and does not comes as a careless attitude.

OUTBOUND OFFICIAL DUTIES

Any Outbound Official Duty(s) shall be mandatorily approved by the Top Management, HR Head or HOD or shall form the part of Employment Contract.

Official Duties will only be marked on submission of duly filled and approved OD Slips before Salary Cycle.

If in case, the Salary Cycle falls in between the OD, the concerned employee shall inform the HR Department in writing. If, an employee working at Corporate Level has to manage more than one unit, his attendance (or movement) shall be corroborated from the other unit(s). and shall be marked as OD, automatically and no OD Slip submission will be required.

HOME WORKPLACE PROGRAM OR WFH

Purpose :

Carbon Check India Pvt Ltd Management is committed to work-life balance and to exploring flexible work practices with its employees. The purpose of this policy is to outline the policy guidelines and eligibility requirements regarding the @ Home Workplace Program

Scope :

This policy applies to all employees of Carbon Check India Pvt Ltd, and its wholly-owned subsidiaries, regional offices and other identified associates under any agreement wherein Carbon Check is in the major shareholding.

This policy does not cover the employees who are travelling for any official purposes.

Definitions :

Under the @ Home Workplace Program, following are the working arrangements available when it is agreed between Carbon Check India Pvt Ltd and the employee to work remotely on a regular basis:

Remote Team Member – Employees who perform their responsibilities exclusively from home 5 days a week. This arrangement can only be by the virtue of their employment conditions.

Mobile Team Member - Employees who perform their responsibilities from home 1 to 4 days per week (or as the case may be) because of a Temporary Arrangement as allowed by the Management because of some specific situation arising with the concerned employee / company.

Policy Adherence & Expectations :

Employees approved for the @ Home Workplace Program are expected to maintain normal productivity and performance.

They must not carry out work for anyone other than Carbon Check India Pvt Ltd nor, without prior permission, undertake non-work related / Homely activities during their working hours.

Participation in the @ Home Workplace Program is not an opportunity to perform household duties, care for children or other dependents, or attend to other personal business.

Employees must use Personal Business Allowance (PBA) or other Paid Time Off (PTO) benefits (if any), for absences from work for childcare, personal business, illness, etc.

HOME WORKPLACE PROGRAM OR WFH

Employees should liaise with their supervisor / leader about their patterns of work and days in the office and will be responsible for keeping their leader and team informed about the status of their work. Employees must work with their team leader to accommodate themselves for on-site meetings or trainings as required by their role.

Carbon Check's General Code of Conduct and all other respective employment policies and practices apply to all team members while working, irrespective of work location or schedule arrangement.

Employees must accurately report all time worked no matter the work location.

Eligibility, General Conditions & Approval :

Employees must understand that their role is eligible to work on a remote basis and thus they should recognise that certain roles due to their nature of job are not possible to perform from a Non-Carbon facility (or home or remote). Such examples include, but are not limited to:

- ❖ Any roles which require a physical presence onsite (e.g. administrative & accounting roles, IT, Accountants, HR, etc)
- ❖ Any roles which have a technology constraint (e.g. call centre, inside sales)
- ❖ Any roles which have a security constraint that cannot be maintained from a non-Carbon Check facility (e.g. customer contracts, etc.)
- ❖ Any roles which have been restricted for WFH by Carbon Management at their sole discretion.

General Conditions :

- ❖ Must have home internet connection.
- ❖ Zoom / Google Meet will be added to the laptop for video conferencing.
- ❖ Personal internet connection is the employee's responsibility and will not be reimbursed by COMPANY.
- ❖ COMPANY owned laptops will be configured with VPN connectivity and set-up by the I.T. Department.
- ❖ All accessories (keyboards, monitors, mice, printers) are the employee's responsibility.

- ❖ Employee will communicate regularly with his or her supervisor and may be asked to provide a weekly written report of activities.
- ❖ Employee will remain available for conference calls if needed.
- ❖ Employee will have to comply with Company policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

Approvals :

- ❖ Employee must ensure that their supervisor / team leader agrees and approves their work arrangements. Or the same is a pre specified condition of terms of employment.
- ❖ At all times, participation in the @ Home Workplace Program will be subject to the continuing approval of the individual's leader. Carbon Check Management reserves the right to withdraw program participation approval upon reasonable notice.
- ❖ If Work From Home is not a pre-specified condition of employment, the approving authority for any such remote working is the **Admin & Operations Head**.

HOME WORKPLACE PROGRAM OR WFH

Suitable Work Area at Home :

- ❖ It is the responsibility of concerned employee to ensure that they have a suitable work area available when participating in the @ Home Workplace program.
- ❖ It is the employee's responsibility to ensure a safe and healthy work environment at his location. The employee's office area should be limited to a separate area of his home.

Work Hours:

- ❖ 8 hours **must** be between 8:00 AM – 7:00 PM and shall only be on Working Day(s). Overtime or any Weekly Off Working, if any, must be approved in advance by the department manager. Any Overtime Working shall NOT be eligible for Financial Compensation. Compensatory Off policy shall also not apply on employees who are participating in @ Home Workplace Program. (If the employee is completing his assigned tasks / reports on Weekly Offs / Holidays, it is at his sole will & wish)
- ❖ Team Leaders / Managers will schedule a daily ZOOM meeting with their team at the start of each workday.
- ❖ **Must** have office phone forwarded to personal cell phone or home phone. (COMPANY is not responsible for the phone charges unless agreed by the terms of appointment)
- ❖ **Must** punch into the timeclock, which may be installed by I.T. Department.
- ❖ If from time to time the position requires hard copy materials to perform duties, employees should make appropriate arrangements on their own.
- ❖ Circumstances may arise that require employee's presence on-site, they will be notified of these cases by their team lead / manager.

Data Security :

- ❖ Employees working remotely will be dealing with Carbon Check's and their Customer's confidential and personal data and therefore reasonable steps must be taken to ensure that such data is treated with adequate regard to data protection, confidentiality and security measures. It shall be the sole responsibility of the concerned employee.
- ❖ Employees must ensure that they continue to observe Carbon Check policies in this area and that they take the following (minimum) measures in their daily work arrangements:
- ❖ Ensure that all access to Carbon Check's databases is provided through a secure ID. Carbon Check's IT Cell / Team shall put in place an infrastructure to facilitate working remotely and can be contacted if there are any specific issues related to access or IT security.
- ❖ Shredders should be used to destroy confidential and business documents and other confidential papers that are not required to be retained.
- ❖ No third parties present in your remote office, including family members, should be permitted access to Official Computer / Database or any Carbon Check's or Customer Documents and concerned employee must ensure that they are not permitted to access any other Carbon Check's or customer information.
- ❖ Use a lockable desk drawer, cupboard or filing cabinet for storing papers.

Commutation Expense :

Any Travel from home to employee's usual Carbon Check Office / Facility will be deemed as a part of the ordinary commute and cannot be claimed as business travel.

HOME WORKPLACE PROGRAM OR WFH

Responsibility of Employees :

All employees are responsible for understanding and adhering to this policy. Team Leaders are responsible for enforcing this policy within their workgroups.

It is the leader's responsibility to align the provisions stipulated in this policy and ensure ongoing compliance within the guidelines of the policy.

WEEKLY OFF & / OR COMPENSATORY OFF

First & Last day of the week, that is Sunday & Saturday shall be the Official Weekly Offs for all the Staff Members.

An employee who is on leave for 4days, or more than 4days including weekly Off/holiday(s) falling in between, then in such case these weekly off/holiday (s) shall be treated as leave (except in case of National Holidays I.e. 26th January, 15th August and 2nd October).

To be eligible for grant of Weekly Off, a Staff Member has to be present at least on three working days in the week succeeding the said Weekly Off or else the Weekly Off may get adjusted to a leave (if Balance available) or will be considered as a Leave Without Pay.

Carbon Check India Pvt Ltd Management does not promotes Weekly Off Working however if in case of exigencies, any HOD thinks it fit and allows such Weekly Off Working, a written information to this effect shall be submitted to the HR Department and only after written approval from the HR Head or Regional Head any Weekly Off Working will be allowed. Written Approvals are mandatory for any Weekly Off Working.

If in case, any Staff Member has attended office on a Weekly Off and is working at or below the level of Assistant Manager, he/she shall be entitled for, Either, A Compensatory Off in lieu of such Weekly Off Working OR Performance Incentive up to a maximum of his One Day Salary which shall be paid in accordance with the Salary Cycle. Staff Members working at a level of Manager and above, shall only be entitled to their Conveyance on Actual for any such Weekly Off Working.

SALARY CYCLE & DISTRIBUTION METHODS

The Uniform Salary Cycle, across Carbon Check India Pvt Ltd Group will be on a Monthly Basis and shall be running from 1st day of every Calendar Month to the last day of that Calendar Month.

Salary shall only be paid through bank transfers and no cash shall be paid in any form.

DEDUCTION FROM SALARY

Statutory Deductions shall be done from the salary, such as PF & ESI (if applicable and/or if opted for), Bonus / Ex-gratia (mandatory as per company policy), TDS, etc.

Apart from Statutory Deductions, any agreed instalment pertaining to Loan, Advance and/or Agreed Damage / Fine can also be deducted from the salary under intimation and agreement of the employee.

LOAN & ADVANCES

Though Carbon Check India Pvt Ltd Management does not promote taking of Loan &/or Advances but then also understand that there may be exigencies wherein an employee may need a Financial Help from the company.

To be eligible to avail Financial Assistance from the company, an Employee must have completed at least one year of continuous service in the company, irrespective of his posting in any of the units / field.

To avail any Loan or Advance, employee will have to clear any pending loans/advances beforehand.

Loan :

A maximum loan equivalent to 4 Basic Salaries of an employee can only be granted as a policy. In any case, the period of this loan shall not exceed a period of 11 months.

An Agreement of Loan shall also be executed between the employee and company through its Head HR.

To avail a loan, the employee will have to provide two guarantors from within the company who shall sign the pre-fixed Guarantee Letter & witness the agreement of loan.

Employee availing loan will have to deposit a non-dated cheque of the loan amount with the company which shall be returned to him/her, on the successful closure of loan.

Advance :

Employees can also take advance against their salary. Such advance can be availed filling the Advance Form (available in the HR Department) which shall be duly approved by the HOD and HR Head.

A maximum advance equivalent to One Gross Salary can only be granted as a policy.

Any such advance has to be cleared in maximum three instalments.

NATIONAL INTEREST

Carbon Check India Pvt Ltd is committed in all its actions, to promote ethical and legitimate business and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

On the same lines, Carbon Check Management wants its employees to follow all the rules & regulations, and Laws to make our country and our business a good place. Any employee being found indulged in any type of illegal and/or criminal activity, directly, indirectly or being a part of it (even through know how) shall be subject to an Internal Inquiry and reports to law, if called for. Decisions on employment be taken by the course of inquiry or law, as the case may be.

IDENTITY CARDS

It is mandatory for all Carbon Check India Pvt Ltd Employees to wear or carry their Official Identity Cards whilst carrying out their duties within office premises or working on site.

Employees should show their Identity Cards, if asked for.

We should feel & show pride while wearing the Identity Badge of Carbon Check India Pvt Ltd

NO VIOLENCE AT WORKPLACE

To prevent workplace violence and to maintain a safe work environment, Carbon Check India Pvt Ltd Management does not tolerate acts of workplace violence committed by or against employees and/or all persons involved in any such violence in or outside the premises. Employees are prohibited from making threats or engaging in violent acts.

Conditions

1. All employees, vendors/ business associates or their representatives / customers or their representatives should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may alarm or be dangerous to others.
2. All threats of violence, or violent acts, whether direct or indirect, should be reported immediately to the Admin & Operations Head / HR Department and/or Management. This includes threats by employees, vendors, or any other. Admin & Operations Head / HR Department should attempt to obtain the most specific and detailed information as possible from the affected individual.
3. All suspicious individuals or activities should also be reported as soon as possible to Admin & Operations Head / HR Department.
4. Conduct that threatens, intimidates, or coerces another employee, vendors/ business associates or their representatives / customers or their representatives, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment.
5. Carbon Check India Pvt Ltd Management or Admin & Operations Head / HR Department will thoroughly and promptly investigate all reports of threats of violence, actual violence, or suspicious individuals and activities.
6. Anyone determined to be responsible for threats of or actual violence or other conduct is in violation of these guidelines will be subject to prompt disciplinary actions up to and including suspension/termination and/or legal action as appropriate.
7. There will be thorough and prompt investigations of disputes or differences among employees, and brought to the attention of Admin & Operations Head / HR Department before the situation escalates into potential violence. Carbon Check India Pvt Ltd Management is eager to assist in the resolution of employee disputes, and will neither discipline employees nor tolerate retaliation against employees for raising such concerns.
8. Dangerous or hazardous devices & weapons or substances are prohibited on the premises.

MUTUAL RESPECT @ 360

Carbon Check India Pvt Ltd Management is committed to encouraging and maintaining good employee relations within a working environment which fosters team working and encourages employees to give of their best. Everyone in the Company and those who have dealings with the Company has a responsibility to maintain good working relationships and not to use words or present deeds that may harm the wellbeing of others, in any manner what so ever.

We strongly believe that everyone has the right to be treated with consideration, fairness, dignity and respect irrespective of level, designation, age, etc. This contributes to a workplace environment in which individuals feel respected and can work effectively competently and confidently.

The Company's policy applies to all staff working within the organisation and to all employees working off the premises. This policy, in addition, covers the behaviour of staff outside working hours which may impact upon work or working relationships.

The Company has a "zero tolerance" policy and will investigate vigorously any allegations of dis-respecting any colleague regardless of whether the matter has been raised formally or informally.

ANTI BRIBERY & ANTI CORRUPTION @ CARBON

Carbon Check Management does not believe in Un-Ethical Conduct and expect its employees to refrain from any type of corruption of any form. Any Corruption or Bribery shall be dealt with strictly and ruthlessly, in any case whatsoever, irrespective of the past history, performance, level of employee etc.

A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so or to giving physical favours to someone for letting a purpose fulfilled.

If anyone bribe (or attempt to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the company's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the Company's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

ANTI SEXUAL HARASSMENT POLICY (ABSTRACT OF POSH ACT)

Carbon Check India Pvt Ltd's Management respects all and specially the female employees to the core and in all spirits and thus exactly follow the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**.

Carbon Check India Pvt Ltd's Management has adopted this as a policy.

Abstract Of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

THE MANDATE

As on date, all workplaces in India are mandated by law to provide a safe and secure working environment free from sexual harassment for all women.

INTRODUCTION

The Prevention of Workplace Sexual Harassment Act and the Prevention of Workplace Sexual Harassment Rules have been enacted 16 years after the Supreme Court of India's landmark judgement in Vishaka and others v. State of Rajasthan 4 ("Vishaka Judgement"). The Supreme Court, in the Vishaka Judgment, laid down guidelines making it mandatory for every employer to provide a mechanism to redress grievances pertaining to workplace sexual harassment and enforce the right to gender equality of working women ("Guidelines").

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Prevention of Workplace Sexual Harassment Act") was made effective from December 09, 2013 by the Ministry of Women and Child Development, India. The Government has also notified rules under the Prevention of Workplace Sexual Harassment Act titled the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ("Prevention of Workplace Sexual Harassment Rules").

The Prevention of Workplace Sexual Harassment Act has been enacted with the objective of preventing and protecting women against sexual harassment at workplace and for the effective redressal of complaints of sexual harassment. The statute seeks to fill the legislative void on the subject and provide every woman, irrespective of her age or employment status, a safe and secure working environment free from all forms of harassment. The year 2013 also witnessed the promulgation of the Criminal Law (Amendment) Act, 2013 ("Criminal Law Amendment Act") which criminalized offences such as sexual harassment, stalking and voyeurism.

Provisions under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

I Applicability and Scope

The Prevention of Workplace Sexual Harassment Act extends to the 'whole of India' and stipulates that a woman shall not be subjected to sexual harassment at her workplace. It is pertinent to note that the statute protects only women and is not intended to be a gender neutral legislation. As per the statute, an 'aggrieved woman' in relation to a workplace, is a woman of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment.

Further, the Prevention of Workplace Sexual Harassment Act applies to both the organized and unorganized sectors in India. The statute, inter alia, applies to government bodies, private and public sector organisations, non-governmental organisations, organisations carrying out commercial, vocational, educational, entertainment, industrial, financial activities, hospitals and nursing homes, educational institutes, sports institutions and stadiums used for training individuals and a dwelling place or a house.

ANTI SEXUAL HARASSMENT POLICY (ABSTRACT OF POSH ACT)

Sexual Harassment –Definition

The Prevention of Workplace Sexual Harassment Act defines 'sexual harassment' in line with the Supreme Court's definition in the Vishaka Judgment. As per the statute, 'sexual harassment' includes unwelcome sexually tinted behaviour, whether directly or by implication, such as

- (i) physical contact and advances,
- (ii) demand or request for sexual favours,
- (iii) making sexually coloured remarks,
- (iv) Showing pornography, or
- (v) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Presence or occurrence of circumstances of implied or explicit promise of preferential treatment in employment; threat of detrimental treatment

in employment; threat about present or future employment; interference with work or creating an intimidating or offensive or hostile work environment; or humiliating treatment likely to affect the lady employee's health or safety could also amount to sexual harassment.

Employee

The definition of an 'employee' under the Prevention of Workplace Sexual Harassment Act is fairly wide and covers regular, temporary, ad hoc employees, individuals engaged on daily wage basis, either directly or through an agent, contract labourers, co-workers, probationers, trainees, and apprentices, with or without the knowledge of the principal employer, whether for remuneration or not, working on a voluntary basis or otherwise, whether the terms of employment are express or implied.

Workplace

Recognising that sexual harassment of women may not necessarily be limited to the primary place of employment, the Prevention of Workplace Sexual Harassment Act has introduced the concept of an 'extended workplace'. As per the statute, 'workplace' includes any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for the purpose of commuting to and from the place of employment.

Complaints Committee

An important feature of the Prevention of Workplace Sexual Harassment Act is that it envisages the setting up of grievance redressal forums for both organized and unorganized sectors.

A. Internal Complaints Committee

The Prevention of Workplace Sexual Harassment Act requires an employer to set up an 'internal complaints committee' ("ICC") at each office or branch, of an organization employing 10 or more employees, to hear and redress grievances pertaining to sexual harassment.

ANTI SEXUAL HARASSMENT POLICY (ABSTRACT OF POSH ACT)

B. Constitution of the ICC

Presiding Officer: Woman employed at a senior level at the workplace from amongst the employees.

Members : Not less than 2 members from amongst employees. Preferably committed to the cause of women or who have had experience in social work or have legal knowledge.

External member : From an NGO or association committed to the cause of women or person familiar with issues relating to sexual harassment.

Not less than half of the ICC Members shall be women The term of the ICC Members shall not exceed 3 years

A minimum of 3 Members of the ICC including the Presiding Officer are to be present for conducting the inquiry.

C. Local Complaints Committee

At the district level, the Government is required to set up a 'local complaints committee' ("LCC") to investigate and redress complaints of sexual harassment from the unorganized sector or from establishments where the ICC has not been constituted on account of the establishment having less than 10 employees or if the complaint is against the employer.

D. Powers of the ICC/LCC

The Prevention of Workplace Sexual Harassment Act stipulates that the ICC and LCC shall, while inquiring into a complaint of workplace sexual harassment, have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of:

- i. summoning and enforcing the attendance of any person and examining him on oath;
- ii. requiring the discovery and production of documents; and
- iii. any other matter which may be prescribed

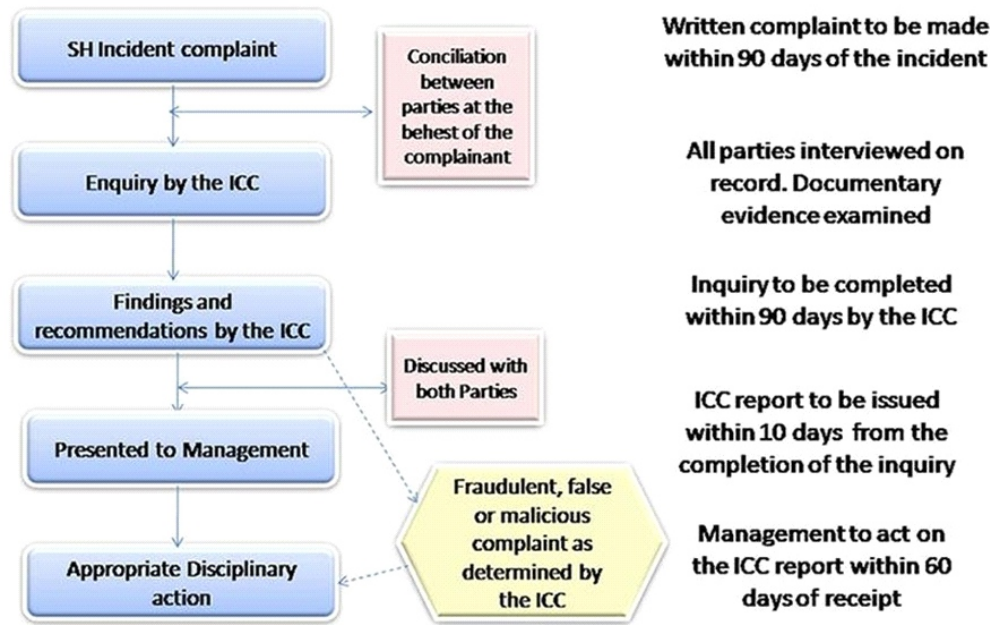
Complaint Mechanism

An aggrieved woman who intends to file a complaint is required to submit six copies of the written complaint, along with supporting documents and names and addresses of the witnesses to the ICC or LCC, within 3 months from the date of the incident and in case of a series of incidents, within a period of

3 months from the date of the last incident. The ICC/ LCC can extend the timeline for filing the complaint, for reasons to be recorded in writing, by a period of 3 months. The law also makes provisions for friends, relatives, co-workers, psychologist, psychiatrists, etc. to file the complaint in situations where the aggrieved employee is unable to make the complaint on account of physical incapacity, mental incapacity or death.

ANTI SEXUAL HARASSMENT POLICY (ABSTRACT OF POSH ACT)

Redressal Process



Interim Reliefs

The ICC/LCC is also empowered to, at the request of the complainant, recommend to the employer interim measures such as:

- i. transfer of the aggrieved woman or the respondent to any other workplace
- ii. granting leave to the aggrieved woman up to a period of 3 months in addition to her regular statutory/contractual leave entitlement
- iii. restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, which duties may be transferred to other employees.

Punishment and Compensation

The statute prescribes the following punishments that may be imposed by an employer on an employee for indulging in an act of sexual harassment:

- i. punishment prescribed under the service rules of the organization;
- ii. if the organization does not have service rules, disciplinary action including written apology, warning, reprimand, censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service, undergoing a counselling session, or carrying out community service; and
- iii. deduction of compensation payable to the aggrieved woman from the wages of the respondent. The statute also envisages payment of compensation to the aggrieved woman. The compensation payable shall be determined based on:
 - I. the mental trauma, pain, suffering and emotional distress caused to the aggrieved employee;
 - ii. the loss in career opportunity due to the incident of sexual harassment;
 - iii. medical expenses incurred by the victim for physical/ psychiatric treatment;
 - iv. the income and status of the alleged perpetrator; and
 - v. feasibility of such payment in lump sum or in instalments.

In the event that the respondent fails to pay the aforesaid sum, ICC may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

ANTI SEXUAL HARASSMENT POLICY (ABSTRACT OF POSH ACT)

Confidentiality

The statute specifically stipulates that information pertaining to workplace sexual harassment shall not be subject to the provisions of the Right to Information Act, 2005. The statute further prohibits dissemination of the contents of the complaint, the identity and addresses of the complainant, respondent witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the ICC/LCC and the action taken to the public, press and media in any manner.

Role of the company and the employee

Company

- Ensure “zero tolerance”, at all times towards any form of harassment
- Provide training and information to employees
- Promptly investigate and deal with all complaints of harassment
- Provide protection and support to employees who are harassed

Employee

- Understand company's policy on sexual harassment
- Be conscious of inappropriate behaviours
- Seek help as soon as possible
- Document every incident in detail and keep all evidence

Consequences of noncompliance

If an employer fails to constitute an ICC or does not comply with the requirements prescribed under the Prevention of Workplace Sexual Harassment Act, a monetary penalty of up to INR 50,000 may be imposed. A repetition of the same offence could result in the punishment being doubled and / or de-registration of the entity or revocation of any statutory business licenses. It is also pertinent to note that all offences under Prevention of Workplace Sexual Harassment Act are non-cognizable.

WORK PLACE ACTIVITY MONITORING

Carbon Check India Pvt Ltd Management maintains the right to conduct workplace monitoring for the purposes of administrative controls, cultural quality control, employee safety and security. Carbon Check Management is sensitive to the legitimate privacy rights of staff, volunteers, and those served. Every effort will be made to conduct workplace monitoring in an ethical and respectful manner and only in the Non Private Areas.

PROCEDURE

The entire premises of Carbon Check Management shall remain under video surveillance barring the Private Areas. The Virtual or Physical Meetings may be a subject to recording for cultural quality & technical trainings purpose. In Special Cases, Employees who regularly communicate with the Clients, their emails can also be monitored on the sole discretion of management.

All these monitoring methods shall be used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

If required, Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

DISEASE / ILLNESS DECLARATION

While wishing good health for everyone, Carbon Check India Pvt Ltd Management expects all its employees to declare any disease or illness, what so ever, to the company management, in writing. This is being expected so that if in case, the disease can spread, company management may take necessary steps to control / curb the spread.

Employees not doing so may be a subject to disciplinary action in case of any such adverse situation.

PUBLIC REPRESENTATION

No employee shall, without the express consent of the Management / HR Head, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the company or future prospects or projections of the company.

Similarly, Third Parties which have business dealings with Carbon Check, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent a Carbon Check India Pvt Ltd without the written permission. A Non Disclosure Agreement is to be signed with Third parties to support the confidentiality of information. Third Parties and their employees are expected to abide by the Code in their interaction with and on behalf of Carbon Check India Pvt Ltd.

Anyone doing so without proper permission, shall be a subject to inquiry and actions based on such inquiry.

Further, while attending seminars / workshops / client meets or any such event on behalf of Carbon Check India Pvt Ltd, associates and specially the employees should represent the company in a very professional manner to uplift Carbon Check's Brand Value & Company's Image.

Carbon Employees' conduct with the attendees of such event shall be the best at all fronts, viz., personal as well as professional front.

Carbon Check Management shall also ensure to uplift the personalities of their employees by arranging different workshops on personality development, soft skills, etc.

Carbon Check provides and maintains technological products, services and facilities like Personal Computers (PCs) / Laptops, peripheral equipment, servers, telephones, Internet and required application software to its employees for official use.

Information Technology (IT) Policy of the organization defines rules, regulations and guidelines for proper usage and maintenance of these technological assets to ensure their ethical and acceptable use and assure health, safety and security of data, products, facilities as well as the people using them. It also provides guidelines for issues like compliance, IT support and grievance redressal of the employees pertaining to technological assets and services used for office work.

Compliance

- All employees and concerned departments are expected to comply with the IT Policy rules and guidelines while purchasing, using and maintaining any equipment or software purchased or provided by the organization.
- Any employee who notices misuse or improper use of equipment or software within the organization must inform Admin & Operations Head / HR Department and/or his/her Reporting Manager(s) immediately.
- Inappropriate use of equipment and software by an employee will be subject to disciplinary action as deemed fit by the Management Core Committee of the organization.

Employee Training

- Basic IT training and guidance is provided to all new employees about using and maintaining their Personal Computer (PC) / Laptops, peripheral devices and equipment in the organization, accessing the organization network and using application software, if available.
- Employees can request and/or the Management Committee can decide to conduct an IT training on a regular or requirement basis.

IT Support

Carbon Check Employees may need hardware/software installations or may face technological issues which cannot be resolved on their own. Employees are expected to get help from the IT Dept / IT Executive for such issues.

For major issues like PC / Laptop replacement, Non-Working Equipment, installation of application software and more, it is mandatory for all employees to inform the Admin & Operations Head and IT Dept.

Equipment Usage Guidelines

This Equipment Usage guidelines informs Carbon Check Employees and Managers about equipment purchase, organizational and regional-level inventory management, rules for allocating & transferring equipment to employees, departments or regional offices and best practices for all equipment usage and maintenance.

Equipment Purchase

Following equipment are purchased by Carbon Check and provided to individual employees, departments or regional offices for their official use. The list can be modified as and when required.

- a. Personal Computing Devices (Desktop, Laptop, Tablet)
- b. Computer Peripherals (Printer, Scanner, Photocopier, Fax Machine, Keyboard, Mouse, Web Camera, Speaker, Modem etc.)
- c. Networking Equipment & Supplies (Router, Switch, Antenna, Wiring, etc.)
- d. Biometric Devices

- The Admin & Operations procedures & guidelines need to be followed to purchase new equipment for official purposes. All approved equipment will be purchased through the Admin & Operations Dept., unless informed/permited otherwise.
- The Admin & Operations will maintain an inventory of standard PCs, software and equipment required frequently to minimize delay in fulfilling critical orders.

Inventory Management

- Admin & Operations Department is responsible for maintaining an accurate inventory of all technological assets, software and tangible equipment purchased by the organization.
- The following information is to be maintained for above mentioned assets in an Inventory Sheet:
 - a. Item Particulars
 - b. Brand/ Company Name
 - c. Serial Number
 - d. Basic Configuration (e.g. HP Laptop, 120 GB HD, 2 GB RAM etc.)
 - e. Physical Location
 - f. Date of Purchase
 - g. Purchase Cost
 - h. Current Person In-Charge
- Proper information about all technological assets provided to an employee, department, regional office must be regularly maintained in their respective Personal Files, Inventory Sheets by the Admin & Operations Department as well as IT Department and/or an assigned coordinator from that dept., regional office on a regular basis. The information thus maintained must be shared with the Admin & Operations Department as and when requested.
- All technological assets of the organization must be physically tagged with codes for easy identification.
- Periodic inventory audits will be carried out by the Admin & Operations Department to validate the inventory and make sure all assets are up-to-date and in proper working condition as required for maximum efficiency and productivity.

Allocation of Assets:

- New Employees may be allocated a personal computer (desktop or laptop) for office work on the Day of Joining, as per work requirement.
- If required, employees can request Admin & Operations Department and/or their Reporting Manager(s) for additional equipment or supplies like external keyboard, mouse etc.
- Allocation of additional assets to an employee is at the sole discretion of the Admin & Operations Department / Reporting Manager(s).
- No employee is allowed to carry official electronic devices out of office without permission from Reporting Manager.

De-allocation of Assets:

- It is the responsibility of Admin & Operations Department to collect all allocated organizational equipment & other assets from an employee who is leaving the organization. Reporting Manager should keep the Admin & Operations Department about the relieving date of any exiting employee.
- Updating the Inventory Sheet is mandatory after receiving back all allocated equipment.
- Received assets must be returned back to the Admin & Operations Dept.

Equipment Usage, Maintenance and Security

- It is the responsibility of all employees to ensure careful, safe and judicious use of the equipment & other assets allocated to and/or being used by them.
- Proper guidelines or safety information must be obtained from designated staff in the IT Dept. before operating any equipment for the first time.
- Any observed malfunction, error, fault or problem while operating any equipment owned by the organization or assigned to you must be immediately informed to the designated staff in IT Dept.
- Any repeated occurrences of improper or careless use, wastage of supplies or any such offense compromising the safety or health of the equipment and people using them will be subject to disciplinary action.
- If your assigned computing device is malfunctioning or underperforming and needs to be replaced or repaired, then written approval from your Reporting Manager is required for the same. The malfunctioning device needs to be submitted to the Admin & Operations Department for checking, maintenance or repair. The IT Dept. staff person will give a time estimate for repair/maintenance.

General Guidelines

- It is the responsibility of the Admin & Operations Department to establish and maintain standard configurations of hardware and software for PCs owned by the organization. The standard, can however, be modified at any point in time as required in consultation with the Management Committee.
- Multiple configurations are maintained as per the different requirements of various employees, departments and regional offices in the organization.
- Only in exceptional cases, when none of the standard configurations satisfy the work requirements, can an employee request a non-standard PC configuration. Valid reasons need to be provided for the request and written approval of the Admin & Operations Department / Reporting Manager(s) is required for the same.

Network Access

- All PCs being used in the organization are enabled to connect to the organization's Local Area Network as well as the Internet and/or Intranet (if available).
- Network security is enabled in all PCs through Firewall, Web Security and Email Security software.
- Employees are expected to undertake appropriate security measures as enlisted in the IT Policy.

Data Backup Procedure

Data Backup is setup during installation of Operating System in a PC. As an additional security measure, it is advised that employees keep important official data in some external storage device also.

File Backup System:

- Organization will install a file server for backing up data of all employees. All employees are expected to keep official data on the file system.
- Employee's Reporting Manager or the Management Committee or the IT Manager will have access to that data.
- All employees will login to the file server through respective user ID and password.

Server backup:

- IT Dept. is expected to maintain an incremental backup of all servers with at least 2 copies of all servers. At any time, 2 backups of all servers must be maintained.
- Replica mode of all running servers will be offline and it should maintain half-hourly backup.

Antivirus Software

- Approved licensed antivirus software shall be installed on all PCs owned by the organization.
- Two configurations – Basic and Advanced are maintained for Antivirus software installed on organization's computers. The configurations are installed on PCs as per work requirement of particular Dept. which shall be assessed by the Operations & Admin Department and IT Department.
- Employees are expected to make sure their Antivirus is updated regularly. The IT Dept. should be informed if the Antivirus expires.
- Any external storage device like pen drive or hard disk connected to the PC needs to be completely scanned by the Antivirus software before opening it and copying files to/from the device.

INTERNET & EMAIL USAGE POLICY, SOCIAL MEDIA RESTRICTIONS

Carbon Check Management believes that IT facilities are provided to assist with day to day work. It is important that these facilities are used responsibly, are not abused, and that individuals (employees) understand the legal, professional and ethical obligations that apply to them.

No person is allowed to use Company IT facilities who has not previously been authorised to do so by the Company IT Department. Unauthorised access to IT facilities is prohibited and may result in either disciplinary action or criminal prosecution.

All Users are expected to act in a manner that will not cause damage to IT facilities or disrupt IT services of the company – Carbon Check India Pvt Ltd. Any accidental damage or disruption must be reported to IT Responsible / HR Department as soon as possible after the incident has occurred. Users are responsible for any IT activity which is initiated under their username.

Data Protection

Users need to be sure that they are not breaching any data protection when they write and send emails.

Email should where possible be avoided when transmitting personal data about a third party. This includes comment and opinion, as well as factual information. Therefore, this should be borne in mind when writing emails, and when keeping them.

Computer Misuse

This makes it an offence to try and access any computer system / laptop for which authorisation has not been given or if the Computer System / Laptop issued to any employee is being used for any illegal purposes.

Copyright Design and Patents

It is an offence to copy software without the permission of the owner of the copyright and/or the person in whose custody the software is.

INTERNET & EMAIL USAGE POLICY, SOCIAL MEDIA RESTRICTIONS

Defamation

It is an offence to the sole credit of an employee to publish untrue statements which adversely affect the reputation of a person or group of persons through Company's Network or IP without giving the same in the knowledge of the Management and they permitting the same.

Terrorism

It a criminal offence to encourage terrorism and/or disseminate terrorist publications using Company's network or IT System.

Use of the Company Provided Internet Facility

Use of the Internet by employees is encouraged where such use is consistent with their work and with the goals and objectives of the Company in mind. Reasonable personal use is permissible subject to the following:

- Users must not participate in any online activities that are likely to bring the Company into disrepute, create or transmit material that might be defamatory or incur liability on the part of the Company, or adversely impact on the image of the Company.
- Users must not visit, view or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography (including child pornography), obscene matter, race hate material, violence condoning messages, criminal skills, terrorism, cults, gambling and illegal drugs.
- Users must not knowingly introduce any form of computer virus into the Company's computer network.
- Personal use of the internet must not cause an increase for significant resource demand, e.g. storage, capacity, speed or degrade system performance.
- Users must not "hack into" unauthorised areas.
- Users must not download commercial software or any copyrighted materials belonging to third parties, unless such downloads are covered or permitted under a commercial agreement or other such licence.
- Users must not use the internet for personal financial gain.
- Users must not use the Internet for illegal or criminal activities, such as, but not limited to, software and music piracy, terrorism, fraud, or the sale of illegal drugs.
- Users must not use the internet to send offensive or harassing material to other users.
- Use of the internet for personal reasons (e.g. online banking, trading, shopping, information surfing) must be limited, reasonable and preferably shall be done only during non-work time such as lunch-time.
- Staff may face disciplinary action if they breach this policy and/or bring embarrassment on the Company or bring it into disrepute.

Social Media & Other Sites :

- Use of gambling sites, online auction sites and social networking sites such as, but not limited to, Facebook, LinkedIn, Youtube, Twitter, Bebo, Flickr, MySpace etc.. is not permissible unless the work profile requires so and is being permitted in writing.

Usage of Company Email

When using Company email, users must:

- Ensure they do not disrupt the Company's wider IT systems or cause an increase for significant resource demand in storage, capacity, speed or system performance e.g. by sending large attachment to a large number of internal recipients.
- Ensure they do not harm the Company's reputation, bring it into disrepute, incur liability on the part of the Company, or adversely impact on its image.

INTERNET & EMAIL USAGE POLICY, SOCIAL MEDIA RESTRICTIONS

- Not seek to gain access to restricted areas of the network or other “hacking activities” is strictly forbidden
- Must not use email for the creation, retention or distribution of disruptive or offensive messages, images, materials or software that include offensive or abusive comments about ethnicity or nationality, gender, disabilities, age, sexual orientation, appearance, religious beliefs and practices, political beliefs or social background. Employees who receive emails with this content from other employees of the Company should report the matter to their line manager or supervisor.
- Not send email messages that might reasonably be considered by recipients to be bullying, harassing, abusive, malicious, discriminatory, defamatory, and libellous or contain illegal or offensive material, or foul language.
- Not upload, download, use, retain, distribute, or disseminate any images, text, materials, or software which might reasonably be considered indecent, obscene, pornographic, or illegal.
- Not engage in any activity that is likely to Corrupt or destroy other users' data or disrupt the work of other users
- Waste staff effort or Company resources, or engage in activities that serve to deny service to other users
- Be outside of the scope of normal work-related duties – for example, unauthorised selling/ advertising of goods and services
- Affect or have the potential to affect the performance of damage or overload the Company system, network, and/or external communications in any way
- Be a breach of copyright or license provision with respect to both programs and data, including intellectual property rights
- Not send chain letters or joke emails from a Company account.
- Staff who receive improper email from individuals inside or outside the Company, should discuss the matter in the first instance with their line manager or supervisor.
- Personal use of the Company email is not permitted.

Company Expectations

When staff are out of the office for longer than three days and are activating the “out of office” facility messages should name an alternative member of staff for correspondents to contact if necessary. This will ensure that any important messages are picked up and dealt with within required timescales.

During periods of absence when highly important emails are anticipated, the employee (or manager) should make arrangements for notification and access by another appropriate member of staff.

Where sensitive and confidential information needs to be sent via email for practical reasons, please be aware that email is essentially a non-confidential means of communication. Emails can easily be forwarded or archived without the original sender's knowledge. They may be read by persons other than those they are intended for.

Users must exercise due care when writing emails to avoid being rude or unnecessarily terse. Emails sent from the Company may be interpreted by others as Company statements.

Users are responsible for ensuring that their content and tone is appropriate. Emails often need to be as formal and business like as other forms of written correspondence.

The Company provides a current and up to date automatic virus checker on all networked computers. However, caution should be used when opening any attachments or emails from unknown senders. Users must best endeavour to ensure that any file downloaded from the internet is done so from a reliable source. It is a disciplinary offence to disable the virus checker. Any concerns about external emails, including files containing attachments, should be discussed with the IT Department / Reporting Manager.

INTERNET & EMAIL USAGE POLICY, SOCIAL MEDIA RESTRICTIONS

Remote Use :

Users may sometimes need to use Company equipment and access the Company network while working remotely, whether from home or while travelling. The standards set out in this document apply whether or not Company equipment and resources are being used.

Notice :

All resources of the Company, including computers, email, and voicemail are provided for legitimate use. If there are occasions where it is deemed necessary to examine data beyond that of the normal business activity of the Company then, at any time and without prior notice, the Company maintains the right to examine any systems and inspect and review all data recorded in those systems. This will be undertaken by authorised staff only. Any information stored on a computer, whether the information is contained on a hard drive, USB pen or in any other manner may be subject to scrutiny by the Company. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists in the management of information systems.

Penal Actions :

Withdrawal of facilities : Users in breach of these regulations may have access to Company IT facilities restricted or withdrawn.

Disciplinary Action : Breaches of these regulations may be dealt with under the Company's disciplinary procedures. It may lead to termination of employment from the Company.

Breaches of the law : Where appropriate, breaches of the law will be reported to the police.

PROHIBITION OF USAGE OF TOBACCO, ALCOHOL, DRUGS & BANNED SUBSTANCES

Carbon Check India Pvt Ltd Management recognises that Tobacco, Alcohol and Drug abuse related problems are an area of health and social concern. It also recognises that a member of staff with such problems needs help and support from us.

The Company also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. The Company has a responsibility to its employees and customers to ensure that this risk is minimised.

Carbon Check India Pvt Ltd is concerned by factors affecting an employee's ability to safely and effectively do their work to a satisfactory standard. The business recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk. Carbon Check India Pvt Ltd will do its utmost to create and maintain a safe, healthy and productive workplace for all employees.

Carbon Check India Pvt Ltd has a “zero tolerance policy” in regards to use of Tobacco, Alcohol and other illicit drug within the premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

USAGE OF COMPANY PROVIDED ITEMS & FACILITY

Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the company / department.

This excludes certain:

- a) Limited, occasional and brief private telephone calls
- b) Limited and occasional use of a photocopier
- c) Limited and occasional use of the departmental email and Internet system subject to company's policy on use of the Internet and electronic mail

Employees shall avoid any improper, unauthorized or unlicensed use of Carbon Check property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Company.

CONFLICT OF INTEREST, NON-COMPETE, PROTECTION OF INTELLECTUAL PROPERTIES

CONFLICT OF INTEREST :

Policy:

Carbon Check Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Carbon Check India Pvt Ltd may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

As a basic condition of employment, all employees have a duty to act in company's best interest in connection with matters arising from or related to their employment and other company activities. In essence, this duty means that employees must not engage in external activities that interfere with their obligations to company, damage company's reputation, compete with company's interests, or compromise the independence of company's research and business activities, or can reasonably be seen as doing so.

Purpose

The purpose of this policy is to establish guidelines for conflicts of interest or commitment that might arise in the course of staff employees' duties and external activities.

This policy does not seek to unreasonably limit external activities, but instead seeks to emphasize the need to disclose conflicts and potential conflicts of interest and commitment, to manage such conflicts and to ensure that the company's interests are not compromised.

Employees likewise must not profit or otherwise gain advantage from any external activity at company's expense or engage in external activities under circumstances that appear to be at company's expense.

Conflicts of interest could arise in the following circumstances

Being employed by, or acting as a consultant to a client, competitor or potential competitor, supplier or contractor, regardless of the nature of the employment/association, while employed with Carbon Check India Pvt Ltd.

Hiring or supervising family members or closely related persons (specially without written consent of the Management).

Serving as a board member for an outside commercial company or organization without the written consent of Carbon Management.

Owning or having a substantial interest in a Competitor, Client, Supplier or Contractor.

Accepting gifts, discounts, favours or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource department.

PROTECTION OF INTELLECTUAL PROPERTY & NON-DISCLOSURE OF CONFIDENTIAL INFORMATION, NON COMPETE :

For the purposes of understanding, definitions are given hereunder :

1. Definitions :

A. **Intellectual Property:**

Includes existing and future Intellectual Property in the nature of unregistered or registered rights to any and all patents, copyrights, trademarks and other confidential and/or proprietary information limited to that forming part of the subject matter of the employment terms / agreement, and inclusive of all intellectual property that is the subject of ownership by Company and/or its subsidiaries, venture partners and predecessors in interest, business and/or title, arising out of the performance of the terms of employment and/or other business arrangements, inclusive of but not limited to any oral arrangement which Company may have entered into with the Party or other party.

B. **Confidential Information:** Confidential information means, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted in-house or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., that may have been effected to the said Confidential Information by Company and which may be acquired by the employee during the course of his serving Carbon Check India Pvt Ltd.

Also as used in this section, the term "Confidential Information" means

- (i) the terms and conditions of the Employment Contract inclusive of but not limited to any other prior confidential agreement whether explicit or implied by terms and relationship of Employee / Party with the company and his stated or present functions, that is subsisting on the date of this agreement;
- (ii) Company's business plans, strategies, methods and/or practices;

- (i) Any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, Products, Customers, Marketing Strategies, Services or Future Business Plans, and
- (ii) Process information defined as data/test data/reports/studies inhouse or contracted/details/quantified steps/process details whether affixed on paper or transferred by way of oral and/or practical instruction with reference to any product which company may own or be associated with such as manufacturing information, procurement specifications, quality control specifications, inspection and test protocols inclusive of other data that Company has ownership of/retains and is available and being used by Company with reference to its business/products/R&D efforts and general and specific information not limited to processes, machines, manufacturers, composition of matter, knowhow, methods, techniques, systems, software (whether in object, source or executable code) documentation, data (irrespective of whether human or machine readable) pertaining to the Company's products, manufacture and sale of products envisaged by company's knowhow or any other improved knowhow.
- (iii) Compensation data.
- (iv) Program and financial information, including information related to promoters, and pending projects and proposals.

A. Employee:

Employee means any individual who was or is an employee of Carbon Check India Pvt Ltd & whose status is probationary, permanent or contractual in nature and is bind in the terms & conditions of his/her appointment (or employment) contract issued by Carbon Check India Pvt Ltd and mutually agreed by both the parties.

WHEREAS

- a. Employee during his/her normal course of business has access to Intellectual Property and Confidential Information.
- b. The unauthorized disclosure by employee or ex-employee of the said intellectual property or confidential information could expose Carbon Check India Pvt Ltd to irreparable harm in monetary terms as well as in terms of reputation and goodwill.
- c. The Ex-Employee may try to tap the clients of Carbon Check India Pvt Ltd for the sole benefit of his/her own venture or any company's / person's / groups of people's venture which may adversely affect the business of Carbon Check India Pvt Ltd.
- d. Carbon Check India Pvt Ltd thus wishes to safeguard against the wrongful or inadvertent disclosure of its intellectual property or confidential information.

2. Acknowledgement of Confidentiality

Every Employee by expression in writing shall acknowledge that the intellectual property and/or confidential information are in the nature of confidential and proprietary information.

3. Agreement to not to disclose or divulge confidential information or intellectual property

- a. Every Employee shall by expression in writing agree that he/she shall hold in confidence and agrees that he/she shall not use, commercialize or disclose except under terms of employment of Carbon Check India Pvt Ltd, any confidential information or intellectual property to any person or entity, or else under provision governed by this memorandum except as Carbon Check India Pvt Ltd may approve in writing.
- b. Even upon assignment of confidential information or intellectual property to Carbon Check India Pvt Ltd, Every employee shall undertake to use at least the same degree of care in safeguarding the confidential information as he/she uses or would use in safeguarding his/her own confidential information, and shall take all steps necessary to protect the confidential information or intellectual property from unauthorized or inadvertent disclosure.

CONFLICT OF INTEREST, NON-COMPETE, PROTECTION OF INTELLECTUAL PROPERTIES

c. If the employee has left Carbon Check India Pvt Ltd, for what so ever reason, he/she shall be in pre-implied acceptance that he/she shall be legally bound to not to disclose / divulge the confidential information or intellectual property (as is defined in point 1 A & B i - iv) to his / her next employer(s), business associates, and/or to use it for his/her own commercial advantage and /or shall touch base with any of the clients, for a period of 3 years from the date of relieving.

4. Remedies for Breach of Confidentiality

Every Employee shall by expression in writing agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to Carbon Check India Pvt Ltd which will not be adequately compensable in monetary damages and that Carbon Check India Pvt Ltd will have no adequate remedy at law thereof, and that Carbon Check India Pvt Ltd may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect Carbon Check India Pvt Ltd against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by Carbon Check India Pvt Ltd in enforcing the provisions of the proposed transaction.

5. Non Compete

Employee inclusive of his/her direct beneficiaries in business, interest and title in recognition of the transfer of Confidential and Proprietary Information to Carbon Check India Pvt Ltd hereby agrees not to directly or indirectly compete with the business of Carbon Check India Pvt Ltd and its successors and assigns during the term of the agreement and for a period of 3 years [Three Years] following the expiration or termination of his/her Appointment (Employment) Contract and notwithstanding the cause or reason for termination.

6. Department Responsible for NDA & Non Compete Agreement (Draft & Execution)

Admin & Operations Department shall solely be responsible for the common draft of NDA & Non Compete Agreement and thereafter execution of the same.

Scope of this section covers all the employees of Carbon Check India Pvt Ltd irrespective of their levels.

DISCIPLINARY PROCEDURE

Carbon Check India Pvt Ltd Management believes that the Disciplinary Procedure will be used only when necessary and as a last resort. Where possible, informal and/or formal counselling or other good management practice will be used to resolve matters prior to any disciplinary action being taken.

The procedure is intended to be positive rather than punitive but takes cognizance of the fact that restrictions may have to be applied in some circumstances. An employee can discuss any part of this policy with their Reporting Manager / Admin & Operations Department. They can help clarify an employee's rights as well as give guidance and support where it may be needed. Every individual has the right to representation at any point during the disciplinary process.

Suspension

Suspension is not disciplinary action. The purpose of suspension is manifold and can be used when it is necessary to remove a member of staff from the workplace pending an investigation for example, to allow time for a 'cooling down period' for both parties, for their own or others protection, to prevent them influencing or being influenced by others or to prevent possible interference with evidence. Only the Admin & Operations Head and/or Reporting Manager of that employee, at that time or their superior, has the authority to suspend an employee.

An employee suspended from duty will receive written confirmation within three days of:

- Reason for the suspension
- Date and time from which the suspension will operate.

DISCIPLINARY PROCEDURE

- Timescale of the ongoing investigation.
- Right to appeal to the immediate manager of the suspending manager should the suspension last more than 7 days.

Counselling

Counselling is an attempt to correct a situation and prevent it from getting worse without having to use the disciplinary procedure.

Where improvement is required, the employee must be given clear guidelines as to:

- What is expected in terms of improving shortcomings in conduct or performance
- The time scales for improvement
- When this will be reviewed

The employee must also be told, where appropriate, that failure to improve may result in formal disciplinary action.

If, in case, during counselling it becomes clear that the matter is more serious, then the discussion should be adjourned, and pursued under the formal disciplinary procedure.

Examples of Minor Misconduct

Below are listed examples of misconduct which may warrant either a Verbal Warning or a First Written Warning. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issue of a warning :

- Persistent lateness and poor time-keeping.
- Absence from work, including going absent during work, without valid reason, notification or authorisation.
- Smoking within unauthorised areas.
- Failure to work in accordance with prescribed procedures.
- Incompetence.
- Unreasonable standards of dress or personal hygiene.
- Failure to observe Company regulations and procedures.

Verbal Warning

A Verbal Warning is appropriate when it is necessary for the Reporting Manager to take action against an employee for any minor failing or minor misconduct.

First Written Warning

A First Written Warning is appropriate when:

- A verbal warning has not been heeded and the misconduct is either repeated or performance has not improved as previously agreed.
- An offence is of a more serious nature for which a written warning is more appropriate.
- The recurrence or accumulation of an offence/offences, if left, will lead to more severe disciplinary action.

Examples of Gross – Misconduct

Listed below are examples of misconduct which may be considered to be Gross Misconduct and may warrant a Final Warning, Demotion or Dismissal. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issuing of a Final Warning, Demotion or Dismissal :

- Theft, including unauthorised possession of Company property.
- Breaches of confidentiality, prejudicial to the interest of the Company,
- Being unfit for duty because of the misuse/consumption of drugs or alcohol.
- Refusal to carry out a management instruction which is within the individuals capabilities and which would be seen to be in the interests of the Company.
- Breach of confidentiality / security procedures.
- Physical assault, breach of the peace or verbal abuse.

False declaration of qualifications or professional registration.

DISCIPLINARY PROCEDURE

- Failure to observe Company rules, regulations or procedures.
- Wilful damage of property at work.
- Incompetence or failure to apply sound professional judgement.

Final Written Warning

A Final Written Warning is appropriate when:

- An employee's offence is of a serious nature falling just short of one justifying dismissal.
- An employee persists in the misconduct which previously warranted a lesser warning.

Downgrading or Transfer to another Post

This action is appropriate when:

- Previous attempts, via the disciplinary procedure, to rectify a problem have failed and this is a final attempt to solve a problem without having to dismiss an employee.
- An employee is considered by the Manager of the department to be incompetent or otherwise unfit to fulfil the duties for which he is employed but where dismissal is not thought to be appropriate. Dismissal is appropriate when
- An employee's behaviour is considered to be Gross Misconduct.
- An employee's misconduct has persisted, exhausting all other lines of disciplinary procedure.

GIFTS - BIRTHDAYS & MARRIAGE ANNIVERSARY

Carbon Check India Pvt Ltd care for its employees and stands with them on all occasions, events, and (God forbid) hard patches of life as well. Carbon Check India Pvt Ltd Management doesn't wish to leave even the smallest opportunity to make its employees smile.

Birthdays :

Thus, Carbon Management has decided that Birthdays of all the Staff Members shall be celebrated (individually or collectively, as the case may be) and every staff shall be given with a Birthday Card, duly signed by the Top Management and/or the Admin & Operations Head, with a gift of up to INR 500/- and a single rose.

All above will be one of the responsibilities of the HR Department.

Weddings :

Wedding is a special occasion. Carbon Check Management recognise this important milestone and extends best wishes to the employee and his/her family.

As a policy, the company management has instituted a wedding gift in the form of Cash / Cheque / NEFT transfer for INR 5100/- to the employee who is getting married on the day of his/her wedding.

Head of the respective department /Manager / Unit are requested to kindly forward a request for the wedding gift as and when called for, to the Admin & Operations Head / HR Department, with the wedding invitation card attached.

Please send in the request to the HR department well in advance so that Accounts Department can assure the readiness of Cheque / NEFT transfer in good time.

In case, if the employees getting married are both from the company, only one employee should be considered for this wedding gift.

POT LUCK LUNCHES

Carbon Check Management believes that a potluck lunch at the office is a great way to add a little fun and flavour to a weary midday meal routine. To encourage Team Working & Participation, to be in a festive and happy go lucky mode and to strengthen the relations between the team members, Carbon Check Management wish its Staff Members to observe a Pot-Luck Lunch on the last Saturday of March, June, September & December. If in case, any of these Saturdays fall on a holiday, the same can be adjusted to some other day by the HR Department.

There aren't any hard and fast rules for organizing a shared meal except that everyone should bring a food item or dish that is large enough to be shared among a good portion of the expected guests.

TIPS :

- Every Staff Member brings something to share.
- If there is an unexpected guest or visitor at office that day invite them to join and your co-workers at the potluck lunch.
- Try all the other dishes. Give your co-workers gracious compliments and express your appreciation for everyone's contribution to the lunch.
- Don't shame or embarrass anyone who couldn't bring a homemade dish. Not everyone has the time or talent to make dishes from scratch. Bought dishes are a normal part of any potluck buffet table.
- Don't bring your leftovers from last night's dinner as an offering at the potluck lunch. Presenting a half-eaten casserole to your co-workers sends the wrong message about kindness and generosity. Make your dish fresh yourself or buy something from somewhere.
- Respect other people's eating restrictions. Don't load your plate with vegetarian and vegan dishes if you're a meat-eater. As a general rule, there are usually fewer vegetarian or vegan dishes at a potluck. Let non-meat eaters serve themselves the vegetarian items first before you jump in.
- A potluck lunch is all about fostering a team atmosphere at work. Help out with the wrapping up. Don't run back to your office when the meal is over.

Groups can be made to host Pot Luck Lunches to avoid chaos.

BLOOD DONORS CLUB

For the welfare and also to uplift their commitment to provide a support system to its employees, Carbon Check Management has decided to form a Staff Blood Donors Club, which shall work for Internal Blood Requirements within Carbon Check and if the employee is willing, he can be referred for external patients also.

Employee has to give his consent to be a part of Blood Donors Club during his Joining the company. However, this is a Social Work, Employees are free to decide to donate their blood or not to donate their blood. There is no binding from the Management and his/her decision shall also not have any impact on his employment with the company. This is a Free Service for Social Cause.

There are several parameters that determine the eligibility of an individual to donate blood. Guidelines laid down by the MOH, GOI have to be followed by Carbon Check India Pvt Ltd conducting blood donation requests / camps.

- Overall health- The donor must be fit and healthy, and should not be suffering from transmittable diseases.
- Age and weight- The donor must be 18–65 years old and should weigh a minimum of 50 kg
- Pulse Rate between 50 and 100 without irregularities.
- Haemoglobin level- should be a minimum of 12.5 g/dL.
- Blood Pressure – Diastolic - 50–100 mm Hg, Systolic 100–180 mm Hg.
- Body Temperature - Should be normal, with an oral temperature not exceeding 37.5 °C.
- The time period between successive blood donations should be more than 3 months.

Individuals under certain conditions are deemed ineligible to donate blood:[\[8\]](#)

- A person who has been tested HIV Positive.
- Individuals suffering from ailments like cardiac arrest, hypertension, blood pressure, cancer, epilepsy, kidney ailments and diabetes.
- A person who has undergone ear/body piercing tattoo in the past 6 months.
- Individuals who have undergone immunization in the past 1 month.
- Individuals treated for rabies or received Hepatitis B Vaccine in the past 6 months.
- A person who has consumed alcohol in the past 24 hours.
- Women who are pregnant or breastfeeding.
- Individuals who have undergone major dental procedures or general surgeries in the past 1 month.
- Women who have had miscarriage in the past 6 months.
- Individuals who have had fits, tuberculosis, allergic disorders in the past.
- Individuals who currently have asthma with active symptoms, and severe asthma patients.

SCHOLARSHIP & BOOK EXPENSE - RE-IMBURSEMENT SCHEME - ????

SCOPE : ALL STAFF MEMBERS

In view of their commitment to help society and following the saying that Charity Begins from home, Carbon Check Management is keen to provide necessary help to the bright student kids of their staff members under certain conditions. We believe that the help should reach the needy. Thus, the Scholarship & Books Cost Reimbursement Scheme is being announced.

One Time (Annual) Scholarship :

Class	Required Percentage	Amount
5 th	At least 60% for girls and 75% for boys	6000\-
8 th	At least 60% for girls and 75% for boys	10000\-
10 th	At least 60% for girls and 75% for boys	14000\-
12 th	At least 60% for girls and 75% for boys	20000\-

Books Expenses reimbursement :

Class	Required Percentage	Amount
1 st to 4 th	Girls- 50 %to 60%, Boys- 60 % to 70%	4000\-
5 th to 8 th	Girls- 61 %to 70%, Boys- 71 % to 80%	7000\-
9 th to 12 th	Girls- Above 70 %, Boys- Above 80%	10000\-

Conditions:

1. Employee must have rendered at least 1 year of continuous service.
2. Maximum 2 Children of an employee can get benefited from the scheme.
3. Employee's monthly gross salary must not exceed 40000/-
4. In order to avail benefit under the scheme, employee must have good track record in terms of his/her attendance, behaviour, productivity & efficiency.
5. Application (in prescribed format) for the scheme will be invited in the month of July, after the end and result disclosure of last session.
6. Payment will be made thru NEFT in Child's Bank account, in case he/she does not own bank account, amount shall be given to the concerned staff members account.

Documents required (to be attached) with application form:

1. Employee's ID card, last month pay slip & a declaration (on plain paper) that he/she has a good track record in terms of attendance, behaviour, efficiency and productivity duly signed by HOD.
2. Child's original mark sheet (which shall be returned back).
3. Copy of Child's school ID
4. A declaration by school stating child's class (passed), year of passing the class, percentage/grade obtained, on school's letter head duly signed by principal.
5. Copy of Child's Bank passbook (and if the child doesn't have an account, Carbon Employee's Bank Passbook)

STAFF WELFARE FUND

Carbon Check Management care for its Staff Members and thus wish that apart from the salaries they earn, there should be some additional corpus for certain exigencies. Therefore, Carbon Check Management shall contribute a sum of _____/- per month to the Staff Welfare Fund.

A consented contribution to Staff Welfare Fund by the Staff Members will also be done as per below matrix :

All staff members up to a level of Sr. Executive	INR 300 per month
All staff members working at a level of Asst. Manager – Manager	INR 400 per month
All Staff Members working at or above the level of Sr. Manager	INR 1000 per month

Usually, this Staff Welfare Fund shall be used for collective Out Bound Trips, Trainings, Courses, Events / Celebrations, Charities, etc.

Limited assistance shall remain available from this Fund as a loan or grant to meet pressing financial obligations. In circumstances of justified & genuine - special need, members of staff may apply for assistance. Special circumstances might include but are not limited to :

- lengthy absence from work due to illness, where all paid leave balances have dried up
- being on sick leave without salary and needing to maintain the livelihood

other circumstances so judged by the Head of Department or Admin & Operations Head.

In a case of severe hardship, a loan of not more than Two (month's) Basic Salary may be made to a Staff Member on below conditions :

Employee must have completed one year of his service tenure in Carbon Check India Pvt Ltd.

Employee must be a member of Staff Welfare Fund since full one year.

Should not be working at a level of Sr. Manager or above.

Calculation Example – Loan Amount 16000 /- ; Divide it by 10 ; 11 instalments of 1600 each to be paid by the employee ; 1600 is charged as interest

This fund shall remain separated from general funds and HR & Accounts Department shall publish the statement on Notice Board, every quarter.

The loans given from Staff Welfare Fund shall be approved collectively by Admin & Operations Head & Accounts Head.

Despite this being Employee's Fund, this shall not be considered as a matter of right.

All dealings of this fund have to be through Banks.

WHISTLE BLOWER

DEFINITION :

Whistle Blower is an individual employee, channel partner, business associate or a customer of the organization, who make Protected Disclosure, keeping the organization's interests in mind.

PURPOSE :

The purpose of the whistle blower policy is as follows:

- To encourage the employees and other parties to report unethical behaviors, malpractices, wrongful conduct, fraud, violation of the company's policies & values, violation of law by any employee of Carbon Check India Pvt Ltd without any fear of retaliation.
- To build and strengthen a culture of transparency and trust within the organization.

This policy seeks the support of all Carbon Check Employees, Customers, Channel Partners and Vendors, etc., to report significant deviations from key management policies and report any non-compliance and wrong practices, E.g, unethical behaviour, fraud, violation of law, inappropriate behaviour /conduct etc..

This policy covers malpractices and events which have taken place/ suspected to take place involving:

1. Abuse of authority
2. Breach of contract
3. Negligence causing substantial and specific danger to worker & staff health and safety
4. Manipulation of company data/records
5. Financial irregularities, including fraud, or suspected fraud
6. Criminal Offence
7. Pilferation / divulgence of confidential/propriety information
8. Deliberate violation of law/regulation
9. Wastage/misappropriation of company funds/assets
10. Breach of employee Code of Conduct or Rules
11. Any other unethical, biased, favored, imprudent event

Disqualifications

- While it will be ensured that genuine Whistle Blowers are accorded complete protection from any kind of unfair treatment as herein set out, any abuse of this protection will warrant disciplinary action.
- Protection under this Policy would not mean protection from disciplinary action arising out of false or bogus allegations made by a Whistle Blower knowing it to be false or bogus or with a *mala fide* intention.
- Whistle Blowers, who make any Protected Disclosures, which have been subsequently found to be *mala fide*, *frivolous* or *malicious* shall be liable to be prosecuted under Company's Code of Conduct.

Reporting Procedure :

Only written complaints / reports / information with name(s) shall be entertained.

Protection (Protected Disclosure) :

- Identity of the Whistle Blower shall be kept confidential.
- No unfair treatment will be meted out to a Whistle Blower by virtue of his/her having reported a Protected Disclosure under this Policy.
- Complete protection will, therefore, be given to Whistle Blower against any unfair practice like retaliation, threat or intimidation of termination/suspension of service, disciplinary action, transfer, demotion, refusal of promotion, discrimination, any type of harassment, biased behavior or the likes including any direct or indirect use of authority to obstruct the Whistle Blower's right to continue to perform his duties/functions including making further Protected Disclosure.
- Any other Employee assisting in the said investigation or furnishing evidence shall also be protected to the same extent as the Whistle Blower.

WHISTLE BLOWER

Responsibility :

- The Whistle Blower, the Subject, the Inquiry Officer and everyone involved in the process shall:
- maintain complete confidentiality/ secrecy of the matter
- not discuss the matter in any informal/social gatherings/ meetings
- discuss only to the extent or with the persons required for the purpose of completing the process and investigations
- not keep the papers unattended anywhere at any time
- keep the electronic mails/files under password

If anyone is found not complying with the above, he/ she shall be held liable for such disciplinary action as is considered fit.

Reward :

If any employee has blown a whistle and the same has proven to be true and is in the interest of company, Management shall adequately reward the employee (confidentially and/or as the case may be), either financially, promotion, kind.

GRIEVANCES HANDLING POLICY & PROCEDURE

The grievance procedure is intended as the tool by which a member of staff who may formally have a grievance, regarding any condition of their employment, heard by the Admin & Operations Head / Management / HOD or any other so designated representative of the Company.

In the event of a member of staff wishing to raise a grievance, it is preferable for the grievance to be satisfactorily resolved as close to the individual and their reporting manager as possible. It is understood however that this is not always possible and that a formal procedure is required to ensure the swift and fair resolution of matters which aggrieve the Company's employees.

Time scale of maximum 07 Working Days have been fixed to ensure that grievances are dealt with quickly, however this may be extended if it is agreed upon by both parties and /or the prevailing conditions bind the conciliating authority to do so.

This procedure is not intended to deal with:

- Dismissal or disciplinary matters which are dealt with in a separate procedure.
- Disputes, which are of a collective nature and which are dealt with in a separate procedure.

Stage 1

An employee who has a grievance, should raise the matter with his Reporting Manager / Supervisor immediately either verbally or in writing. If the matter itself concerns the employee's immediate manager, then the grievance should be taken to their superior, Regional Head and/or Admin & Operations Head as the case may be.

Stage 2

In most instances the Company would expect the Reporting Managers' decision to be final and for the matter to come to a close. However, in some circumstances the employee may remain aggrieved and can appeal against the decision of the manager concerned to the Admin & Operations Head.

Stage 3

If the employee remains aggrieved there will be a final level of appeal to the Director responsible for the employees function.

Where a grievance is raised against a Director /Company then the grievance will have to be forwarded to the Court of Law.

Using Mediation

An independent third party or mediator can sometimes help resolve grievance issues before it is necessary to invoke the formal procedure. Mediation is a voluntary process where the mediator helps two or more people in dispute to attempt to reach an agreement. Any agreement comes from those in dispute, not from the mediator. The mediator is not there to judge, to say one person is right and the other wrong, or to tell those involved in the mediation what they should do. The mediator is in charge of the process of seeking to resolve the problem but not the outcome.

If called for, Carbon Check Management will seek to identify employees who have been either trained and accredited by an external mediation service or capable by their persona & experience, who can act as internal mediators in addition to their day jobs. When this is not appropriate the Company will source an external mediation provider.

GRIEVANCES HANDLING POLICY & PROCEDURE

There are no hard-and-fast rules for when mediation is appropriate but it can be used:

- For conflict involving colleagues of a similar job or grade, or between Reporting Managers and their Staff.
- At any stage in the conflict as long as any ongoing formal procedures are put in abeyance.
- To rebuild relationships after a formal dispute has been resolved.
- To address a range of issues, including relationship breakdown, personality clashes, communication problems and bullying and harassment.

Exit / Separation

Either Carbon Check India Pvt Ltd or the employee may initiate separation. Company encourages & requires a systematic exit and therefore need its employees to provide a written notice as per the conditions detailed in the Employment Contract, prior to intended separation. After receiving such notice and acceptance of it after discussions, if any, an exit interview will be scheduled by the Admin & Operations Head / HR Department. Circumstances under which separation may occur include:

1. Resignation. Employees are encouraged to follow conditions stated in their Employment Contract. Since a proper handover & continuation of activities is desired, the intention to resign should be made known as far in advance as possible and should not be in any case lesser than the conditions stated in the Employment Contract.

Employees who resign are entitled to receive accrued Salary, Earned Leaves, Bonus / Ex-Gratia and other applicable Statutory dues. Also, advances, if any, TDS and other Applicable Statutory Taxes may be deducted from the Full & Final Amount. Full & Final shall only be proceeded once the Employee has completed his No-Dues Formalities on the last day of his work.

2. Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary. The Admin & Operations Head / Management has authority to discharge an employee from the employment of Carbon Check India Pvt Ltd. Please note that all employment at Carbon Check is "at-will" which means that employees may be terminated from employment with Carbon Check India Pvt Ltd with or without cause, and employees are free to leave the employment of Carbon Check India Pvt Ltd with or without cause, however the same has to be based on the conditions stated in the Employment Contract which is binding on either of parties.

Reasons for termination / discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected Carbon Check's decision to hire (this conduct will result in immediate termination)
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to Carbon Check India Pvt Ltd or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable week offs / overtime, if required;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or will-fully damaging the personal property of another, including company's property;
- Breach of Confidentiality;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of Carbon Check India Pvt Ltd or its customers or vendors;
- Placing oneself in a position in which personal interests and those of company are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using Carbon Check's property or services for personal gain or taking, removing or disposing of company's material, supplies or equipment without proper authority;

Exit / Separation

- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the company's premises at any time in violation of policies.
- Excessive tardiness or absenteeism whether excused or unexcused;
- Absconding and/or Unauthorized Absence from work without proper notice and intimation; and
- Engaging in discriminatory or abusive behaviour, including sexual harassment.

At the sole discretion of the Carbon Check Management / Admin & Operations Head, the employee may be asked to leave immediately or be given a period of notice.

Return of Property :

While separating for any reason, Employees are responsible for the return of Carbon Check's equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Mobile Telephone
- Identification / Access Cards, Security Passes
- Office related / building keys,
- Tools & other such equipment
- Visiting Cards
- Computers, Laptops, disks, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon advise of the Carbon Check Management / Admin & Operations Head, Employees must return all company's property that is in their possession or control. This "return of property" is an integral part of Full & Final Process without which the Full & Final Settlement of the employee shall remain withheld. Where, it deems fit, Carbon Check Management may take necessary legal actions if the Company Property is not properly returned by the employee. Company shall issue a receipt of No dues on the last working day of employee, if the property is handed back over to the company.

Exit Interview :

The leaving employee shall be asked for an Exit Interview in the last week or last day of his/her relieving.

Employee shall be asked to fill the prefixed exit interview format and an interaction shall take place between the Admin & Operations Head & the employee, which shall remain confidential within the Admin & Operations Head and Management.

Admin & Operations Head shall analyse the feedback received from the exiting employee and initiate appropriate actions, if required, under intimation to the Management.

If in case, the employee leaving the company belongs to HR Department, he/she may opt to not to interact with the Admin & Operations Head and in such case, the Exit Interview shall be taken by the Top Management.