

Employee Handbook

Fexle Infotech Private Limited

Website Development | Digital Marketing | Android App Development | Graphics Design

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1. Introduction

Welcome to Fexle Infotech Private Limited. This Employee Handbook outlines the workplace policies, expectations, and code of conduct applicable to all team members. Our goal is to Encourage a transparent, productive, and respectful work environment where employees thrive and contribute to the success of our clients and company.

2. Company Mission & Values

Mission:

To provide innovative, scalable, and performance-driven technology solutions in web development, mobile apps, digital marketing, and design that help our clients grow in the digital age.

Core Values:

Integrity– We do what’s right, not what’s easy.

Innovation – We think beyond limits.

Accountability – We own our work and results.

Collaboration – We grow better together.

Excellence– We deliver quality in everything.

3. Code of Conduct

Purpose:-

The Code of Conduct defines the standards of professional behavior expected from all employees—whether working on-site or remotely. This ensures a consistent, ethical, and respectful work culture that reflects the values of Fexle Infotech Private Limited.

1. Professionalism & Behavior

For All Employees:

- Treat colleagues, clients, and stakeholders with respect, courtesy, and fairness at all times.
- Avoid any form of discrimination, harassment, or inappropriate conduct, whether in person, via email, chat, or video.
- Use professional language in all forms of communication.
- Follow company procedures and perform assigned tasks efficiently, ethically, and honestly.

For Remote Employees:

- Maintain professional demeanor during virtual meetings (e.g., proper attire, appropriate background).
- Be available and responsive during working hours (9:00 AM to 6:30 PM IST).
- Keep your work environment distraction-free and uphold standards of conduct equal to office-based employees.

2. Attendance, Punctuality & Availability

In-Office & Remote:

- Adhere strictly to the working hours: 9:00 AM – 6:30 PM IST, with a 1-hour lunch break.
- Notify your manager in advance in case of delays, sick leave, or emergencies.
- Use the company's attendance and task tracking tools to log daily activities accurately.
- Remote-Specific Expectations:
 - Stay reachable via chat, email, or phone during work hours.
 - Keep your calendar updated and join meetings on time.
 - Ensure a stable internet connection and reliable devices.

3. Communication & Collaboration

- Maintain clear, respectful, and constructive communication across all channels.

- Attend all scheduled team meetings and reviews.
- Update daily tasks and hours worked in the provided Excel sheet or project tracking system.
- Ensure weekly performance reports are based on these updates and shared for review.

4. Confidentiality & Data Protection

- Do not disclose any client data, source code, project details, or business strategies to unauthorized individuals.
- Remote employees must ensure secure storage of company data (use VPNs, password protection, no public Wi-Fi for sensitive work).
- Use only authorized tools and platforms for communication and file sharing.

5. Use of Company Resources

- Use company-provided tools, software, and devices only for official purposes.
- Do not install unauthorized software or applications on work systems.

For remote employees using personal systems, ensure they are free of malware, updated, and compliant with IT security guidelines.

6. Conflict of Interest

- Avoid any situation that might result in a conflict between personal interests and company duties.
- Remote or in-office employees may not take up freelance work or other employment that directly competes with or conflicts with company projects.

7. Integrity and Ethics

- Employees must be truthful in reporting hours, work progress, and challenges.

- Misrepresentation of work status or falsification of reports can lead to disciplinary action or termination.
- Accepting or offering bribes, gifts, or undue favors related to work is strictly prohibited.

8. Social Media & Public Representation

- Do not share any company-related content, project details, or client work on social media without written approval from management.
- Represent the company with professionalism and integrity in any public or industry forum.

9. Dress Code

- In-office employees should follow a smart casual dress code unless otherwise instructed.
- Remote employees must maintain presentable attire during video calls and meetings.

10. Reporting Violations

- If you witness any behavior that violates this Code, report it to your manager or the HR team at hr@fexle.co.in.
- Reports will be treated with confidentiality and investigated fairly.

11. Consequences of Violations

- Violations of this Code may result in disciplinary action, including verbal/written warnings, suspension, termination, or legal action depending on severity.
- Consistent non-compliance from remote employees (such as absenteeism, poor communication, or misconduct) will be treated on par with in-office violations.

12. Acknowledgment

All employees (on-site and remote) are required to acknowledge this Code of Conduct as part of their onboarding process. Continued employment with Fexle Infotech Private Limited is conditional upon understanding and adhering to this code.

Final Note

This Code of Conduct exists to foster a culture of respect, responsibility, and reliability. Whether working from our offices or your home, we trust every team member to uphold these standards and contribute positively to our shared mission.

4. Working Hours & Attendance

At Fexle Infotech Private Limited, we value punctuality, discipline, and efficient time management as part of our professional culture. The following guidelines ensure that all employees maintain a consistent and productive work schedule:

- Standard Working Hours
- Monday to Saturday : 9:00 AM to 6:30 PM
- This schedule includes a 1-hour lunch break, typically between 1:00 PM and 2:00 PM (timing may vary depending on the team and project requirements).
- Employees are expected to be present and active during these hours unless prior approval for flexible hours has been granted by their manager.
- All employees are required to log in and log out through the official HRMS or attendance tracking system daily.

- Punctuality is important: Employees should log in at 9:00 AM and ensure they are logged out by 6:30 PM.
- In case of any unforeseen delays or early departures, employees must inform their manager and log the correct timings.

Punctuality Policy:-

- Employees are allowed a maximum of 3 instances of late arrival per month without penalty. Arriving later than 9:15 AM will be recorded as a late arrival.
- Habitual lateness beyond the allowed 3 instances may lead to salary deductions and could impact performance reviews.
- Early logouts or unapproved absences will also be recorded and may lead to disciplinary action.

Absenteeism:-

- Absences should be communicated to the reporting manager in advance, wherever possible. In the event of an emergency or illness, employees must inform the manager as early as possible on the same day.
- Unauthorized absenteeism of more than 2 consecutive working days without prior approval or valid justification will be treated as unauthorized leave, and disciplinary action may be taken, including termination.

5. Leave Policy

Annual Paid Leave: 12 days

Casual Leave: 6 days

Sick Leave: 6 days

All leave requests should be submitted in advance, except in emergencies.

Unauthorized absences of 3+ days may result in disciplinary action.

6. Remote Work Policy

1. Purpose

This policy outlines the terms, expectations, and responsibilities for employees who are working remotely (full-time or hybrid) for Fexle Infotech Private Limited. It aims to ensure productivity, maintain security standards, and support employee flexibility while safeguarding the interests of the company.

2. Scope

This policy applies to:

- Full-time remote employees
- Hybrid employees (working partly from home and partly from office)
- Temporary remote arrangements due to special circumstances (e.g., health, relocation, natural disaster)

3. Eligibility for Remote Work

- Remote work eligibility is based on:
- Nature of the role
- Past performance and accountability
- Availability of secure digital infrastructure
- Managerial approval
- Remote work is not an entitlement and is granted at the company's discretion.

4. Working Hours

- Official working hours are 9:00 AM to 6:30 PM IST with a 1-hour lunch break.
- Remote employees are expected to be available and responsive during these hours.
- Any deviation (appointments, emergencies) must be communicated in advance to reporting managers.

5. Work Environment Requirements

- Remote employees must:
- Work from a quiet, distraction-free environment.
- Have a stable internet connection, webcam, and required tools/software.
- Ensure power backup arrangements to minimize downtime.
- The company may conduct virtual inspections or request photos of your workspace to ensure professionalism and data security.

6. Communication Protocol

- Employees must remain accessible via official communication tools (e.g., Slack, Google Meet, Zoom, email, phone, Microsoft Teams).
- Daily or weekly stand-up meetings are mandatory for project progress discussions.
- Absence from meetings without valid reason may lead to disciplinary action.

7. Task Tracking & Reporting

- Daily tasks must be recorded in a shared Excel or project management system with hourly updates.
- Weekly performance is evaluated based on these logs and deliverables.
- Monthly and quarterly reviews will be based on work quality, timeliness, and task ownership.

8. Data Security & Confidentiality

Remote employees must:

- Use company-approved tools only (e.g., Google Workspace, licensed software).
- Never use public Wi-Fi for work unless connected via a secure VPN.
- Password-protect devices and files.
- Avoid downloading or storing sensitive company/client data on personal drives.
- Sign a Confidentiality Agreement and adhere strictly to Intellectual Property Rights policies.
- Violation of data security rules will result in strict disciplinary measures, including termination or legal action.

9. Performance & Accountability

- Performance is tracked daily, weekly, monthly, quarterly, and annually.
- Employees are expected to meet deadlines, attend all scheduled meetings, and maintain code/design quality.
- Repeated delays, poor communication, or missed tasks may lead to formal warnings and eventual termination.

10. Equipment & IT Support

- The company may provide necessary equipment (laptops, licensed tools).
- Employees are responsible for basic maintenance and security of company property.
- Any damage, theft, or malfunction must be reported immediately.

11. Compensation & Benefits

- Remote employees are entitled to the same salary structure, leave benefits, and appraisal policies as in-office employees.
- Internet, electricity, or utility expenses are not reimbursable, unless explicitly agreed upon in writing.

12. Leave & Time-Off Policy

- Remote employees must apply for leave via the HR system.
- Availability during emergencies may be required with fair compensation or compensatory time off.
- Unauthorized absences may lead to loss of pay and disciplinary action.

13. Disciplinary Measures

- Non-compliance with this policy, including:
 - Failure to attend meetings
 - Delayed communication
 - Misuse of data
 - Fake timesheets or task entries
- Unauthorized freelance or side work...will lead to progressive disciplinary action including:
 - Verbal warning
 - Written warning

- Suspension or termination

14. Termination of Remote Work Agreement

The company reserves the right to:

- Terminate or alter the remote work arrangement at any time.
- Request return to in-office work with adequate notice.
- Revoke access to all company systems and data upon resignation or termination.

15. Acknowledgment

All remote employees must acknowledge this policy in writing or via the company portal. Continued employment is considered an agreement to abide by these terms.

Final Note

Fexle Infotech Private Limited is committed to providing flexibility through remote work while maintaining professional standards, data security, and accountability. Remote work is a privilege, not a right, and must be executed with the same seriousness and commitment as in-office responsibilities.--

7. Salary & Payment Structure

Monthly salary is processed between the 7th and 15th of each month.

Applicable deductions (TDS, leaves, damages) will be shown in payslips.

Full & Final settlement is completed within 60 days of the last working day as per company policy and signed exit agreement.

8. Probation & Confirmation

Initial probation period: 3–6 months.

Confirmation is based on performance and conduct review.

Management may extend or terminate based on review.

9. Performance Evaluation

At Fexle Infotech Private Limited, we believe that continuous feedback and timely evaluation are essential for employee growth and ensuring the success of the projects we undertake. To ensure that all team members are meeting expectations and contributing effectively, we have established a comprehensive performance evaluation system that includes daily task tracking, weekly assessments, and periodic monthly, quarterly, and annual reviews.

1. Daily Task Tracking & Hourly Updates

To facilitate the weekly performance evaluation, all employees will be required to log their daily tasks and progress hourly. This will provide a clear view of time management, task completion, and individual contributions on a daily basis.

Key Components:

- Task Breakdown: Each employee will break down their daily tasks into smaller tasks and log them in an Excel sheet.
- Hourly Updates: Employees will update their work progress hourly to track how much time is spent on each task.
- Task Completion Status: Each task should be marked as completed, in progress, or pending, with details about any obstacles or challenges.

Purpose:-

- Track Daily Progress: Helps employees and managers track progress on specific tasks on a real-time basis.
- Identify Roadblocks: Early identification of tasks that are running late or facing issues, so they can be addressed before the week ends.
- Accountability: Ensures that each employee is taking ownership of their daily work and adhering to project timelines.

Format:

An Excel sheet will be used to log the daily tasks and updates. The following columns should be included:

| Date | Task Name| Start Time | End Time | Time Spent (hrs) | Task Status| Challenges/Notes | Completion Percentage |

| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |

| 2025-05-01 | Task 1 | 9:00 AM | 11:00 AM | 2 | Completed | No issues | 100% |

2025-05-01 Task 2	11:15 AM	1:00 PM	1.75	In Progress	Delay due to client feedback	80%	
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2025-05-01 Task 3	2:00 PM	4:00 PM	2	Pending	Awaiting information	50%	
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This log should be updated at least once every hour and at the end of the day. The manager will review this log at the end of the week to assess the efficiency, time management, and performance of the employee.

2. Weekly Performance Evaluation

Based on the data collected in the daily task tracking Excel sheet, employees will be evaluated weekly. Weekly performance reviews provide timely feedback and allow managers to help employees stay on track with their goals, addressing any issues that arise promptly.

Key Components:

- Review of Task Logs: Managers will review the Excel sheets to assess how well employees manage their tasks and time.
- Performance Metrics: Tasks completed on time, time spent per task, challenges faced, and solutions implemented.
- Weekly Reflection: Employees will self-assess their performance, providing feedback on what went well and what can be improved.

Purpose:

- Track progress toward meeting weekly goals and KPIs.
- Address any performance issues early and provide support where needed.
- Offer feedback and ensure that employees are staying on track for long-term goals.

Outcome:

Feedback Session: A feedback session between the employee and the manager, focusing on areas of improvement and recognizing achievements.

Action Plan: If performance needs improvement, an action plan will be created to address issues.

Recognition: Employees who meet or exceed expectations will be recognized for their contributions.

3. Monthly Performance Evaluation

In addition to the weekly evaluations, a monthly performance evaluation will provide a broader view of the employee's progress and contribution to team goals.

Key Components:

- **Monthly Goal Review:** Assessment of whether the employee has achieved the goals set for the month.
- **Time Management:** Review of how efficiently time was managed, based on the hourly task logs.
- **Project Milestones:** Evaluation of how the employee contributed to project milestones and deadlines.

Purpose:

- Assess overall performance over the course of the month.
- Evaluate long-term progress toward meeting project deadlines.
- Provide feedback on how well the employee is adhering to company goals.

Outcome:

Improvement Plan: If any significant performance issues are identified, an improvement plan will be created for the next month.

Rewards: Employees who consistently perform well will be eligible for rewards such as bonuses, recognition, or promotions.

4. Quarterly Performance Evaluation

The quarterly review will provide a comprehensive evaluation, focusing on both short-term and long-term goals.

Key Components:

- Quarterly Goal Review: A review of how well the employee has met quarterly objectives.
- Skill Development: Evaluation of any new skills acquired during the quarter and overall professional growth.
- Project Deliverables: Review of major project deliverables and client feedback.

Purpose:

- Monitor long-term performance trends.
- Identify any areas that require further training or development.

- Discuss any career advancement opportunities or promotions.

Outcome:

- Training & Development: Identifying employees who require additional training or mentoring.
Performance-Based Adjustments: If necessary, adjust roles, responsibilities, or compensation based on performance.

5. Annual Performance Evaluation

The annual review offers a full, detailed evaluation of an employee's performance over the year.

Key Components:

Annual Goal Review: A detailed analysis of the goals set at the beginning of the year and their achievement.

Performance Summary: A comprehensive review of all tasks completed, with a focus on the quality of work, project outcomes, and team collaboration.

Skill Growth: Assessment of the employee's skill development throughout the year.

Purpose:

- Provide an overview of the employee's yearly performance.
- Set the stage for future goals, promotions, or new responsibilities.
- Discuss long-term career development plans.

Outcome:

- Promotion/Compensation Adjustments: Employees who have met or exceeded expectations may be eligible for salary raises, promotions, or bonuses.
- Career Pathing: Set goals for the employee's growth and development for the next year.
- Feedback for Improvement: Discuss any areas for significant improvement, with a clear action plan for the upcoming year.

6. Summary of Performance Evaluation Cycle

Evaluation Period Focus	Outcomes
----- -----	-----
Daily Task breakdown, hourly updates, time spent on each task, task completion status. managers to monitor progress and identify issues early.	Daily performance logs for
Weekly Review of task completion, time management, and progress toward weekly goals. performance recognition, or corrective action if necessary.	Constructive feedback,
Monthly Review of overall monthly goals, productivity, and project milestones. tracking, and goal setting for the upcoming month.	Comprehensive feedback, performance

| Quarterly | Evaluation of long-term project contributions, skill growth, and quarterly goals. performance trends, and setting quarterly objectives for the next period. |

| Review of skill development,

| Annual | Full-year performance review, including goal achievement, skill development, and overall contributions. | Salary increases, promotions, rewards, and career development planning for the upcoming year. |

10. Project & Task Guidelines

- All work must be tracked in project management tools (e.g., Trello, Jira, ClickUp, Teamlogger, GreyHr).
- Clear documentation is required for all tasks.
- Delays must be communicated early to project leads.

11. Use of Company Property

Devices, logins, software, etc., are to be used strictly for official purposes.

12. Confidentiality & Data Security

- Do not share client or company data outside.
- NDAs and data policies must be strictly followed.
- Any breach will lead to disciplinary/legal action.

13. Use of Software, Tools & Licenses

- Only licensed and approved software may be used.
- Unauthorized software or downloads are strictly prohibited.
- Violations can lead to termination.

14. Communication & Reporting

- All communication must be clear, respectful, and professional.
- Use company email and messaging channels for all official communication.
- Daily or weekly reporting is mandatory as per team structure.

15. Disciplinary Procedures

At Fexle Infotech Private Limited, we are committed to maintaining a professional, respectful, and productive work environment. Our disciplinary procedures are designed to address issues that may arise in a fair and consistent manner, ensuring that all employees are held to the same standards and treated equitably.

1. Purpose of Disciplinary Procedures

The primary objective of the disciplinary procedure is to address any instances of misconduct or violations of company policies, while maintaining a balance between employee rights and company requirements. The procedure ensures that any disciplinary action taken is in proportion to the severity of the issue.

2. Types of Misconduct

Disciplinary actions may be taken in response to various types of misconduct. Misconduct can be broadly categorized into the following types:

Minor Misconduct (First-Level Infractions):

- Tardiness or Absenteeism: Frequent late arrivals or unexcused absences.
- Failure to Meet Performance Standards: Not meeting the agreed-upon deadlines, output, or quality standards.
- Non-Compliance with Dress Code or Personal Appearance Standards.
- Failure to Adhere to Operational Guidelines: Small lapses in following standard operating procedures (SOPs).
- Insubordination: Mild instances of failure to follow instructions or respond to supervisor directions.

Serious Misconduct (Second-Level Infractions):

- Repeated Minor Misconduct: Repeated instances of minor infractions after warnings.
- Dishonesty or Falsifying Company Records: Providing false information, falsifying reports, or lying to superiors.
- Unauthorized Use of Company Resources: Misuse of company property or systems for personal gain or non-work-related purposes.
- Disruptive Behavior: Consistently causing disruption or creating an unprofessional environment for other employees.
- Excessive Absenteeism: Regular unexcused absences that affect team performance.

Severe Misconduct (Third-Level Infractions):

- Harassment or Discrimination: Any form of harassment (sexual, verbal, or physical) or discrimination based on race, gender, religion, or other personal attributes.
- Violence or Threats of Violence: Any form of physical violence or threatening behavior toward colleagues or superiors.
- Gross Negligence: Actions or omissions that severely compromise the safety, security, or well-being of the workplace or its employees.
- Theft or Fraud: Stealing company property or engaging in fraudulent activities that directly harm the company or its employees.
- Substance Abuse: Being under the influence of drugs or alcohol during working hours or while on company premises.
- Violation of Confidentiality: Disclosing confidential company information without authorization.

3. Stages of Disciplinary Action

Stage 1: Informal Counseling

Purpose: To address minor infractions or performance issues in a private, non-confrontational manner.

Process: A verbal warning is given by the immediate supervisor. The supervisor should explain the issue, listen to the employee's side of the story, and provide guidance for improvement.

Outcome: The employee is made aware of the issue and is given an opportunity to correct it. No formal record is kept, but this step is important for early intervention.

Stage 2: Verbal Warning

Purpose: To formally address minor infractions or repeat instances of the same issue that were not corrected in the informal counseling stage.

Process: The employee will be issued a verbal warning by the immediate supervisor or HR. This is typically documented in a record but not yet part of the employee's permanent file.

Outcome: The employee is informed that continued misconduct or performance issues may result in further disciplinary action. Clear expectations and timelines for improvement should be outlined.

Stage 3: Written Warning

Purpose: To formally document a serious or repeated issue and inform the employee of the consequences of continued non-compliance.

Process: If the issue persists or if the misconduct is more severe, a written warning is issued by HR or the immediate supervisor. This warning will include:

A description of the issue. Specific improvements or changes expected.

A timeline for resolution.

The potential consequences if the issue is not resolved.

Outcome: A copy of the written warning will be placed in the employee's file for future reference. The employee will be asked to sign an acknowledgment of receipt, but this does not necessarily imply agreement.

Stage 4: Final Written Warning

Purpose: To indicate that the employee's behavior or performance has not improved despite previous warnings and to provide one last opportunity to correct the issue.
Process: If the misconduct continues or a more serious violation occurs, a final written warning may be issued. The warning will clearly state that if the issue is not resolved within a given timeframe (e.g., 30 days), further disciplinary action, including possible termination, will be considered.

Outcome: The warning is documented and kept in the employee's record. The employee is informed that the next step could result in dismissal if there is no significant improvement.

Stage 5: Suspension (If Applicable)

Purpose: To temporarily remove the employee from the workplace as a result of serious misconduct, allowing for investigation and consideration of further disciplinary actions.

Process: In cases of severe misconduct, the employee may be suspended (with or without pay) pending an investigation or final decision regarding termination. This is typically used for gross misconduct, such as harassment, violence, or theft.

Outcome: The employee is temporarily removed from work and informed of the reason for the suspension. A meeting will be scheduled for further evaluation once the suspension period concludes.

Stage 6: Termination of Employment

Purpose: To end the employment relationship due to severe or repeated violations of company policy, performance standards, or behavior that disrupts the workplace.

Process: If previous disciplinary actions (including warnings and suspension) do not lead to improvement or if the violation is serious enough to warrant immediate dismissal, termination may be the final step. The employee will receive:

A formal termination letter outlining the reason for dismissal.

A clear explanation of their rights, including final pay, benefits, and return of company property.

Outcome: The employee's employment is terminated, and they will be provided with the relevant documentation regarding their departure. The employee may appeal the decision through a formal process.

4. Grounds for Immediate Termination

In certain cases, some offenses are so severe that they warrant immediate termination without going through the previous disciplinary stages. These include, but are not limited to:

Violence or Threats of Violence: Against colleagues, supervisors, or any person within the company premises.

Theft or Fraud: Stealing company property or engaging in fraudulent activities.

Harassment or Discrimination: Any form of harassment, including sexual harassment, bullying, or discrimination.

Substance Abuse: Being under the influence of alcohol or drugs during work hours or on company premises.

Gross Negligence: Actions that endanger the safety, security, or well-being of the workplace or its employees.

5. Appeals Process

Employees have the right to appeal disciplinary actions, including termination. The appeals process will be handled as follows:

1. Submission of Appeal: The employee must submit a formal written appeal within 6 working days from the date of the disciplinary action.
2. Review: A panel, including HR and other relevant members, will review the appeal and any supporting evidence presented by the employee.
3. Outcome: The employee will be informed of the outcome of the appeal, and if necessary, further action will be taken.

6. Confidentiality

All disciplinary actions will be handled confidentially. Discussions regarding the disciplinary action, including written warnings, suspensions, or termination, will only be shared with relevant parties (HR, management, legal team) and the employee involved.

7. Documentation

All disciplinary actions, including informal counseling, verbal warnings, written warnings, final written warnings, suspensions, and terminations, will be thoroughly documented and placed in the employee's personnel file. This ensures that there is a clear record of all actions taken and provides transparency in case of disputes or legal action.

Conclusion:

The disciplinary procedure at Fexle Infotech Private Limited ensures fairness, transparency, and consistency in managing employee behavior and performance. The goal is not only to address misconduct but also to encourage personal development and create a positive, productive work environment.

16. Exit & Full & Final Settlement

Notice Period: 30 days(unless otherwise stated).

Final clearance includes handover, return of assets, and documentation.

Full & Final payment will be processed within 60 days from the last working day.

Signed acknowledgment of this policy is part of the exit documentation.

17. Anti-Harassment Policy

- Zero tolerance toward harassment or offensive behavior.

- Internal Complaints Committee (ICC) is in place under the POSH Act.

Employees can confidentially report issues to: hr@fexle.co.in

18. Intellectual Property Rights

At Fexle Infotech Private Limited, intellectual property (IP) is a valuable asset that plays a key role in the company's growth, innovation, and competitive advantage. This section outlines the company's policies regarding the ownership, protection, and management of intellectual property created during the course of employment, as well as the obligations and responsibilities of employees in safeguarding the company's intellectual property.

1. Definition of Intellectual Property (IP)

Intellectual Property refers to creations of the mind, including inventions, designs, software, trademarks, trade secrets, patents, and other intangible assets that are used in commerce. The types of intellectual property relevant to Fexle Infotech Private Limited include, but are not limited to:

- Patents: Innovations or inventions that are novel and non-obvious.
- Copyrights: Original works of authorship, including software, documents, code, designs, graphics, etc.
- Trademarks: Names, logos, symbols, and branding elements used to identify the company and its products/services.
- Trade Secrets: Confidential business information, formulas, processes, or customer data.
- Design Rights: Unique design elements for the company's products or services.
- Software Code: All software code developed by the employee during their tenure at the company, including but not limited to mobile applications, web development code, and backend code.

2. Ownership of Intellectual Property

Ownership by Fexle Infotech Private Limited

All Intellectual Property created or developed by employees during the course of their employment, using company resources or within the scope of their employment, will be the sole and exclusive property of Fexle Infotech Private Limited.

This includes all software code, designs, algorithms, documentation, and any other work product developed during the employee's tenure with the company.

Scope of Work:-

Any IP created by employees as part of a project or task assigned by the company is automatically owned by the company. This also includes work that is developed outside of normal working hours if it relates to the company's business or uses company resources.

Work for Hire:-

All work produced by an employee is considered "work for hire," meaning that the company owns the rights to that work, regardless of whether it is registered or protected by IP laws. The employee agrees that the company has exclusive rights to such works, and the employee will assist the company in ensuring protection and registration if necessary.

IP Developed Outside Employment:-

Any IP that an employee develops outside the company, without using company resources and unrelated to their role at Fexle Infotech Private

Limited, remains the property of the employee, provided that it does not compete with the company's business.

3. Employee Obligations and Responsibilities

Duty of Disclosure:-

Employees are required to disclose promptly to Fexle Infotech Private Limited any IP that they develop, create, or invent during their employment, which may be relevant to the company's operations or business interests.

This includes inventions, software, designs, and documentation that could potentially enhance or relate to the company's products, services, or processes.

Non-Disclosure of Confidential Information

Employees must not disclose, share, or use company IP outside the company without written authorization from the management. Any confidential information or trade secrets (e.g., algorithms, software source code, proprietary business processes) must be kept confidential, both during employment and after the termination of employment.

Assignment of IP

Employees will be required to assign their rights to any intellectual property they create to Fexle Infotech Private Limited. This assignment will be done as part of the employment contract or an additional agreement.

Use of Company Resources

Employees must not use company resources (computers, software, tools, networks) for personal IP creation. All work created using these resources belongs to the company, even if the work is not directly related to the employee's duties.

4. Protection of Intellectual Property

Confidentiality Agreement

As part of the employment agreement, employees will be required to sign a Confidentiality Agreement that ensures the protection of the company's proprietary information and trade secrets. This agreement extends beyond the employee's tenure and ensures that the company's confidential information remains protected indefinitely.

Security Measures

Fexle Infotech Private Limited will take reasonable steps to safeguard its intellectual property, including the use of encryption, access controls, and regular audits of its data systems. Employees are responsible for following all security protocols to protect intellectual property, including:

- Not sharing passwords or login credentials.
 - Ensuring that intellectual property is stored in secure locations.
 - Avoiding sharing or transmitting proprietary work on unsecured or personal devices.
- Third-Party IP
- Employees must ensure that any third-party intellectual property (such as libraries, frameworks, or code) used in company projects is properly licensed and that its use complies with the terms of the license.
 - The company does not condone the use of pirated software or unauthorized use of third-party intellectual property.

5. Inventions and Innovations

Invention Disclosure Procedure

If an employee creates an invention or innovation (such as a new software feature, tool, or algorithm) that may be patentable or of value to the company, they must disclose the invention to the company as soon as possible.

A process for reviewing the invention will be initiated, and the company will decide whether to file for a patent or otherwise protect the intellectual property.

Patent Applications

Fexle Infotech Private Limited may choose to file for patents to protect innovations developed by employees in the course of their work. If the company does so, the employee will be expected to cooperate fully and assist with the patent application process.

6. IP Usage Rights After Employment

Post-Employment Obligations

Even after employment has ended, employees are required to maintain confidentiality regarding the company's intellectual property and not use or disclose any proprietary work without the company's explicit permission.

Any work, source code, or designs created during the employee's tenure at the company remain the property of Fexle Infotech Private Limited, even after the employee has left the company.

Non-Compete and Non-Solicitation

Employees may be required to sign a non-compete agreement to prevent the use of company-developed intellectual property in a competing company after employment ends. This agreement restricts the employee from working for competitors or starting a competing business for a specified period of time and within a defined geographical area.

7. Legal Enforcement and Action

Enforcement of IP Rights

If an employee, former employee, or any third party infringes on the company's intellectual property rights, Fexle Infotech Private Limited reserves the right to take legal action to protect its assets. This may include sending cease and desist letters, filing lawsuits, or pursuing other legal remedies.

Employee Cooperation

Employees agree to cooperate fully with the company in any legal action related to the protection of intellectual property, including assisting with legal claims, providing information, and acting as witnesses if required.

8. Conclusion

Intellectual Property Rights are a vital asset to Fexle Infotech Private Limited. As such, employees are expected to act responsibly in creating, using, and protecting intellectual property during their employment. The company will ensure that its intellectual property is safeguarded and

that employees understand their responsibilities in relation to IP creation, protection, and usage.

By signing the employment agreement, employees acknowledge that they have read, understood, and agree to the terms related to Intellectual Property Rights as outlined above.

19. Health, Safety & Workplace Conduct

Maintain a safe, professional, and positive work environment.

Remote employees are responsible for setting up a productive home workspace.

Any issues should be reported immediately to HR.

20. Policy Acknowledgement

All employees are required to sign and return a confirmation that they have read and understood this handbook. This confirms agreement with the policies outlined herein.

Fexle Infotech Private Limited

Email: hr@fexle.co.in

Website: www.fexle.co.in