

WORKING AT CWS //

- › CWS works from Monday to Saturday and Official Office Timings are from 10 am to 7 pm (1st and 3rd Saturday will be off).
- › Flexi Timings – Employees need to complete 8 hours per day of Development work in order to qualify for full payment of their salary. Regular attendance in the thumb machine needs to be done.
- › The Employees get a total of 12 Paid-leaves per year i.e. 1 Paid – Leave per month. You can carry forward your leave till 4 months.
- › All leaves, Paid or unpaid should be taken by informing the management at least 7 days in advance. The default mode of informing the management about the leave is by Email. All leaves granted should be corroborated by an Email or written letter.
- › Only in case of Emergency such as Sickness, Parent's health Issues can Leaves be granted if a reason is cited the same day. Cases where Leaves are not granted and the employee taking a leave, 1 day leave would be equivalent to 2 days.
- › Sunday or official leave should not be clubbed between leaves. If this happen Sunday or official leave will be count as unpaid leaves.
- › If you would like to take leave immediate before or after any holidays, make sure the total days should not be exceed to 4 days. If it will be, you will not get paid for the holidays and all days will be deduct from your salary.
- › For all unpaid leaves, a deduction equivalent to per day salary would be done from the employee's salary.

1. WORKING RULES AND REGULATION //

-) This code of Professional Responsibility provides that the employees shall;
- Comply with and abide by all rules and regulations
 - Comply with and abide by all State laws
 - Maintain the highest professional standards
 - Must not talk on calls for long time.
 - Commit no act of forgery or alteration of project documents which are asset to CWS
 - Commit no act of theft, damage or destruction of CWS's property
 - Cause no physical harm to any of CWS's employee
 - Engage in no activity that obstructs the administration of disciplinary procedures or review and appointment of procedures
 - Use CWS's facilities, properties and resources for CWS's work
 - An Employee cannot coax or motivate other employees of CWS to leave the CWS.
 - Employees can join other companies in the same line of business but would not in any manner disclose any information related to clients, core strategy and business of CWS.
 - Maintain the confidentiality of personnel and CWS processes and proceedings where such confidentiality is provided by policy or law.
 - Follow the procedures set out here in to ensure these standards of professional conduct are upheld. CWS reserves the right to take disciplinary action against any person who has violated any law.
 - Should NOT CLEAR their Internet Browser's History – this applies to any Browser that is used to surf the internet. If there is a need to clear their Browser History, a letter regarding the same should first be intimated to the management and only when an approval comes, they will be allowed to clear their Internet History.

- Employee shall not use / sell the code developed for CWS in the outside market. Employee shall not be a part of any activity that results in direct or indirect harm to CWS.
- Performance of any activity, that is termed to be illegal or not in accordance with the terms set forth in this Code, on the part of the employee would result in lawsuits filed in the Local court of Law and monetary compensation might not be enough to match up with the damages caused by the actions of the Employee.
- Employees are not allowed to play any kind of games in their usual Work hours.
- You are not allowed share your identity/email/name anywhere in the code/site/testing/extensions/communication without taking permission to the management. If you don't have CWS email id you should ask to management to create it immediately.

2. WORK TIMINGS

- › Normally our work timings are 9 hours per day.
- › Our break policy is of 1 Hour.
- › We provide 45 minutes Lunch break and 15 Minutes tea break in evening.

3. EMPLOYEE REFERRAL PROGRAM //

- › We glad to offer you ERP (Employee Referral Program) in CWS.
- › In ERP Current employee of CWS can refer their friend or relatives to join CWS.
- › If new employee is with reference of current employee, he/she will get referral amount or gift after completion on **6 months** of new employee.

4. ON JOINING //

A newly joined employee has to submit the following documents:

- › Relieving letter (NA if no prior experience)
- › Experience letter (NA if no prior experience)
- › Copy of last three month's salary slip(For Experience person)
- › Two recent passport size photographs
- › Bank account details. (If available)
- › Copy of address proof (e.g. Passport, Driving license, Electricity/Telephone Bill, PAN card, Election Card etc.)
- › Cheque of amount of your salary without date.

5. FUN AT WORK & EVENTS //

- › Every alternate Saturday, we will arrange events for employees like competition, knowledgeable seminars, workshops etc.
- › One day picnic or tour at every six months.
- › Birthday celebrations for all of our employees.
- › Small food parties all the time, no reason needed for this. 😊
- › Days, Festival celebrations.

6. TERMINATION & RESIGNATION //

- › Employee can tender their resignation directly to the management by E-mail or a hard copy.
- › A notice period of one month should be given by either the Employee or CWS.
- › Employee asking for immediate termination is not allowed to be eligible for Experience letter or letter of appreciation as well as the latest salary.

- › Before leaving CWS, Employee is asked to submit all Passwords and surrender all materials related to CWS. Employee agrees that, after leaving CWS, he / she will not be in possession of any material, physical or soft copy that is in relation with any aspect of CWS.
- › An Employee found to grossly break the code would be liable of immediate termination and neither Experience letter nor letter of appreciation would be provided in this case.
- › Employee is not allowed to change CWS within three month after increment. And in case if any employee wishes to leave CWS he must inform before one month but he is not allowed to get increment value. CWS will pay previous value of salary.
- › Employee should have submit one salary cheque with his/her signature in the CWS.
- › If employee left CWS without notice period, CWS will clear that cheque from the employee's account.