

Parikshit Global Services Pvt. Ltd.

Formerly Known as Skillhunt Global Consultants Pvt Ltd.

Employee Policies, Rules, and Terms & Conditions

1. Employment Policies

- Employment Types: Includes permanent, contract-based, and probation roles.
- Working Hours: Standard office hours are 10 AM to 7 PM (Monday to Saturday).
- Attendance & Punctuality: Regular attendance and punctuality are expected. Attendance will be monitored.
- Leave Policy: Includes paid leaves, sick leaves, public holidays, and maternity/paternity leaves.

2. Code of Conduct

- Professional Behavior: Maintain respectful communication and professional attire.
- Anti-Harassment Policy: Zero tolerance for harassment or discrimination.
- Workplace Ethics: Employees must act with integrity and transparency.

3. Confidentiality and Data Protection

- NDA: Employees must sign a Non-Disclosure Agreement upon joining.
- Data Privacy: Client and project data must remain confidential.
- Intellectual Property: All code and materials developed belong to Parikshit Global Services Pvt. Ltd.

4. Equipment Usage Policy

- Use of Equipment: Use company-provided devices responsibly.
- Cybersecurity: Avoid installing unauthorized software or accessing suspicious websites.
- Remote Work: Must access resources through secure VPN channels.

5. Performance and Evaluation

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- Key Performance Indicator (KPI)-Based Reviews: Performance is evaluated annually based on defined KPIs.
- Training: Employees are encouraged to participate in skill enhancement programs.
- Promotions: Based on performance and business needs Annually.

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6. Disciplinary Policy

- Violation Protocol: Warnings escalate from verbal to written to final warning.
- Grounds for Termination: Include misconduct, poor performance, Data breach.
- Grievance Redressal: Employees may report issues confidentially to HR.

7. Resignation and Exit Policy

- Notice Period: 90 days for all role.
- Clearance: All assets must be returned before final settlement.
- Exit Interview: Conducted to gather feedback.

8. Terms & Conditions

- I will follow all company rules and guidelines.
- I acknowledge company ownership of all work done during employment.
- I agree not to disclose confidential data externally.
- I will not engage in competing freelance work without prior permission.
- I accept that the company may update policies with notice.