

# CSA OPERATING POLICY HANDBOOK

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# COMPANY RULES AND GUIDELINES FOR REIMBURSEMENT

## 1. Purchasing Company-Related Physical Items

- **Before purchasing any company-related physical items, including PC computers:**
  - Obtain a quotation.
  - Discuss the purchase with the company head.
  - Purchases must adhere to company guidelines and receive approval before proceeding.

## 2. PC Computer Expenses

- **Reimbursement for PC computer expenses:**
  - Applies after completing three months of continuous employment with the company.
  - The total taxable value is 50% of the actual expense, calculated according to company guidelines. [ Ownership of the PC remains with the individual.]
  - Cash reimbursements are not allowed.
  - Documentary proof, such as invoices or receipts, is mandatory for reimbursement

### Company Laptop Expense Approval Guidelines

- **Approval by Manager:**  
All expenses must be approved by the manager.
- **Tenure Requirements:**  
Employees must have completed one year of service with the company to be eligible for certain expense approvals.
- **New Joiners:**  
Responsible for setting up their own work environment.

## 3. Travel Expenses

- **City-to-city travel:**
  - Permissible for work-related purposes only.
  - Petrol expenses for travel to another city for work will be reimbursed at half the cost of an equivalent Ola ride price, based on receipts.

## General Reimbursement Guidelines

- **Compliance:**
  - Employees must use the format provided by the company to record expenses.
  - Do not delete records of old paid expenses.

- **Submission of Claims:**
  - All reimbursement claims must be submitted before the date 7th of each month.
- **Approval Process:**
  - Reimbursement claims will be approved by the Business Management.

# COMPANY RULES AND GUIDELINES FOR SALARY AND PERFORMANCE BONUS

## 1. Salary Payment

- **Payment Schedule:**
  - Salary is paid on a monthly basis around the 15th of each month.
  - The salary payment period example: 15/06/2024 to 14/07/2024.
  - Your account will be credited with the salary amount within two to three days after the 15th.
- **Pay slip:**
  - Every month, you will receive a pay slip detailing your salary, Reimbursement and Pending leave.

## 2. Salary Review

- **Review Period:**
  - Salary reviews are conducted twice a year, in January and July.
  - Each employee is reviewed once per year, either in the January or July cycle, depending on their date of joining.
- **Eligibility:**
  - Employees become eligible for their first salary review after completing 9 months of continuous employment.
- **Criteria for Review:**
  - Salary reviews are based on your performance and abilities for the position they have assigned as evaluated by your manager, team lead and CSA RAE.
- **Decision Making:**
  - Salary review decisions are made collaboratively by the respected team and Business Management.
  - All decisions are final and binding.
- **Confidentiality:**
  - Salary review outcomes are confidential and should not be discussed with other employees, as compensation decisions are based on individual performance and contributions, which vary from person to person.

### Additional Note:

- This annual review process aligns with common industry practices and ensures fairness and consistency across the organization.

### 3. Performance Bonus

- **Criteria for Bonus:**
  - Performance bonuses are based on your individual performance, the team's sales performance, and the company's cash flow.
  - These bonuses are decided by Business Management.
- **Announcement:**
  - Bonuses will be announced in June.
- **Confidentiality:**
  - Do not disclose your bonus amount to others, as it is based on individual performance, which may differ among employees.
- **Eligibility:**
  - Managers and Team Leads:
    - Eligible for a performance bonus after 6 months.
  - Engineers:
    - Eligible for a performance bonus after 8 months.
  - General Rule:
    - Performance bonuses are not allowed for employees with less than 6 months of service, due to the initial training investment and probationary period.
    - 6 months should be complete without any service break. (More than 15 Days)

# Company Rules and Guidelines for Remote Work

## 1. Availability and Absence

- **Emergency Absence:**
  - Employees are allowed a maximum of 2 hours of unavailability in a week, during working hours in case of an emergency. If the unavailability exceeds 2 hours, it will be considered a half-day leave.
  - When planning to go somewhere, employees must check their network connection. If there is no network connection, the day will be considered a day off.
- **Leave Policy:**
  - Leaves must be informed to the team lead, manager and business management 7 to 15 days in advance. Failure to do so will result in the deduction of 2 paid leave days.
  - Leaves must be informed one day before to WhatsApp group.
  - No sick leave will be granted on Indian public holidays; it will be considered casual leave.
  - Sick leave on public holiday must require Medical Certificate.
  - leave is not eligible for compensation.
- **Leave permissions (More than four days):**
  - Engineers must inform the Project Manager about leave, who will then inform the Manager, and the Manager will inform Neha.

## 2. Leave Policy

- **Leave Entitlement:**
  - 1. Paid Leave: Employees will be entitled to 10 days of paid leave annually.**
  - 2. Sick Leave: Employees will be entitled to 3 days of sick leave annually.** (Any additional sick leave beyond 3 days will be deducted from your paid leave entitlement)
- **Leave Year:**

The leave year is from **1st January to 31<sup>ST</sup> December.**
- **Pro-rated Leave Calculation:**

Casual leave is added to the system at the start of each month.

The casual leave is pro-rated based on the number of months an employee has worked during the leave year.
- **Pro-rated Casual Leave Calculation Example:**

Total Casual Leave in a Year: 10 days

Monthly Casual Leave Entitlement:  $10 \text{ days} / 12 \text{ months} = 0.83 \text{ days per month}$

➤ **Joining Date and Leave Calculation:**

If an employee joins in January, they have 6 months of the leave year remaining (January to June).

➤ **Casual Leave Calculation for January Joiners:**

Number of Months Worked (January to June): 6 months

Pro-rated Casual Leave:  $0.83 \text{ days/month} * 6 \text{ months} = 4.98 \text{ days}$  (rounded to 5 days)

Therefore, an employee who joins in January will be entitled to 5 days of casual leave for the period from January to June. The full entitlement of 5 days of sick leave will also be available to the employee for the leave year.

➤ **Pro-rated Casual Leave Calculation for Each Month:**

Leave Entitlement:

Total Casual Leave in a Year: 10 days

Monthly Casual Leave Entitlement:  $10 \text{ days} / 12 \text{ months} = 0.83 \text{ days per month}$

Leave Year: The leave year is from 1<sup>ST</sup> January to 31<sup>ST</sup> December

Month of Joining	Months Worked	Casual Leave Entitlement
January	12	10 days
February	11	9 days
March	10	8 days
April	9	7 days
May	8	7 days
June	7	6 days
July	6	5 days
August	5	4 days
September	4	3 days
October	3	2 days
November	2	2 days
December	1	1 day

➤ **Summary of Pro-rated Casual Leave**

This ensures that casual leave is fairly allocated based on the employee's length of service within the leave year.

➤ **Important Update:**

5 days of Annual leave can be carried forward to the next calendar year.

All half-day leaves will be deducted.

**Additionally, for sick leave, employees can now take without the medical certificate.**

Extra leaves taken beyond the allotted days will result in a salary deduction, which will be processed at the end of December each year.

This new policy has been introduced to ensure fair and efficient management of leave across the organization. We request all team members to plan their leaves accordingly and submit requests as per the company guidelines, ensuring necessary approvals from your reporting manager.

### 3. Working Hours and Communication

➤ **Working Hours:**

- Employees must be available from 8:30 AM to 6:30 PM.
- Employees must respond to calls or messages within 05 minutes during working hours.
- Camera should be on in meetings.
- If manager required to work on Saturday-Sunday then only you can work.

➤ **Power Cuts and Internal Issues:**

- Inform the team about sign-in and sign-out times during power cuts or other internal issues. Compensate those hours in the respective week or on weekends.
- If electricity goes out even once a week, employees must arrange a power backup (e.g., an inverter) at their own expense.
- The company will not reimburse the cost of any backup equipment.
- Regular power outages or bad network issues are not acceptable excuses for missed work, delays, or unavailability.

➤ **Daily Communication:**

- Project manager should inform to manager about all project's delivery.
- Daily Team meeting should be held to discuss about project status, mails, Pending RFI (Request for information) and leave permissions.
- If an engineer has no work, they must inform the corresponding Project Manager.
- Use written messages instead of voice notes.

- You must keep your camera on during meetings. If your camera is not working, please fix it before joining the meeting. If you cannot join with the camera on, you will not be allowed to attend the meeting, and it will be considered a half-day leave.

#### 4. Performance and Reporting

- **Work Assignment and Reporting:**
  - Engineers must update their daily report by the end of each day on CSA RAE.
- **Work Records:**
  - Employees are responsible for recording their work data regularly in the company's application, CSA RAE.

#### 5. Equipment and Internet

- **Home Office Setup:**
  - Furniture and Wi-Fi are not provided by the company.
  - Employees must ensure they have a minimum internet speed of 100 Mbps.
  - Bad or unstable internet is not a valid excuse for delays, absence, or poor performance.
  - Employees must ensure they have a reliable internet connection during working hours.

#### 6. Lunch Break

- A 30-minute lunch break is provided.

#### 7. Communication Protocols

- **Email Communication:**
  - Keep the following people in CC while sending emails to **Noel Sir**:
    - For Industrial: Manager, Industrial Project Manager.
    - For Building: Manager, Building Project Manager, Nav Sir.
- All Business Admin mails send to Business Manager.

## Company Notice Period Policy

### Note:

1. The projects handled by them should be either completed or it need to be completely transferred to the assigned teammates. Otherwise Reliving letter will not provide.
2. The resignation letter should be sent first to the manager, followed by the team head. Once the final decision is made, it will be forwarded to the administrative level.
3. Documents must be uploaded to the drive one week prior to the resignation period ending. It should be validated by the team head and manager.

### 1. Engineers

- Notice period is Two month.

### 2. Team Leads and Managers

- Notice period is Three months.

# Company Policy for Maternity & Paternity Leave

## 1. Eligibility

- **Tenure Requirement:**
  - Employees must have been with the company for at least 1.5 years before being eligible for maternity & paternity leave.

## 2. Maternity Leave Payment Structure

- **Maternity Leave Compensation:**
  - The company provides financial support for maternity leave as follows:
    - **For 2 months of leave:** Employees will receive their full salary.
    - **For 4 months of leave:** Employees will receive half of their salary.
    - **For 6 months of leave:** Employees will receive one-third of their salary.

## 3. Paternity Leave:

- Paternity leave duration: Paid 5 working days.

## Policy on Interpersonal Relationships and Marriage Between Employees

To maintain a professional and unbiased work environment, CSA does not permit marriages or marital relationships between employees across any team, function, or designation.

- Employees who intend to enter into a marital relationship with another employee must inform management immediately.
- In such cases, the company reserves the right to evaluate the situation and may take appropriate actions, including reassignment or discontinuation of employment, to prevent any conflict of interest or operational disruption.
- This policy applies uniformly across all departments and levels within the organization.

## Company Policy for Marriage Leave

### 1. Eligibility for Leave

- Employees must have completed six months of continuous employment with the company.

### 2. Leave Allowed

- Eligible employees are entitled to 10 working paid leaves for marriage.
- This leave is granted one time only.

## Calculate working hours

To calculate the weekly working hours given that the total monthly working hours are 200 and the workweek consists of five days, you can follow these steps:

### 1. Determine the number of workweeks in a month:

- Typically, a month has approximately 4.33 weeks (For 52 weeks/year divided by 12 months/year  $\approx$  4.33 weeks/month).

### 2. Calculate weekly working hours:

- Divide the total monthly working hours by the number of weeks in a month.

### 3. Distribute the weekly working hours across the workdays:

- Divide the weekly working hours by the number of working days in a week.

## Step-by-Step Calculation

### 1. Number of workweeks in a month:

$$\text{Number of weeks} = \frac{52 \text{ weeks}}{12 \text{ months}} \approx 4.33 \text{ weeks/month}$$

### 2. Weekly working hours:

$$\text{Weekly working hours} = \frac{200 \text{ hours}}{4.33 \text{ weeks}} \approx 46.19 \text{ hours/week}$$

### 3. Daily working hours:

$$\text{Daily working hours} = \frac{46.19 \text{ hours/week}}{5 \text{ days/week}} \approx 9.24 \text{ hours/day}$$

So, the weekly working hours would be approximately **46.19 hours**, and the daily working hours would be approximately **9.24 hours**.

### To summarize:

- Weekly working hours: 46.19 hours

- Daily working hours: 9.24 hours

These calculations assume that every month has the same number of weeks, which is a simplification. In practice, you might adjust these calculations slightly based on the specific month and year.

## LEAVE

### 1. working hours with one day of leave:

- Deduct one day of leave: 9.24 hours

### 2. Calculate half-day leave:

- Half of the daily working hours would be half of 9.24 hours.

$$\text{Half-day leave} = \frac{9.24 \text{ hours}}{2} \approx 4.62 \text{ hours}$$

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So, if someone takes a half-day leave, it would be approximately **4.62 hours**.

## System Design for Half-Day and Full-Day Leave

### 1. User Interface:

- Maintain a single leave request form.
- Include options for "Half-Day Leave" and "Full-Day Leave" as selectable buttons or checkboxes.

### 2. Backend Logic:

- When "Half-Day Leave" is selected, deduct 4.62 hours from the total daily working hours.
- When "Full-Day Leave" is selected, deduct the full daily working hours (e.g., 9.24 hours in a day).

### 3. Report Generation:

- Ensure that both types of leaves are properly recorded in the leave history.
- Adjust the total working hours accordingly in the reports.

## Example Workflow

### 1. **Employee Action:**

- Employee selects either "Half-Day Leave" or "Full-Day Leave" in the application.

### 2. **System Response:**

- Deduct the appropriate number of hours based on the selected leave type.
- Update the employee's leave record and adjust the total working hours.

### 3. **Report Generation:**

- Generate reports that reflect both types of leave and accurately calculate the remaining working hours for payroll and tracking purposes.