Employee Welfare Policy

1.0 PURPOSE
The purpose of this procedure is to ensure the provision of basic employee relations activities targeted to promote harmonious working relationships are carried out under controlled conditions and in a consistent manner.

2.0 SCOPE
This procedure is to be followed by the relevant personnel within the Human Resources Department (HRD) of Ayan Tech and its subsidiaries, and by any other personnel where applicable.

2.1 The Ownership of this procedure lies with the HR Department.

3.0 DEFINITION

3.1 Discretionary Authority Limit (DAL)
The approved documents stipulating the financial limits and discretion allowed for person responsible in each department and the hierarchy of approving authority

3.2 Head of Department (HOD)
The person in-charge of a department as stipulated in the approved organization chart.

3.3 RESPONSIBILITY
The responsibility to review, amend, update, obtain approval to implement or delete this procedure lies with the originator of this procedure.

4.0 PROCEDURE

5.0 Overview

5.1.1 The company recognises that healthy organisational environment is necessary for employees to perform productively towards achieving organisational goals and maintain harmonious working relationship between the Management and employees at all levels.

5.1.2 Employee relations through positive social, welfare, sports and recreational programmes with active staff participation may be coordinated from time to time to enhance sense of togetherness, encourage healthy communication and exchange of feedback.

5.2 Staff Welfare

5.2.1 The following may be provided as part of staff welfare:

(i) Staff Refreshment – Employees may be provided with refreshments during working hours twice a day from Mondays to Fridays and on working Saturdays.

(ii) Gift worth of up to Rs.1, 500/- on the occasion of the employee’s marriage.

(iii) Contribution of Rs.2, 000/- for death of immediate family members (spouse, children and parents).

(iv) Employee of the Month – A Memento with a Certificate
(v) **STAR Employee of the Quarter – A Memento with a Certificate**

(vi) **Employee Referral Bonus – As Per Policy**

(vii) **Suggestion Box – Best Suggestion will be awarded with a Gift Voucher every quarter.**

(viii) **Monitory Benefits (Working on Holidays) – Employees will be paid 1.5 times of the day salary based on the monthly emolument component duly approved by the Reporting Manager/Client.**

(ix) **Food Allowance – All Employees working at Off-Shore are eligible for Dinner during late hours beyond 8.30 PM on Week Days. On Holidays and Weekends, eligible for Lunch and Dinner while working on Projects. The reimbursement for the above will be a maximum of Rs 100 each. Both will be subject to prior approval from Leads or Managers and upon Actuals (i.e.) Production of Bills. This allowance will be applicable ONLY to off-shore employees. For on-site employees deputed on Implementation Project, where food is provided by the client, no claims will be entertained. For on-site employees deputed to the client on contract basis, will adhere to client’s timing and will not be eligible for any food allowance.**

5.2.2 In coordinating the provision of the gift or contribution, the HRD will liaise with the employee for the relevant documentation to substantiate the claim.

5.2.3 HRD may also organize company-sponsored sports and recreation events, family days and other staff gathering functions as per the approved budget for the year.

5.3 **Employee Communication**

5.3.1 **Notice Board**

(i) The company shall provide notice boards to facilitate communication and effective means of disseminating information throughout the company.

(ii) The Admin section or the relevant HODs/assigned supervisors where the notice boards are located shall be responsible for the proper maintenance of the notice boards.

5.3.2 **Email Facilities**

(i) Email facilities may also be provided as an alternative means of information dissemination.

(ii) The usage of email facilities shall be guided by the policies and guidelines issued by the STG.
5.3.3 Employee Feedback/Survey

(i) Other than the “Exit Interview Questionnaire”, HRD may from time to time conduct a climate survey to gather employees’ feedback/input and gauge their level of satisfaction as an employee of the company.

(ii) The survey which may be in the form of a questionnaire may cover several important factors such as:

(a) Communication
(b) Teamwork with superiors, peers and subordinates
(c) Compensation and benefits
(d) Training and development
(e) Career development
(f) Staff welfare

(iii) Feedback and input received from such survey shall be used as a basis to recommend to the Management improvement on matters which mutually benefit the Company’s interest and staff well being/development in general

6.0 SUPPORT DOCUMENTS

6.1 Reference
None

6.2 Quality Records

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