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Company name:- dConsumeri mediatech Pvt Ltd
Issued By: HR Department

1. Early Punch-In & Break Usage Policy

- Early punch-in is permitted only if work is started immediately.
- If an employee punches in early but does not start work, it will be considered manipulative attendance, and working time will be counted from 09:30 AM only.
- The company provides official break time as follows:
 - 30 minutes lunch break
 - Two tea breaks of 15 minutes each
- The first 15-minute tea break can be taken only after 11:00 AM.
- Punch-in time means work start time, not personal or break time.
- Any extra break requires prior approval from HR or Sir.

2. Lunch Break Policy

- The official lunch break timing is 01:30 PM.
- Employees are required to take their lunch break around 01:30 PM only, with a permissible time variation of ± 5 minutes.
- Taking lunch breaks at inconsistent times (for example, sometimes at 01:00 PM or sometimes at 02:00 PM) will not be permitted.
- The lunch break duration is strictly 30 minutes only.
- If an employee is engaged in a meeting, client call, or work discussion during the scheduled lunch time, the employee may take lunch after the meeting or slightly before the lunch time, with prior information/approval from HR.

3. Break Utilization Policy

- The Company provides the following breaks:
 - One lunch break of 30 minutes
 - Two short breaks of 15 minutes each
- These breaks must be taken separately and as per their defined purpose. Combining or clubbing breaks to take a continuous 1-hour break at a time is not permitted.
- Breaks should be utilized in a manner that ensures work flow, discipline, and team coordination are not impacted.
- In case an employee requires a continuous 1-hour break due to medical emergency or genuine personal reasons, the employee must inform HR in advance through email for approval. Such cases will be treated as an exception and not as a regular practice..

3. Meeting Time & Work Completion Policy

- Meeting time is considered working time.
- Meetings cannot be used as a reason for incomplete or delayed tasks.

Case A: Meeting up to 60 minutes

- Tasks with the same-day deadline must be completed by end of day.

Case B: Meeting more than 1 hour

- Reporting Manager must be informed.
- Deadline extension or task shift is allowed only with manager approval.

4. Leave & Task Responsibility Policy (1–2 Days Leave)

- Employees must complete urgent tasks before going on leave and update pending work in the tracker.
- Backup will be assigned only for critical tasks.
- Final responsibility remains with the primary employee.
- Pending tasks must be completed after return within the agreed timeline.

5. Medical Leave Policy

- On submission of a valid medical certificate, leave will be treated as Medical Leave (ML), even if Paid Leave (PL) balance is available.
- Medical leave requests must be supported with a valid medical certificate submitted within 48 hours. Medical Certificate submitted after 3 days of the leave date will not be considered, except in genuine emergency cases subject to HR approval

Performance Improvement Plan (PIP) Policy

A Performance Improvement Plan (PIP) may be initiated when an employee's performance, work quality, behaviour, or adherence to company policies is consistently below expectations. The purpose of PIP is to give the employee a clear opportunity to improve performance with proper guidance and defined expectations.

When PIP May Be Initiated

A PIP may be started in cases such as:

- Repeated poor performance or low productivity
- Missed deadlines or incomplete tasks

- Poor quality of work
- Behavioural or discipline issues
- Repeated policy violations (attendance, work discipline, etc.)
- Failure to improve after verbal or written feedback

PIP Duration

- The standard PIP duration will be of 30 days.

During the PIP Period

- The employee will be informed in writing about:
 - Areas where improvement is required
 - Expected performance standards
 - Tasks or goals to be achieved during the PIP period
- Regular reviews will be conducted by the HR to track progress.
- The employee is expected to show consistent improvement during the PIP period.

PIP Outcome

- If performance improves:
The PIP will be closed, and the employee will continue employment as normal.
- If performance does not improve:
The company may take further action, which may include:
 - Extension of the PIP
 - Role reassignment
 - Disciplinary action
 - Termination of employment

Important Notes

- PIP is a supportive process, not a punishment.
- Initiation of a PIP does not guarantee continuation of employment.
- The company reserves the right to take appropriate action based on performance outcomes.

Probation and Conformation:

- You shall be on probation for a period of Three months. The company would have the sole discretion regarding the extension of the said period of three months. You shall continue to remain as a probationer even on the completion of the said period until and unless you are confirmed in writing. During probation, leave shall be subject to management approval, except sick leave as per company policy.

- During the probation period, if you choose to leave the company or if the company decides to terminate your employment, you will be required to serve two month's notice period or pay two month's salary in lieu of notice.
- Notwithstanding the above, during the probation period, the Company reserves the right to terminate your employment with immediate effect or with a shorter notice period in case of unsatisfactory performance, misconduct, breach of Company policies, negligence, or conduct causing harm to the Company or its clients, subject to applicable laws however, prior intimation will be given before termination.

Intellectual Property, Conflict of Interest & Information Protection Policy

- The Company operates in the clothing and dropshipping business and relies on internally developed ideas, designs, concepts, business strategies, vendor structures, pricing logic, and marketing approaches.
- During the course of employment, an employee shall not engage in any activity, directly or indirectly, that competes with the Company's business, without prior written approval from the Company.
- During employment and after separation from the Company, the employee shall not use, share, reproduce, or assist anyone in using the Company's business ideas, design concepts, print themes, strategies, vendor or client information, internal processes, or any other proprietary or commercially sensitive information, irrespective of designation or role.
- After separation, the employee is free to pursue lawful employment or business; however, the employee shall not engage in any act that results in unfair competition or misuse of Company-developed concepts or information to cause harm to the Company's business interests.
- A former employee shall not, directly or indirectly, contact, influence, or induce any current employee of the Company to disclose Company-related information, data, ideas, processes, or business details. Any attempt to obtain Company information through current employees shall be treated as a serious violation.
- Any current employee who knowingly shares, discloses, or provides Company information to a former employee or any unauthorised person shall be liable for immediate disciplinary action, including termination of employment.
- Any breach of this policy by a current or former employee shall be treated as serious misconduct, and the Company reserves the right to take immediate disciplinary and/or legal action against the concerned individuals under applicable laws of India.
- This policy shall be governed by and enforced in accordance with applicable labour laws and other governing laws in force in India.

Resignation and Termination:

- An employee may resign from his/her post by giving Two month's notice or by paying Two month's salary in lieu thereof. If due to some unavoidable circumstances candidate wishes to leave the company before the notice period gets over then a compensation equal to full salary of remaining period will have to be paid by him/her to proceed further for the No-Dues & Experience Certificate and Relieving Letter. The company may however remove any employee giving two months' notice. In case of contract termination due to Dismissal on any disciplinary and criminal offence company has a right to terminate any employee without asking for notice.
- The Company reserves the right to terminate your employment with immediate effect, whether you are on probation or a confirmed employee; however, prior intimation will be given before termination.
- During the notice period, the employee shall continue to perform assigned duties, complete proper handover of work, and return all Company property, documents, and data.
- Leave during the notice period shall not be permitted except in case of genuine medical emergencies, subject to management approval.
- All final wages and dues, including full and final settlement, will be paid within two working days from the employee's last working day. Weekly offs, public holidays, and declared holidays are not counted as working days for the purpose of this settlement, subject to completion of handover and clearance formalities.
- Whether you are on probation or a confirmed employee, if you do not serve the required notice period, you will be required to pay salary equivalent to the unserved notice period. If you neither serve the notice period nor pay the required compensation, the Company may take legal action against you.
- The Company reserves the right to waive off or shorten the notice period at its discretion, with or without salary in lieu thereof.
- Any breach of terms, misconduct, or data violation during or after employment will be subject to disciplinary and/or legal action as deemed necessary by the company.

Governing Law & Jurisdiction:

This offer letter and the terms of employment are governed by the laws of India. Any

dispute related to this employment will be handled by the courts in Nagpur, Maharashtra.

HR Policies & Code of Conduct:

The employee is required to follow the Company's HR Policies and Code of Conduct, as updated from time to time. These policies include the Company's HR rules and Code of Conduct and will be shared with the employee through email or any other official communication.

This policy may be updated from time to time as per company requirements.

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