



Lili Infotech — Employee Policy Manual

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Approved By: Management, Lili Infotech

1. Introduction

Welcome to **Lili Infotech**. We are a technology-driven company committed to delivering high-quality IT solutions through teamwork, innovation, and integrity. This Employee Policy outlines the responsibilities, performance standards, and general conduct expected from all employees — whether working **on-site or remotely**.

The objective of this policy is to:

- Ensure consistent standards of professionalism and accountability.
 - Define company rights and employee obligations clearly.
 - Promote fairness, transparency, and productivity across the organization.
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2. Employment Terms

2.1 Appointment and Probation

- All new hires will serve a **probation period of 3 months**, unless otherwise specified in their offer letter.
- During probation, performance, reliability, and conduct will be closely evaluated.
- The company reserves the right to terminate employment during probation without notice if performance or behavior is unsatisfactory.



2.2 Working Hours

- Regular working hours are **10 AM to 6 PM**, with a **45 minute lunch break**.
- Flexibility may be offered to remote employees, provided they complete **a minimum of 8 hours of active work per day** and remain available during **core hours (e.g., 10 AM – 6 PM IST)**.

2.3 Attendance and Leave

- Employees must mark daily attendance through the approved HR system or communication channel.
 - Remote employees must check in and check out digitally (via time-tracking tools, project logs, or daily reports).
 - Any leave must be pre-approved by the reporting manager at least 2 working days in advance.
 - Uninformed absences will lead to salary deductions and may impact performance evaluations.
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3. Performance and Targets

3.1 Performance Expectations

- Each employee is assigned **Key Performance Indicators (KPIs)** or monthly targets based on their role.
- Managers will communicate these expectations clearly at the start of each month or project cycle.
- Employees are responsible for tracking their performance and ensuring deliverables are met on time.



3.2 Underperformance Clause

If an employee **fails to meet minimum or agreed-upon performance targets**, Lili Infotech reserves the right to:

1. **Withhold part or full salary** for that month until satisfactory performance is demonstrated.
2. **Place the employee under a Performance Improvement Plan (PIP)** for 15–30 days.
3. **Terminate employment** in cases of persistent non-performance.

Note: This clause is applicable **from the first month of employment**, including the probation period.

3.3 Evaluation Frequency

- Performance reviews will occur **monthly**, with feedback sessions held by reporting managers.
 - Remote employees will be evaluated on **output quality, communication, adherence to deadlines**, and **availability during work hours**.
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4. Compensation and Salary Policies

4.1 Salary Payment Schedule

- Salaries are processed between the **1st and 8th** of every month for the preceding month, contingent on performance and attendance compliance.
- Delays due to pending evaluations, attendance discrepancies, or incomplete documentation will be communicated via email.

4.2 Salary Withholding Policy

The company reserves the right to **withhold or delay salary payments** in the following cases:



1. Failure to meet minimum performance or productivity benchmarks.
2. Absence without notice or lack of timely updates.
3. Failure to submit mandatory reports or timesheets.
4. Underperformance during the probation or review period.
5. For remote employees — failure to log work hours, remain available during agreed time slots, or submit deliverables.

Withheld salaries will be **released only upon satisfactory review** by management. Continued issues may lead to termination without full and final settlement for the affected period.

5. Policies for Remote Employees

5.1 Work Environment

- Remote employees must ensure they have a **quiet, professional workspace** with stable internet and power supply.
- The company may require periodic verification (e.g., video call inspection) to ensure compliance with work environment standards.

5.2 Communication and Reporting

- Remote employees are expected to remain available during **core working hours (10 AM – 5 PM IST)** on all official communication channels (email, Slack, Teams, etc.).
- Daily updates must be shared with managers via the assigned platform.
- Failure to maintain consistent communication may be treated as unapproved absence.

5.3 Data Security



- All remote employees must use **company-approved devices, VPNs, or secure connections** to access company systems.
- Confidential company data must **never** be stored on personal devices or shared externally.
- Any data breach or negligence may result in immediate termination and legal action.

5.4 Equipment and Reimbursement

- Any company equipment (laptops, software licenses, etc.) issued for remote work remains the property of **Lili Infotech**.
- Employees must return equipment in good condition upon request, termination, or resignation.
- Any damage or loss due to negligence will be recovered from the employee's salary or dues.

5.5 Monitoring and Compliance

- The company may use **activity-tracking or time-logging software** to measure productivity for remote staff.
 - Tampering with or disabling such systems will lead to disciplinary action or termination.
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6. Conduct and Discipline

6.1 Professional Behavior

- Employees are expected to maintain professionalism and integrity at all times, including in digital communication.
- Harassment, discrimination, or inappropriate online behavior will not be tolerated.



6.2 Confidentiality

- Employees must maintain strict confidentiality about company data, client information, and internal communication.
- Any breach may lead to immediate termination and legal recourse.

6.3 Use of Company Property

- All systems, devices, and software are to be used solely for work-related purposes.
 - Misuse or damage will be treated as a violation of company policy.
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7. Termination Policy

- Either party may terminate employment with **30 days' written notice** post-probation.
- During probation, the company may terminate employment without prior notice for unsatisfactory performance or conduct.
- Abandonment of duties, unauthorized absence, or misconduct may lead to immediate dismissal and salary forfeiture for the period worked.