



ACEMONEY INTRMEDIARIES PRIVATE LIMITED

Regd. Office: UG-1, UPPER GROUND FLOOR, LUSA TOWER, AZADPUR, DELHI-110033

CIN: U74899DL1985PTC022592

HR POLICIES FOR ACEMONEY GROUP

W.E.F **October 1, 2016** following HR Policies has been implemented.

1. Office Working Hours:

Please observe the following official working timings, Department wise (or as per your appointment):

- A) **IT Department :**
8:00 to 6:00 or EOD
- B) **Marketing + KYC + Compliance+ Reception/HR+A/Cs+DP**
9:00 to 6:00 or EOD
- C) **Trading- Dealer +Research Team + Branch Staff**
8:45 to 6:00 or EOD
- D) **RMS Team**
8:30 to 6.00 or EOD
- E) **Peon (HO + BRANCH)**
Mon to Fri: 8:00 A.M to 8:00 P.M or EOD
Sat: 9.00 to 3.00 or EOD

Saturday Timings:

Uniformed Work timings will be observed for all Dept's + Branches from 9.30am to 2.00 pm or EOD

2. Daily Attendance

- a) All Employees should sign in their morning/evening attendance in the Biometric Machine at the Reception/Branch failing to mark attendance will be marked absent or half day.
- b) Branches will have to mark mail immediately reaching in office without fail (in case of no attendance machine.)

3. Leaves & Holidays

- A) **Exchange Holidays:** All Exchange trading holidays will be observed as official off. (If any staff member work on exchange holiday a compensatory off would be given on to concerned staff member which he/ she can avail on Saturdays only.)
- B) **Earned Leaves:** 12 EL's shall be allowed in calendar year beside exchange Holidays.
- C) **Short Leave:** Only 2 short leave of a duration of 2 hours shall be allowed in a month.
- D) **Late Coming:** 2 late coming of a duration up to 5-10 mins after your respective reporting time, shall be allowed in a month. If the time of late coming exceeds 10 mins, then it shall be automatically converted to a short Leave. If 2 short leave gets consumed in this way, then any further late coming or actual short leave would be consider as half day.

E) **Planned Leave:** In Case of a planned leave, leave application is required to be submitted to resp. HOD and HR, minimum 1 week before the scheduled date of leave.

F) **Emergency Leave:** In case of Emergency leave (which includes illness/ sickness also), the person is required to inform HOD before his/ her reporting time and is required to submit the leave application very next day to his / her HOD and HR, when he/ she resumes office, if he/she take without intimation leave, the leave will be treated as doubled deduction.

G) **Diwali/Mahurrat Trading:** All staff members are required to come. Female staff and out stationed staff may or may not attend the puja depending upon their convenience. No compensatory off shall be given against this Day.

H) **Relaxation: Following relaxations shall be allowed:**

- A. **Staff Member's Own Marriage:** Continuous 5 working days leaves shall be allowed.
- B. **Death of very close member (Family):** continuous 3 working days leave for Delhi/NCR and continuous 5 working days leave for out stationed employees shall be allowed.

4. On- Duty Meetings

1. All Employee should Mail or get it sanction from their HOD'S
2. In Case the employee is not able to do so the employee should inform the Reception/HR about his meeting as get it marked
3. A "No Information" will be marked as absent.

5. Conveyance

1. Company will pay @Rs.2.50 per km for Bike/scooter & car @ Rs. 5.00 per km on an official trip with the approval of their HOD's
2. The same shall be submitted every 2nd& 4th Saturday with the a/c's Department & will be reimbursed by next Tuesday.

6. Telephone & Mobile

1. Mobile facility will be provided to employee case to case basis otherwise all calls will be made through landline only.
2. Management request all staff members to avoid any personal calls during official hours & if necessary please ask to call them any our landline NO's or forward your mobile calls on your landline.
3. In case of misuse of the phones the bill may be raised in favor of the ext. no and will be deducted from the concerned employee salary.
4. No Mobile will be allowed during trading hours in **RMS, TRADING, A/C+ DP departments.**
5. Submit your respective mobile at the reception area and he/she will intimate you about any call.

7. Appraisal:

Every appraisal will be done on case to case basis and will be done from Diwali to Diwali.

8. Bounces or Additional Benefits

This may be decided by the management and will be paid as per the company's policy at the time of Diwali time.

9. Stationery

The Company tries to meet the needs of employees by providing basic infrastructure like Office stationary such as writing pads, pencils, pen, envelops, staplers, punch, etc. are available with administration department. Contact the HR/Admin. IN charge for the same.

10. Mail Ids

For your mail id, please contact the IT/HR Department for the same.

11. Visiting Cards

- Employees who are required to be in touch with outside customers on a regular basis will be allowed 100 visiting cards. Beyond this, sanction of the HOD is necessary
- In all other cases, visiting cards will be issued as required (normal limit is 200 cards at a time).
- Designations on the visiting cards should match the designation on the appointment letter or increment letters. In case of deviation, sanction of MD is required

12. Verification of Address & Personal details

The management will have a right and will verify each & every employee about their personal details and may ask for them to be get it signed from their family members.

13. DISCIPLINE & MISCONDUCT

I Late Coming

- Habitual late coming to office will be considered as a misconduct and the records will be taken into consideration before taking decisions on confirmation, promotions, etc. of a particular employee.

II Absenteeism

- In case of absenteeism that is more than normal, leave record including the unauthorized absence, will be reflected in the annual assessment reports, which will be considered before taking decisions on confirmation, promotions, etc.
- ***An unauthorized leave for a period extending more than 7 continuous days would result in the termination of the employee and would be taken as a break in service.***

III Loss of Company Property

- Employees should inform HOD/HRD, in case one misplaces or loses any property, which belongs to the company.

IV Confidentiality

- No information in your knowledge, related to your job, should be passed on to any unauthorized person within or outside the company.
- You will maintain secrecy and will not disclose to third persons any of the trade secrets or other confidential information of the Company or its affiliated companies, including but not limited to, proprietary technical data, specifications and methods of manufacture / service.
- You will take all appropriate measures necessary to keep such trade secrets and confidential information from being disclosed to, or received by third parties. Such trade secrets, proprietary technical data, specifications and methods or manufacture / service shall, at all times, remain the property of the Company.

V Dress Code

- It is the policy of the company that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.
- ***Employees*** are expected to present ***a professional, business like image to customers, prospects and the public.***
- ***Employees***, who are in regular contact with the clients (***on duty meetings***) must be in ***formal business attire.***
- ***On Saturdays***, the employees are allowed to ***dress in a more casual fashion*** than is normally required. Smart casuals are allowed during weekends, but no slippers, sandals, floaters are allowed.

VI Usage Of Computers

- Don't Waste papers. All employees are required to use the rough papers for printouts, not needed.
- Don't leave the computer on, after the office working hours. Shut down the computer, you are working on, before leaving the office for the day.
- Internet usage at ACEMONEY is provided as a result of significant investment and it is expected that you use these resources for business purposes, e.g.
 - ☒ **Communicating with fellow employees, customers, prospects and suppliers.**
 - ☒ **Researching topics that are relevant to your specific job requirements.**
 - ☒ **Conducting other business activities while working with the manager.**
- Under no circumstances, employees are permitted to use the Internet to access, download or contribute to the following during the working hours.
 - ☒ **Job search sites.**
 - ☒ **Entertainment sites**
 - ☒ **Gambling sites**
 - ☒ **Games, Humor**
 - ☒ **Personal pages of Individuals or Personal mails**
 - ☒ **Any other site which is not conducive to the office environment**
- All employees should ensure that they should not send even a single copy of the office files at their personal mail ids, no matter what the circumstances may be.

VII Good Civic Habits

- Don't smoke inside the Company premises.
- Don't use vulgar languages in the office premises.
- **Maintain good civic habits by keeping the toilets.** All employees are requested to **flush the toilet after use**. Make it sure that you do not switch off the fans and lights, while coming out and should **shut the door from outside**, after using the toilets.

14. Resignation or Termination

The organization believes that employees are valuable and would like to see them with the Organization over a long-term period. It would be disheartening and a painful process for us to part with any of our associates, but if there may arise a case where we both need to part with each other for mutual benefit then we have certain responsibilities duties on either sides to fulfill

The feedback of the separating employee is very valuable to strengthening the Company values and for improving the employee satisfaction. We believe, he should be attended the following courtesy

- The HR/HOD needs to give priority to this process and ascertain the root cause for the resignation. If possible, if there is a sensing of provocation the same should be removed by discussing with the employee, HRD and the next level supervisor as the case may be
- In all cases it is best to get an immediate feedback from the employee on his reasons for leaving. Then Plan the exit interview and take charge in an orderly fashion
- The resignation letter is to be routed to HOD or HR
- The resignation should be approved by the Director / Managing Director of the Company
- The employees before leaving the organization have to serve the notice period as specified in the appointment order (1 months' notice on either side) or in lieu thereof pay and allowances as admissible
- In every case it will be mandatory for the employee to work for the entire applicable notice period. Upon doing so, he/she would be eligible for the full salary till the last working day, and on completion of clearance formalities will be given a service certificate on the last day
- In cases where the Company decides to relieve him/her, for special reasons, before the expiry of the notice period, the Company would pay him/her salary in lieu of the balance notice period on completion of clearance formalities
- In the event if your service is terminated for fraud, theft, or with holding of any information in the Application form or due to any other form of misconduct, non-performance, notice pay will not be

- payable by the company
- In cases where the employee refuses to serve out the notice period the Company will retain one month salary in lieu of notice and refuse to grant the employee a service certificate/ no dues certificate as well as take other penal steps against the employee
- The HR will acknowledge the resignation, and inform the employee about his relieving date and inform the Accounts Department
- Proper handling over should be done and a handover list has to be submitted to your reporting authority 7 days before you leave
- The HOD & HR will conduct the Exit Interview and will need to fill up Exit Form, which is to be completed by the employee. The objective is to obtain honest and open feedback from the employee
- A Clearance certificate is issued which shows that no amount is due for the employee from accounts (dues, loans, advances, etc.), administration (recovery of keys, personal calls, etc.), HRD (leave, library books, etc.), Departmental Head (hardware, software, etc.).

15. Covenants.

- a) You will not either on your own account or on behalf of any other person, company, business entity or any other organization whatsoever:
- b) Contact any person employed by the Company for the purpose of enticing such employee to accept alternative employment or influencing such employee to resign from the Company.
- c) Contact with any party that was a client of the Company for the purposes of providing any such client with products or services, which the Company considers is in direct competition to the business of the Company.
- d) You will use your best endeavors to ensure that any contact that you have with any employee, customers, clients, dealers or suppliers of the Company (past, present or future) will not have any adverse effect on the business or business environment of the Company or in any way damage the business reputation of the Company.

17. Responsibilities & Duties.

- a) Your work in the organization will be subject to the rules and regulations of the organization, as laid down, in relation to conduct, discipline and other matters. You will always be alive to the responsibilities and duties attached to your position and conduct yourself accordingly. In view of your office, you must effectively perform to ensure results and you will be expected to work extra hours to achieve this, whenever the job so requires.
- b) By any acts of omission / commission by you, resulting in damage or loss to the Company, you are liable to compensate to the Company.

Acceptance

I hereby accept employment on the terms and conditions mentioned and agree to abide by the rules and regulations of the Company in the above letter of appointment.

 Signature of the Employee Full Name.....
 Date: