	Accord Synergy .Ltd	Eff. Date	28-02-2017
	ASL Various Policies		

Corporate Opportunities

You owe a duty to ASL to advance its legitimate interests. You are prohibited from competing with Accord Synergy and from using corporate property, information or position for personal opportunities or gain.

In the Workplace

ASL is committed to providing a diverse and inclusive work environment, free of all forms of unlawful discrimination, including any type of harassment.

Respect



Accord Synergy's greatest strength lies in the talent and ability of its associates. Since working in partnership is vital to Accord Synergy's continued success, mutual respect must be the basis for all work relationships. Engaging in behaviour that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact Accord Synergy's reputation. You are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of harassment and unlawful discrimination.


Equal Employment Opportunity

The talents and skills needed to work freely are not limited to any particular group of people. ASL has a long-standing commitment to a meaningful policy of equal employment opportunity. Accord Synergy's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, retired professionals, marital status or any other unlawful basis.

Conflicts of Interest

ASL policy prohibits conflicts of interest. A "conflict of interest" occurs when your private interest interferes in any way with the interests of ASL. In addition to avoiding conflicts of interest, you should also avoid even the appearance of a conflict.

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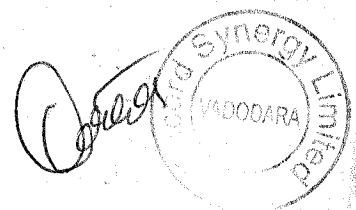
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	Accord Synergy Ltd.	Eff. Date	01.11.2015
	ASL , Various Policies		

Confidentiality

ASL is committed to preserving customer and employee trust.

- All information, whether it is business, customer or employee-related, must be treated in a confidential manner, and disclosing it is limited to those people who have an appropriate business or legal reason to have access to the information.
- You need to take special precautions when transmitting information via e-mail, fax, the Internet or other media.
- In addition, ASL meetings are confidential. You may not use audio or video equipment to record these meetings without the specific prior authorization of the head of your department.

Technology

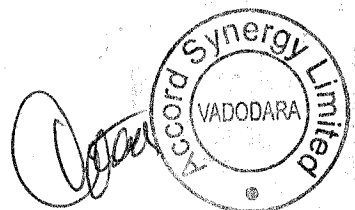
Safeguarding computer resources is critical because Accord Synergy relies on technology to conduct daily business.


- Software/s is provided to enable you to perform your job and is covered by copyright laws. You cannot duplicate, distribute or lend software to anyone unless permitted by the license agreement.
- ASL provides electronic mail (e-mail) and Internet access to assist and facilitate business communications. All information stored, transmitted, received, or contained in these systems is Accord Synergy's sole property and is subject to its review at any time. All e-mail and Internet use must be consistent with ASL policies, practices and commitment to ensuring a work environment where all persons are treated with respect and dignity. Because these systems provide access to a worldwide audience, you should act at all times as if you are representing ASL and should preserve ASL system security and protect its name.

Terms of Employment

Terms of employment are as set out in the appointment letter.

- The terms of employment are as per the details contained in the appointment letter. Accord Synergy reserves the right to amend, alter, change any or all the terms and conditions governing employment.
- Accord Synergy will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decision thereon shall be binding on all employees.
- The employment contract is a contract between the individual employee and Accord Synergy and the terms of contract are individual to each employee. Hence, all employees are required not to share the terms of contract with others including fellow employees.



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		Doc No.	ASL /HR/13

Joining process

The copies of the following documents shall be submitted by an employee on the date of joining:

- Proof of age (birth certificate/school leaving certificate/passport copy);
- Duly Attested Educational and other qualification certificates;
- Release letter from the previous employer (if applicable);
- 3 months salary slip
- Acknowledgement for receipt of the HR Policies and Code of Conduct guidelines;

Appointment letter:

Original to be retained by the employee; and one signed copy to be handed over to ASPL by the employee (for the Employee file)

General Administrative Matters

Working hours & days

The working days at Accord Synergy will be from Monday through Saturday,(or as per client requirements).

Unless otherwise stated, work hours would be as follows:

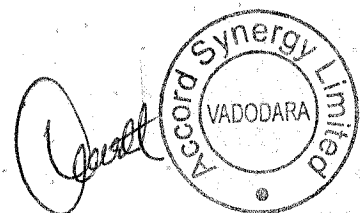
Days	Monday – Saturday
Office Timings	0900 hrs To 1800 hrs.
Lunch-break	30 minutes


An employee's working hours maybe different from the timings mentioned above for work related to telecom site.

Weekly off

Sunday will be the weekly holiday.

At telecom sites, an employee may also be required to work either on a weekly off or a public holiday. In such a case, and after obtaining due approval from immediate manager, the employee is entitled to take any



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Dress code

Men

Women

<p>Formal / smart casual shirts, trousers and shoes.</p> <p>Formal clothes are mandatory for sales personnel; and others when meeting customers / visitors.</p>	<p>Formal Western(shirts, slacks, pants, suits)/</p> <p>Indian (saree, salwar) business wear</p>
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Employees are expected to use their discretion in determining what appropriate office wear is.

