

# Employment Policies 2023

## 5G Infotech

**Date: 30/12/2022**

**Issued By: Vaibhav Rathee**

The policies are approved by the board of directors, dated on 30<sup>th</sup> of December of 2022, the policy will be applied on effected date: 1<sup>st</sup> of January of 2023.

Important Policy Update: Effective January 1, 2023

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Please be advised that this policy update is binding and will be enforced as of the effective date. It is your responsibility to familiarize yourself with and adhere to the new policies and procedures.

We understand that any change to policies can be disruptive, and we apologize for any inconvenience this may cause. However, we believe that this update will ultimately benefit the company in the mean of improve our service quality and working culture.

If you have any questions or concerns about this policy update, please do not hesitate to contact company reputation department for further clarification. We appreciate your understanding and cooperation as we work to continuously improve our policies and procedures.

Below mentioned policy updates to be followed

- Any employee cannot talk to client directly!
- To approach or accepting a client's proposal is strictly prohibited, if anyone is found doing that will be treated as penalty and a strict legal action.
- Any client can not talk to the any team member directly, client can only talk to their RM or business executive.
- Any project will not be started till we didn't get 50% - 60% advance amount.
- There is 1-month notice period policy to leave company.
- Company have right to decline employee's application or letters.
- Each and every employee should have to update their worksheet on daily basis on the CRM panel.
- Each and every employee must have to login the CRM daily.
- Strictly have to follow timing  
Full time :- 10 AM - 8 PM  
Part time :- 3 PM - 8 PM / 10 AM - 3 PM
- Harassment to any other member treats strict action.
- Everyone should have to respect everyone's privacy, apply to interns, girls, boys, employee trainers, trainees, seniors, juniors and client etc.

- Brand violation treats upto 5000 penalty.
- Employee - Clients Relationship or Direct approach - upto 50000 penalty.
- Company data leak - upto 1 lakh
- All payments such as salary, stipend, expenses will be cleared on 10<sup>th</sup> of each month.
- Employee doesn't have right to know invoice or project amount, Clients details etc.
- Its not allowed to call any client via personal number.
- Its not allowed to talk to any client directly, if you have any query the you have to inform your senior for same then he will guide you.
- If a project is assigned to you then you should have to complete it before deadline.
- If you want to talk to a client then you can only talk via your official company email ID.
- If you require an asset for doing any project, you have to drop an email for same to [info@diginspire.co](mailto:info@diginspire.co).
- It's strictly prohibited to use company resources and assets at personal level.
- If you are doing a project, then you have to make a report simultaneously.
- Each and every team member have to update their worksheet before 30 minutes of office hours.
- Pre-salary is not applicable in the case of intern or a newly joined employee.
- Every senior must know what their juniors are doing and what's their progress.
- Daily 10 working hours for full time and 5 working hours for part time is required.
- continuously Absence treats to suspension of the employment.
- If you are talking to any client or senior then you must have to use "Sir" word.
- You can talk to any of your colleague, its allowed.
- If you want a leave you must have to give application for leave before 2 days.
- You have to do try until you will get perfect in it, refers to you have to make you perfect in the field of your work.
- If any employee or intern do good then he/she will get rewarded by the company.
- If any employee performs good, he will get rewarded financially and also get promoted.
- Each and every employee will get 15 paid leave per year.

- Good performing employee will get the award "BEST EMPLOYEE OF THE YEAR".
- Company have right to terminate any employee on no performance after giving notice of Non-Performance.
- To obey the rules and regulations of the company to be strictly followed.
- You can start your own startup with the help of company, company must own 50% of total shares. We will help you to start your own digital startup such as ecommerce, marketing, development and research, marketplace, EdTech etc. We will help you to start that startup but you have to work on your that startup after the logout time of your job. If you fail in your startup and on end to close it then you have to return all of the investment does by the company and 50% of the shares.
- You must have to follow PDLC or SDLC in case of development project.
- We don't believe in efforts; we believe in results.
- We don't want to hear any complaint from the clients for the project or no results, so kindly focus on each project you are working on.
- Increment on your wages or salary in every 2 months as seeing your performance.
- If you are doing an internship then you are not allowed to leave it in mid of the period.
- You are allowed to give the suggestion for the company improvement, if your suggestion or Idea get approved then you will be rewarded for same.
- Company will remain 2% of your salary or wages, you can claim it on your termination or resignation.
- Each and every employee or intern have to join the meetings conducted by the senior or the company.
- You will get opportunity to join the webinars, to improve yourself.
- The break time will be 2:00 AM to 3:00 PM in case of full-time job.
- You should have to complete each and every task assigned to you, you are not allowed to deny any task assigned to you.

Any amendments in the policy will be attempted by the higher authority only or board of directors only. It is advised to follow the company new rules and regulation by affected date 1<sup>st</sup> of January, 2023.

**SELF DECLARATION BY COMPANY HIGHER AUTHORITY**

I am writing to inform you of some important updates to our company policies and procedures. These updates are designed to ensure that we are in compliance with all relevant laws and regulations, and to protect the interests of our company and all of our stakeholders.

Please take the time to carefully review the attached policy update, which outlines the updated policies and any changes that have been made.

If you have any questions or concerns about the updated policies, please do not hesitate to reach out to [info@diginspire.co](mailto:info@diginspire.co). We are committed to ensuring that all employees are aware of and comply with our policies, and we appreciate your cooperation in this matter.

Sincerely,

Vaibhav Rathee  
CEO, Founder & MD