



# Perfect Digital Media Resources (P) Ltd

## HR Policy Manual- Version 2.0

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REVISION HISTORY			
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1.0	01 <sup>st</sup> August 2019	Merged all the HR policies	Selvi
2.0	6 <sup>th</sup> Feb 2023	Revision -Interim amendment on the policies	Selvi



# Perfect Digital Media Resources (P) Ltd

## **PURPOSE**

The Policy encompasses the guidelines which constitute a sound basis for efficient and effective people management in PDMR. This document has been developed by the Human Resources Department to familiarize employees with PDMR India and provide information about working conditions, key policies, procedures, and benefits affecting employment at PDMR India.

All employees are urged to become familiar with PDMR India rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their jobs and conducting the company's business.

## **CHANGE IN POLICY**

This manual supersedes all previous employee manuals and memos, whether written or oral or in practice.

While every effort is made to keep the contents of this document current, PDMR India reserves the right to modify, add, suspend, or terminate any of the policies, procedures, or discontinue parts or the policy in its entirety, and/or benefits described in the manual with or without prior notice to employees.

## **EQUAL EMPLOYMENT OPPORTUNITY**

PDMR India is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

## **EMPLOYEE BACKGROUND CHECK/ VERIFICATION**

Before or after the offer of employment, PDMR India may conduct job-related reference checks or background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and address verification. PDMR India has full rights to terminate an employee in case of failure to submit relevant proofs or submission of a forged document or any other reason the background verification not cleared and the reports triggered as red. PDMR India can also engage the third party to do such reference checks for their employees.



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## SEXUAL HARASSMENT

PD MR provides a very safe work environment to women employees, PD MR follows transparency and openness to hear and react to the women employees' grievances. We have created a grievance redressal forum where your grievances can be heard closely. Women employees can raise their concerns through the employee portal <https://pdmrindia.greythr.com> harassment-related issues at the workplace.

You can also walk into HR and report your issues directly.

Please feel free to write to us with your grievance irrespective of the position of the person whom you reporting to or any client representatives. The emails to the mentioned Id were monitored by the three-member team from the PD MR leadership community and we value the sensitivity of your emotions as it's very important to us.

### **The core objective of this Grievance redressal forum**

The objective of providing women protection against sexual harassment in the workplace and for the prevention and redressal of complaints of sexual harassment at the workplace.

## PERSONNEL RECORDS AND ADMINISTRATION

PD MR India's Human resource department will maintain the record of employee Personnel files. It will be kept confidential at all times. The responsibility of the employee is to keep the HR department updated on any changes of personnel or academic details and also intimate on changes of communication address or contact numbers.

Attendance: By law, PD MR India is obligated to keep accurate records of the time worked by employees. Each employee must watch Greythr for their daily attendance. If any technical glitches or any miss outs of employee attendance in Greythr, employees are obligated to regularize attendance on their own in Greythr without any reminders or notification from HR. Salary will be calculated basis of the attendance captured in Grey HR. employees' salary will be deducted if any missing entries and short hours are in grey HR. Un-regularized absenteeism will auto-converted as Loss of pay on the 25th of every month.

## HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue should notify their supervisor of health status as soon as possible. Employees should report all work-related injuries and accidents immediately to their supervisor.



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## PROBATIONARY PERIOD

PDMR India monitors and evaluates every new employee's performance for six months to confirm employment in a specific position.

## CODE OF CONDUCT

1. Smoking may take place only in the designated smoking area.
2. It is the policy of PDMR India that the workplace is free of illicit drugs and alcoholic beverages, and free of their use. In addition to the damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made. Any violation of this policy will lead to **termination of employment**.
3. Advance approval from management is required before an employee may accept or solicit a gift of any kind from the client. Employees are not permitted to give unauthorized gifts to clients.
4. Employees may not take an outside job, either for pay or as a donation of their personal time, with a customer or competitor of PDMR India nor May employees do work on their own if it competes or interferes in any way with the sales of products or services that PDMR India provides to its clients.
5. Employees should not engage in any sales of goods, fund management or any kind of money transaction within the premises of PDMR.
6. Any Company property issued to employees, such as computer equipment, keys, parking passes or company credit card, must be returned to at the time of termination. Employees will be responsible for any lost or damaged items.

## BASE COMPENSATION

It is PDMR India's desire to pay all employees wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and company performance, and in compliance with all applicable laws.

**The last working day** of the month will be payday for PDMR India. Salary will be disbursed in the respective employee's bank account directly by PDMR India. New joiners whose bank accounts are yet to be created or activated will be getting their salary through a cheque from the accounts department by the 5<sup>th</sup> of every month.



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## EMPLOYEE REFERRAL PROGRAM (ERP)– POLICY

### PURPOSE

Employee Referral Program (ERP) is to encourage employees to refer to quality applicants. This program will reward employees monetarily when the placement is successful.

### ELIGIBILITY

- All employees, other than the management staff are eligible for the referral fees on referring a candidate to the HR department for recruitment at PDMR India Pvt Ltd.
- Reference bonus will be applicable only for experienced candidates not for **Fresher's**.
- ERP will be applicable for only those positions as determined and published by HR.
- If the employee referred has been part of the PDMR Interview panel, then the employee referred will not be eligible for this program.

### GUIDELINES

Employee referrals have to be in a formal/written manner with a copy of the candidate's resume.

- The concerned employee has to share the candidate's profile with [hr@pdmrindia.com](mailto:hr@pdmrindia.com) or through PTS. HR will screen the profile and line up for further interview process.
- On successfully completing three months of referred candidates joining us. The concerned employee who has been referred will get paid along with subsequent his/ her salary.
- Ex. If the referred person joins on 1st April, the employee will be get paid along with the July salary
- Please note that both referral and the referee should be active on rolls at the time of payment disbursement. Also should not serve the notice period.
- Referral amount: **INR.4000/-** for **Open requirements** and **INR: 8000/-** for the **Hot jobs**. The referral circular mail will have the caption if hot jobs are otherwise treated as normal open requirements.

If the candidates claimed multiple sources as referrals, an email dated [hr@pdmrindia.com](mailto:hr@pdmrindia.com) or PTS referral application date will be considered



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## WORK HOUR POLICY GUIDELINES

1. **Shift timings** that applicable to the projects shall be published in the PTS & Greythr. Employees assigned to any shift shall be eligible to avail a break for a maximum duration of 30 min during the tenure of the shift. Each department should prepare and upload their shift schedule in the PTS & Greythr before the commencement of shifts.
2. All the shift needs to work 9 hours per day (Monday to Friday) as mandatory and the shift start and end time vary from one team to another team basis their production and Project needs. The typesetting production team works on Saturday morning first half only (all the Saturdays except 1<sup>st</sup> and 3<sup>rd</sup> Saturday) which is considered as half a day of working.
3. Actual working hours shall be calculated by taking the first swipe in and last swipe out relevant to the applicable shift and the same will be cross-checked with the production report (PTS report).
4. **Attendance regularization:** Kindly verify your attendance details in Greythr on daily basis and regularize the attendance for any missouts. It's the employee's responsibility to maintain proper attendance and raise tickets in the Greythr helpdesk for variations if any.
5. **Permission:** Employees are allowed to avail 2 hr of permission for a month. If the same has been utilized then the late hours will be LOP. Permissions are not allowed on Saturday. Employees are allowed only to apply for permission with a minimum of 30 min time slot. To site and example, 15 min and 45 min permission are not allowed.
6. **Late arrival** for work or early out shall be termed as a shortfall of work hours. If the actual working hours are less than the required working hours, the shortfall is termed as 'absence from work'. Any productive time spent outside the office for example, for business meetings, outside visits, for business purposes, etc. may be appropriately regularized in PTS & Greythr so that it does not get classified as absence from work.
  - a. Reporting to the office for work beyond 5 min for the applicable shift timings is condoned and subject to late deduction.
  - b. A total of late hours of more than 2 hours for a month shall be condoned, and the same will be adjusted with their permission. However after deduction of permission, late or early exit for every 2 hours shall result in half-day LOP which shall affect the respective month's salary (e.g., 1 min to 2 h – 0.5 days, 2 h to 4 h – 1-day LOP). Adjustment of LOP shall affect the subsequent month's pay.
7. **Early exit:** If an employee wishes to leave early, should apply for permission and the same has to be approved by the functional heads. Apart from the approved Permission, employees are not strictly allowed to exit early from the allocated shift, such exit from their shift shall be termed as early exit and the same will be included with the late hours. Periodical early exit from their allocated shift time will lead to further disciplinary action.
8. **Biometric Login and Production Login:**  
Employee's login time will be crosschecked with Biometric In-time and PTS In-time, the buffer time of 7 min will be allowed for booting the system and for relaxation. If the same exceeds the report will be sent to the Functional Heads.
9. **Habitual late mark/early exit/short-timing:**  
Habitual late mark or early short- the timing could invite disciplinary action, including termination of services.



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## EXTENDED HOUR POLICY

### 1. Objective:

To appropriately compensate employees for extended work hours, i.e. beyond normal work hours of applicable shifts, put in on account of business exigencies.

### 2. Scope :

While the company does not encourage employees to work beyond normal office hours applicable to them, this policy shall apply to all full-time employees whose gross pay is less than or equal to **Rs 35,000 per month** on PDMR payroll who work for extended hours on account of certain business exigencies. Applicable only for typesetting production.

### 3. Entitlement :

Details	Allowance
<b>Monday – Friday</b>	Rs. 75/- per hour
<b>1<sup>st</sup> and 3<sup>rd</sup> Saturday</b>	Rs. 75/- per hour (Maximum is Rs. 800/-)
<b>2<sup>nd</sup> 4<sup>th</sup> and 5<sup>th</sup> - Saturday</b>	Rs. 50/- per hour
<b>Sunday</b>	Rs. 100/- per hour (Maximum is Rs. 800/-)
<b>Public Holiday</b>	Rs. 800 (if worked for more than 5 hours, else per hour Rs. 100/-)

### 4. Guidelines

Overtime hours will be calculated only if the employee completes **9.30 hr of production** (inclusive of a 30 min buffer time) from the production hours, to cite an example if an employee starts production by 9:00 am the OT will be calculated from 6:30 pm only. The same is applicable to Pre-OT. Overtime is applicable only for Typesetting production. Except for unplanned/unpredicted business exigencies, prior permission for overtime (OT) needs to be taken from Functional Head.

- Permission for OT work may be given by the Functional Head subject to the condition that the employee has met the set productivity targets during regular work hours or continues to do so during the extended work hours.
- Employees who are required to continue work after their applicable shift hours will be paid OT for the period they work beyond 30 min of their applicable shift timings.
- Further, it will be paid only on completion of another half an hour of extra work.





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- OT compensation should be approved by the Functional Heads and processed and paid to the employees along with the salary for the respective month.

- Employees who work beyond 12:00 am (midnight) will be paid night shift allowances of Rs. 200/-
- Employees who continues work beyond 12:00 am Rs. 100/- per hour will be paid as night OT allowance.
- Saturday OT shall be paid to employees who work beyond 1:00 pm.
- Any erratic shift that arises due to business exigencies will be considered for OT after 9.30 hr. of their working hours (9 hr. being normal working hours).
- Food allowances of INR.150/- shall be paid to employees who are working beyond 10:00pm and for employees who work on Sundays/Special Holidays for a minimum of 4 h.

## LEAVE POLICY OBJECTIVE

This Policy encourages employees to take a break from work for a better work-life balance. The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave

This policy shall apply to all full-time employees of PDMR.

“Calendar year” shall be the period from January to December.

### Types of leaves and Holiday

1. National and Festival Holiday
2. Casual Leave
3. Sick Leave
4. Privilege Leave
5. Loss of pay
6. Maternity Leave
7. Paternity Leave
8. Leave for Miscarriage





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## 1. Holiday

**Perfect Digital Media Resources (P) Ltd** provides every employee with 11 National and festival holiday for the Calendar year **January to December**. Human resource department will publish a yearly holiday calendar every year.

### Casual Leave

PDMR provides casual leave of 9 days in a calendar year which helps to balance the unplanned absence of work.

- Unplanned leaves are categorized as casual leaves which can be applied postdated.
- Half-yearly credit of 4.5 days.
- The authority empowered to grant leaves has the discretion to refuse, postpone, or curtail them based on business exigencies. The reasons thereof shall be recorded and communicated to the employee.
- Unplanned absence for more than the leave balance days will lead to loss of pay.
- 5 days of CL will be carry forward to the next calendar year.
- Employees are advised to avoid unplanned leaves during “PRODUCTION PEAK” hours.

## 2. Sick leave

PDMR provides Sick leave of 9 days in a calendar year which supports the employee in unplanned sickness

- Sick leaves can be availed a minimum of 2 days. Employees must provide proper medical documents to support their illness.
- Half-yearly credit of 4.5 days
- Medical fitness certificates are not considered as medical records.
- Doctor Prescriptions can be considered as medical records if supported with medical bills. Medical records should clearly show the treatment history and the medical reasons for the illness.
- Employees can also avail the Sick leave to take care of their family members only where the family members hospitalized or long-duration sickness. The employee has to provide valid proof of sickness to apply such leaves as per our standard Sickness terms and guidelines.
- Family means Spouse, dependent child, and dependent Parents.
- SL will lapse at the end of the calendar year.



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## 3. Privilege Leave

PDMR provides Privilege leave of 18 days in a calendar year which helps to plan their absence from work for any reason like Family function, Festivals, entertainment, vacation or planned treatments, etc.,

- Leave request should need prior application through Greythr for before 3 days.
- Monthly credit of 1.5 days
- The system will not allow postdated to leave application (PL). Post-applied PL will result in LOP.
- Employees can withdraw the approved leaves.
- Employees are advised to plan for the leaves during “PRODUCTION PEAK” hours.
- PL can be carried forward to the next calendar year for the maximum of 7 days and the minimum leave credit depends on their un-availed leaves.
- Employees can use their PL leaves for their Marriage subject to availability of leave balance.
  - Employees requested to submit their leave request 30 days before commencement of leaving theirs with marriage invitation.
  - Probationers and employees who have not completed 1 year of service with PDMR can apply for marriage leave from their leave balance, which will otherwise result in LOP.
  - Marriage Gift of **Rs. 7500/-** will be given to the employees.

## 4. Maternity Leave

**Eligibility:** All-female employees who have completed one hundred and sixty days in the twelve months immediately preceding the date of her expected delivery are eligible for Maternity Leave

The governing conditions follow:

- Female employees are eligible for 26 weeks (i.e. 182 calendar days) of ML, of which not more than 8 weeks should precede the date of expected delivery. An ML of 26 weeks shall be eligible for female employees for 2 surviving children only.
- The leave has to be availed in one spell. The application for ML should be supported with the doctor’s certificate confirming the expected date of delivery.
- Employees who are covered under ESIC should go through the procedure prescribed under ESIC maternity benefits. To be eligible for ML encashment by ESIC, the employee should have worked for a period of more than 9 months.
- Holidays can be prefixed and suffixed to ML, and any holidays occurring during the period of leave shall be treated as ML.



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An employee's wish to exercise her option to resign her employment immediately after availing of the "Maternity benefit" will be accepted only on medical grounds. Under such circumstances, the reasons stated in the medical report should be mentioned in the relieving letter.

Female employees will be provided with a maternity bonus as a lump sum amount of **INR.3500/-** once they reported back to work after their maternity period. This is a one-time payment.

## 5. Probationary Leave

- During the probationary period, 6 days Probationer leave for the 6 months of probation period i.e. 1 day per month.
- Employees whose date of joining service falls between 1<sup>st</sup> day to 15<sup>th</sup> day of the month are entitled to leave credit of the month.
- New joiners will get leave the credit on prorated basis post confirmations.

## 6. Paternity Leave

Male employees are entitled to a maximum of 5 days of paternity leave for celebrating their fatherhood.

- The maximum number of paternity leave will be restricted to two live children.
- The employee has to submit Birth proof (Birth certificate or Hospital discharge details) within 30 days of commencement of leave.

## 7. Miscarriage Leave

To support female employees on termination of pregnancy for a medical reason, a woman shall, on the production of such proof as may be prescribed by a certified doctor, be entitled to Miscarriage leave as per ESI and statutory guidelines.

## 8. No Call No Show (NCNS)

**No Call No Show (NCNS)** means an employee neither called to inform their absence nor showed their presence to work.

The supervisor advised marking NCNS for the employees who have not been informed of their absence from work.

Employees who continuously marked 3 days of NCNS are qualified to initiate the absconding process. Employees not reported to work for 3 or more days will be considered as absconders not showing interest in work. **7<sup>th</sup> day of such absence leads to termination of employment.**



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## Absconding process in brief

1. Wait for the employee for 3 working days to respond back with a reason why he/she was absent
2. If no sign of the employee to resume back to work. We will issue him show-cause notice asking for him to report to HR within 48 hrs. of receiving this letter.
3. If there is no response from the employee and continuously absent for 6 days. Termination notice will be sent to employee communication address as per HR records.
4. The full and final settlement will be processed with 30 days of notice period lieu deduction and No resignation acceptance/experience letters will be issued to such employees.
5. Absconders will not be eligible for Rehire with PDMR any time later.

## 9. Quarterly leave reward (QLR)

- Employees who have not taken any leaves during the quarter shall be eligible for this reward.
- The criteria for this reward include punctuality, performance, attitude, and discipline.
- The leaves for the quarter will be deducted from the leave account of the employees who are eligible for a reward.
- QLR is not applicable for managers and functional heads'.
- An amount of **Rs. 3000/-** shall be rewarded to the QLR employees.
- Leave deduction for **QLR – 4 PL or Probationary leave.**

## 10. Annual leave reward (ALR)

- Employees who have availed 5 or less than 5 days of leave are eligible for ALR.
- Employee punctuality will be taken into consideration.
- The regular usage of office hours for employees' personal commitments outside the office that does not fall under any leave category will be examined by the management.
- A reward of **Rs. 12,000/-** shall be paid in the month in January to the ALR employees.
- ALR is eligible for all employees at any hierarchy.
  - Deviation from this policy in any form will not be entertained and will be viewed seriously.
  - This policy supersedes all other policies, procedures, and practices prevalent till date. The company reserves the right to amend or cancel this policy at its discretion.



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## REWARDS AND RECOGNITION PROGRAM

The Company encourages the recognition of excellent performance and achievement through the use of rewards that are creative, flexible, and meaningful. When administered and communicated effectively, reward and recognition are an important part of a total rewards program.

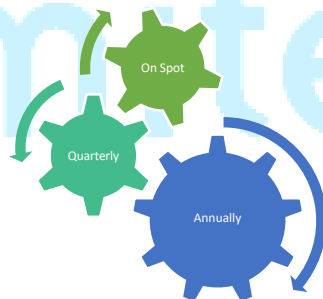
### 1 SCOPE AND COVERAGE

All employees on rolls employees will be eligible for the reward program.

### 2 DEFINITIONS:

- a) **Good work means:** To provide guidelines to recognize specific, unique, value-added and critical Performance incidents within or beyond expected & predefined performance Objectives.
- b) **Values added:** Behavioral act exhibiting our value or performance shows our value
  - Knowledge
  - Clarity
  - Truthfulness
  - Resourcefulness
  - Motivation
  - Love and care
- c) **Quarter:** Financial year quarter (ex Q 1 = April, May, June, Q2, Q3, Q4 falls on same )

### 3 RECOGNITION AND RECOGNITION PROGRAM IN SHORT





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## 4 ON SPOT & MONTHLY



**I applaud**



**Certification of Appreciation**

### a. I applaud

“I applaud”– This is a one-time Adhoc Spot recognition given by the Functional head on the appreciation of good work. To recognize employees at good work spontaneously. The award will be disbursed on the floor.

### b. Certification of Appreciation

Appreciation for demonstrated results means good work properly executed which gives some visible or measurable results.

### c. Employee of the Month / Wall of Fame

The functional head recommends customer appreciation and extraordinary performers throughout the month to HR for the wall of fame. HR will prepare that recommendation as videos for the flash on TV called Wall of fame. As a special note to appreciate the employee's good performance, the video will be broadcasted for 15 days in the month.

## 5 QUARTERLY REWARDS

### 6.1 Rising stars

Criteria: New joiners or persons newly promoted or adapted to the new role well. This is to recognize the newcomer shows extraordinary interest in learning and settles in the work faster and exceeds the performance or newly promoted or role-changed employee adapts to the environment well and is accepted by people.

### 6.2 Shining Star

A star that shines continuously throughout the quarter and consistently exceeds the performance.

### 6.3. Guiding Star



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Showing the extra mile to guide others to perform their job as a mentor, demonstrated leadership capability and provide technical guidance to any individual.

wards	Eligibility	Nominated by	Prize Money
Rising STAR	New role / new joiners	Functional Head	INR.4000/-
Shining STAR	Consistent performer	Functional Head	INR.4000/-
Guiding STAR	Mentoring, leading	Functional Head	INR.4000/-

## 6 ANNUAL REWARDS CATEGORIES

- Pillar of Excellence – Domain Expert
- Best Performer of the year
- Strong Shoulders
- Sensei Award
- The jewel in the crown
- Team Trophy

Awards	Eligibility	Nominated by	Prize Money
Pillar of Excellence	Domain Expert	Functional Head / Points earned	INR.5000/-
Best Performer of the Year	Consistent performer	Based on Points	INR.5000/-
Strong shoulders	Mentoring, leading ( Team Leaders)	Functional Head / Points earned	INR.7500/-
Sensei award	Asst Managers & Managers	Functional Head	INR.10000/-
The jewel in the Crown	Functional Heads	Director	INR.20000/-
Team Trophy		Each Functional Heads their team & Based on Team Earned points	Team Lunch or Movie total of 6000/-





## 7 REWARD GAMIFICATION

Employees have the opportunity to earn reward points basis their awards and appreciation earned. An employee can reach the HR department to credit their reward points for I applaud cards.

Employees also can redeem their reward points for any goodies. The goodies list will be changed most frequently and the distribution basis first comes first get basis. Even though the points are redeemed for goodies the accumulated points will be considered for annual awards category eligibility.

Kindly register the reward points with HR and also for redemption of points.

Reward Points	Reward Points
2 - I applaud the Cards	10000
1 – Certificate of Appreciation	10000
An employee of the month	10000
1 Nomination for Quarterly or Annual Awards	10000
Winner for Quarterly or Annual Awards	20000

### Exceptions

Any exceptions to the above policy can be made only by HR Manager on approval from Director. The Management has the right to change or modify the ground rule at any time or in any specific instance.



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