



Kraftplus Edutech Pvt. Ltd.

Employee Policy
Last Update: 1-Jan-2021

About Kraftplus

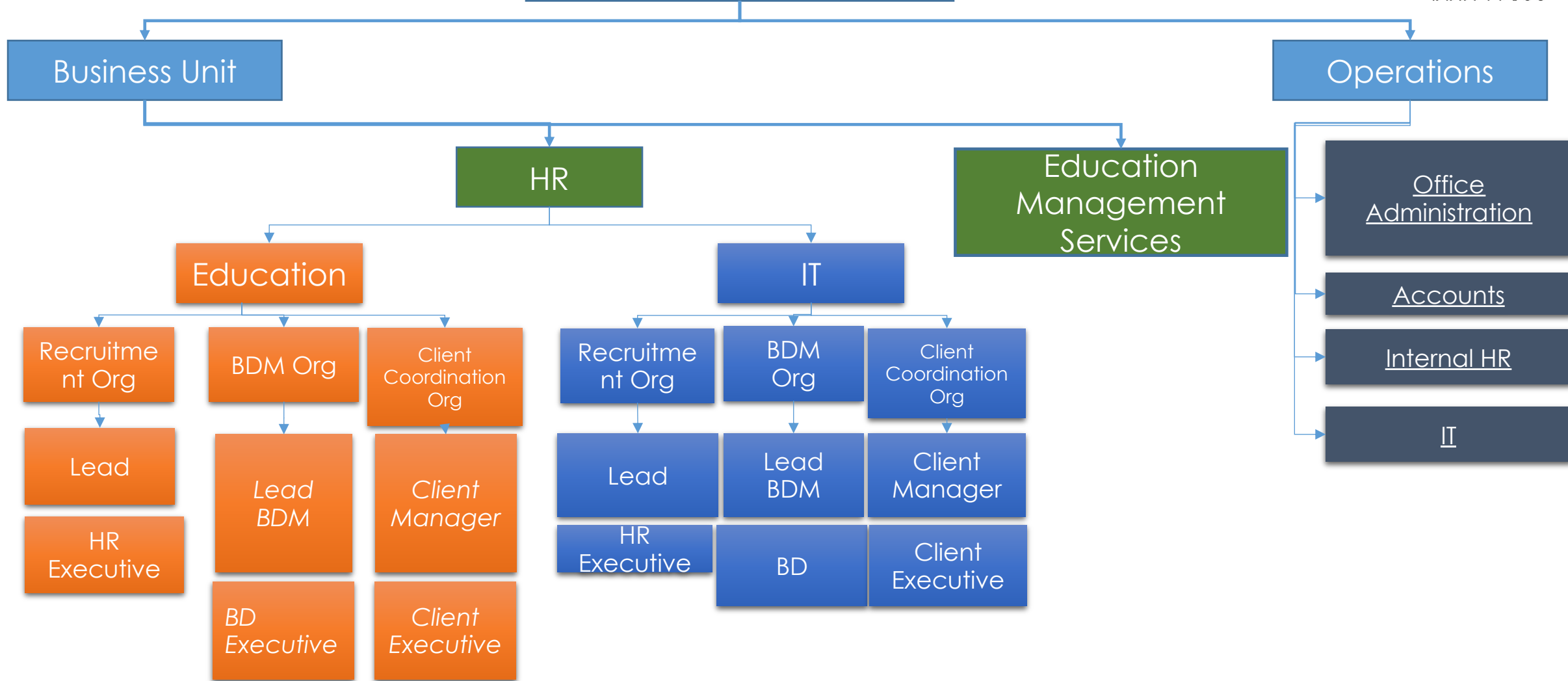


- Incorporated in 2016
- Directors
 - Deepak Yadav
 - Shailendra Kumar
 - Manjula G
- Services Provided By Kraftplus:
 - Recruitment and Staffing for Education, IT and Non-IT Segments
 - Education Management Services
 - Assistance in setting new school
 - Assistance in improving existing schools
 - Assistance in getting government approvals (ex. Building Plan, School Registration, NOC, etc.)
 - Assistance in getting school affiliation (CBSE, ICSE, Cambridge, Etc.)
 - HR Services
 - Marketing Services
 - Driving Admissions

Organisation Structure



Kraftplus Edutech Pvt Ltd..



Our Values



- We believe in and practice Honesty, Integrity and Discipline
- We are Problem Solvers and Result Oriented
- We are Team Players. Sometimes we might disagree but will commit our full effort to what is agreed upon as a team
- We are dedicated and passionate about the work we do
- We really believe we are changing lives and making a difference
- We believe in being open and are not afraid of giving open and honest feedback
- We will treat our colleagues, our customers and our partners with respect

Office Culture



- Company has a very open culture, it believes in providing equal opportunity to everyone
- Employees are encouraged to ask for help or support from their colleagues and from the management.
- Employees are encouraged to give feedback / recommendation.
- Good performers are encouraged and rewarded, and low performers are extended all help and support for them to improve
- Indiscipline and dishonesty will not be tolerated and will be dealt with strongly
- Company believes in treating all employees with respect and professionally. It encourages all employees to treat their colleagues professionally and with respect
- Company encourages employees to give feedback / suggestions / recommendation to the management without hesitation, even if these feedback / suggestions / recommendations about the management.

New Joining



- Fill the Joining Form
- Carry Originals and Submit:
 - Identity Card (Election Card, Aadhar Card, etc.)
 - Address Proof
 - 3 Photos
 - Previous Organisation Reliving Letter / Experience Certificate (if applicable)
 - Previous Organisation – Salary Slip
 - 6 Months Bank Statement
 - Copy of latest qualification certificates
- 2 References
- Fill and Submit Undertaking Form for Laptops / Desktops / Mobile Phones / SIMs etc.
- Signing of:
 - Offer and Appointment Letter
 - Confidentiality / Non - Disclosure Agreement
 - Contract Agreement

Office Timings:

- Office Timing is 9:30 am to 6:00 pm
- Lunch Timing 1:00 pm to 1:30 pm
- Employees are allowed to take 2 to 3 small break of 5 minutes as long it is not impacting work
- If an employee is going to be late to office, they should inform their manager through message or through call
- Employee should sign the attendance register and mention login and logout time.
- If the employees is late to office three times, then it will be considered half a day leave and will be adjusted against their pending leaves or may be considered leave without pay.

Other Policies

- Employees should not use office time to do their personal work.
- Employees should not use social media platforms like facebook, Instagram, etc. for personal reasons during office hours

Performance improvement plan

- Non-performing permanent employee will be informed, and asked to improve their performance, and will be given 15 days to improve their performance
- They will be given all support and help to improve their performance
- If their performance is not satisfactory within 15 days of notice, the employment can be terminated.
- For employees under probation period, there termination can be immediate without any reasons, notice or performance improvement period.
- All decisions by management in this regard will be final and binding.

Notice Period

- All permanent employees who wish to resign, can resign with giving a minimum of 30 working days of notice period
- Certain employee will be asked to give a 60 working days notice period. The same will be informed to them in advance, and will be part of their appointment letter.
- If the employee takes leave (Casual Leave, Paid Leave, Leave without pay, etc.) during the Notice Period, the same number of days will get added to the notice period.
- If the employee is unable to serve the notice period, the employee will put a request to the management. The management will decide to either approve, approve with condition or reject the request.
- The employee maybe asked to buy out the notice period, by paying one or two month of salary(ies) depending on the notice period that the employee needs to serve.
- Failure for the employee to serve the notice period or terms of the notice period, will result in the company taking necessary action including legal action and not releasing relieving letter, experience letter, no-objection letter, etc. to the employee or holding back their salary / payment.
- For employees under-probation, they will be governed by the contract agreement signed with them.

IT Policy



- Laptop / desktop / mobile phone / Internet usage only for official purposes
- The employee shall be fully accountable for theft, loss or damage of the Laptop, Handset / Mobile Device and SIM.
- In-case of any malfunction or damage, the employee is required to report the same to the System Admin Department (IT Department) immediately
- Employee should not take the laptop or handset / mobile device for repair to any external agency or vendor at anypoint of time.
- The employee shall be liable to replace or pay an equivalent amount to the organization in case of theft, loss or damage to the Laptop, Handset / Mobile Device and SIM. The organization retains the right to deduct the same from the salary in case of such an event
- The Laptop, Handset / Mobile Device and SIM should be returned to the System Admin Department upon termination of employment and the employee needs to take a “No Due Certificate”. If the employee fails to return the Laptop, Handset / Mobile Device and SIM, and take necessary “No Due Certificate”, the company will take legal recourse to recover its property(s) or outstanding amount.

Leave Policy

- During Probation:
 - No Leaves
 - Only Emergency Leaves (Final decision with Management on whether leave without pay or with pay)
 - Long Leaves during probation
 - Prior approval to be taken (Two weeks in advance)
 - Will be considered as leave without pay
 - All leaves will be Leave Without Pay unless management has agreed in writing
- For Permanent Employee:
 - SL / CL / PL - @ of 1.6 days per month
 - Employee should take prior written approval from Manager else leave will be considered as Leave without Pay
- Any leave without approval taken day(s) prior or after a holiday (including Sundays), then the holiday(s) will also be considered as leave without pay.
- All leaves should be taken with written approval from the manager / management



Leave Application Process:

Employee sends an email / leave letter:

- Start Date of the leave
- End Date of the leave
- Reasons for leave
- Leave request should be sent at-least 10 working days before
- Should identify who the back-up will be during the employee absence.



Manager / Management reviews the leave request, either approves or rejects the leave, with any conditions / terms if required.

Medical Leave

- If an employees is not well and takes leave on grounds of medical reasons for more than 1 day, the employee should submit a medical certificate. Otherwise it will be considered leave without pay.
- Depending on whether the employee is under probation or a permanent employee, medical leave may be leave with pay or leave without pay.
- All decisions regarding leave by the management with be final and binding
- If any employee does covid test, they should provide a copy of the test result to the company, irrespective of whether the results are positive or negative

Holiday List



There will be 12 public holidays in a year

- 11 days will be fixed holiday (basis mandatory or festival holiday), planned starting of the year
- 1 day will be restricted holiday

Terminate of employment

The company will terminate your employment without any notice or without providing cause at the Company's sole discretion, if:

- You commit a breach of any of your duties and responsibilities and/or breach of any of the terms under this Letter of Appointment
- You are guilty of any gross default or violation of the Code of Conduct and Disciplinary policy of the Company
- Absent from work or incapacitated from properly performing your duties
- Owing to ill health or accident
- Theft
- Dishonesty
- Harassment of a work colleague or customer
- Serious or repeated failure to follow a reasonable instruction
- Deliberate destruction of any property belonging to the Company
- Action which seriously damage the Company's reputation
- You are within the probation period

Office Property and cleanliness



- Employee should take proper care of office property
- Wilful destruction of the Company's or its clients' property may lead to termination of employment
- Reasonable use of pantry items
- Employee should ensure cleanliness of the work area
- Washroom – after use, ensure the washroom is clean and dry. Hygiene should be maintained

Dress Code



- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed.
- Clothing with offensive or inappropriate designs or stamps are not allowed
- Monday to Friday : Formals
 - Men:
 - Long/ short sleeved shirt with collar properly ironed (Tie relevant for your work profile)
 - Formal Trouser
 - Shoes and socks are essential
 - Women:
 - Salwar kameez/ Churidar kameez/ Saree / formal shirt & trouser
- Saturday: Casual
 - Men:
 - T-shirt with collar
 - Trouser / Jeans
 - Shoes and socks are essential
 - Women:
 - Salwar kameez/ Churidar kameez/ Saree / formal shirt & trouser / jeans

Social Distancing Policy



- Employees should maintain social distancing, at their workstation, while using pantry during lunch, snack times, during meetings, etc.
- Sanitizers are provided, and employees are encouraged to use sanitizers regularly
- Employees are encouraged to wash their hands regularly
- Mask should be worn every time
- If any employees is not keeping well, they should avoid coming to office
- If any employees find, any other employee is not well, or are not following social distancing, they should report it to the management immediately
- Employees should keep vigil if the office is thoroughly cleaned, if any employee finds that there are lapses, they should inform the management immediately

Discipline, Honesty & Employee Grievances



- The company gives utmost importance to Honesty, Integrity and Discipline.
- If found that employees lack honesty, integrity and discipline, the company will take appropriate action including termination if necessary. Even employees who are performers will not be given any exception
- Employees should not waste their time gossiping or creating a negative environment in the office. Appropriate action will be taken if the employee is found guilty of gossiping or spreading negativity around the office.
- Employees are encouraged to bring their grievances to the management immediately. The management is always willing to help employees.
- Employees should not discuss salaries, their contract terms, other employees salaries, etc. These information are classified.
- If any employee finds any other employee of being dishonest, they should report it to the management immediately.

Conflict Management



If there is conflict between employees:

- They should try to resolve it between themselves
- If they are not able to resolve the conflict, they should escalate it to the management.
- Management will help resolve the conflict by speaking to all the parties.
- Employees should refrain from using vulgar language or demonstrating unruly behaviour. Disciplinary action will be taken irrespective of what might be the reason.
- Avoid groupism or back-biting about other employees.

No Groupism



- The employees should not indulge in Groupism in office, and should behave with strict professionalism
- The employees should distance themselves from unhealthy discussions, gossips, or a rumour spreading channel. They should report about it to the management immediately.
- Employee end goal should be quality performance and productive team spirit.
- Employees should encourage new employees, socialise with them, mentor them and help them to get adjusted to the office environment and culture. Old employees should make extra effort to make new employees feel comfortable and part of the team.

Job Description



- Each Employee needs to be clear about their job description.
- Job description has to be documented for each employee
- Employee is responsible for documenting his / her job description, and should work along with manager / management to get any clarification or help in job description
- Employee should prioritize his / her work as described in the job description, any other work / task should be undertaken only if it does not impact the employees primary job description, unless asked by manager / management in writing

Career Growth in Kraftplus



Recruitment:

- HR Fresher (Recruitment)
- HR Executive (Recruitment)
- HR Senior Executive (Recruitment)
- HR Lead (Recruitment)
- HR Manager (Recruitment)

Business Development

- BD Fresher
- BD Executive
- BD Senior Executive
- BD Lead

Consultancy:

- Business Development Executive
- Business Development Manager
- Field Executive

Others:

- Office Administration
- Accounts Executive
- Marketing Executive

Questions?