



AVIRAL TRENDS PVT LTD

EMPLOYEE HANDBOOK



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We are glad to have you as a member of **Aviral Trendz Private Limited**. As a team member of Aviral Trendz Private Limited, you are an essential part of a team effort. We hope that you will find your position with the company rewarding, challenging and productive. Every Employee has an important role in our operations and we value the ability and experience you bring with you to the organization. You, and other employee, are vital to the success of Aviral Trendz Private Limited.

This handbook has been prepared to acquaint you with the employment policies and practices of Aviral Trendz Private Limited. Please read it carefully and keep it for future reference. If you have any questions, please contact a member of the Human Resources Department.



Be Excellent to Each Other

Definition: We show respect to our customers, team members, and partners by valuing their time, addressing their challenges, and discussing their ideas in order to deliver world-class service.

1. Act with others in mind
2. Always speak well of others
3. Give trust and be trustworthy
4. Be approachable and coachable
5. Be professional, cordial, and personal

Be the Real Deal

Definition: We are what we say we are, and we do what we say we'll do.

1. Act with courage, honesty, and integrity
2. Establish realistic expectations, take responsibility, and deliver on commitments
3. Work hard, achieve results, and maintain work/life balance

Business in the Front, Party in the Back

Definition: We create legendary tales of adventure.

1. Celebrate excellence
2. Build lifelong relationships
3. Take our jobs seriously but not ourselves
4. Find humor and relish quirkiness

Talk to Me

Definition: We communicate to empower

1. Communicate timely, accurately, and appropriately with customers, team members, and partners
2. Break communication barriers
3. Define success in employment, products, processes, and service

About

Aviral Trendz Private Limited established in 2011 and also published its website as a small company with a big dream to provide IT based software's and the trust our customers have put in us and the amazing feedback we receive has helped us grow into one of the most loved companies around. Today we are the top leading company who are provide IT based software's through digital platform too. We look forward to extending this list in the future and reach more people and business owners throughout the country.

Mission

To become a leading and responsible industry, which understands the human requirements and acts to balance these requirements by providing world-class IT software's, keeping in view the social, economic and environment concerns of the nation. **Aviral Trendz Private Limited** believes in ethical and executing aesthetically designed, functionally efficient services of international quality with a single aim to offer "value for money".

Vision

To provide products comparable to international standards, to be customer-focused and globally competitive through better quality, latest technology and continuous innovation and engineering.

The Purpose of this Handbook

We think that Employees are happier and more valuable if they know what they can expect from Aviral Trendz Private Limited and what the Company expects from them. In this handbook we introduce you to the Company's, values, culture, and goals. We expect you to incorporate that information into your day-to-day job performance, striving to meet Aviral Trendz Private Limited' values in everything you do.

The reminder of this handbook will familiarize you with the policies, privileges, benefits, and responsibilities of being an Employee at Aviral Trendz Private Limited. Please understand that this handbook can only highlight and summarize our Company's policies and procedures. For detailed information, please talk to your Supervisor or Human Resources.

In this Company, as anywhere, circumstances are constantly changing. As a result, we may have to revise, take back, or supplement these policies from time to time. Nothing in this handbook is a contract or a promise. The policies can change at any time, for any reason, without advanced notice.

What You Can Expect from Aviral Trendz Private Limited

Aviral Trendz Private Limited believes in a work environment that fosters innovation and involvement to meet the challenges of our business. We believe in providing quality service to our customers and a quality workplace for our Employees. Through this commitment, we will continue to ensure our success and growth.

What We Expect from You

At Aviral Trendz Private Limited, service to our customers is everyone's responsibility. You should always treat our customers and your fellow Employees with respect. Our Employees provide the services that our customers rely upon and expect, and enable us to grow and create new opportunities in the future.

We expect and depend upon you to perform the tasks assigned to the best of your ability and to act in ways reflecting favorably on the Company, other Employees and yourself.

Right to Revise

This Employee Handbook contains the employment policies and practices of the Company in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Aviral Trendz Private Limited reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment.

Any written changes to this handbook will be distributed to all Employees so that everyone will be aware of the new policies or procedures. Changes will be effective on the dates determined by the Company. No oral statements or representations can in any way alter the provisions of this handbook.

Nothing in this Employee Handbook or in any other human resource documents, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any Employee. If you are uncertain about any policy or procedure, please check with Human Resources.



IMPROVISED EMPLOYEMENT

Your employment at Aviral Trendz Private Limited is at will. Employment at-will may be terminated with or without cause and with or without notice, at any time by the Company. Nothing in this handbook or in any document or statement shall limit the right to terminate employment at-will. No Manager, Supervisor or Employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the CEO or HR of the Company has the authority to make any such agreement and, even then, only in writing.

The remainder of this handbook will familiarize you with the policies, privileges, benefits, and responsibilities of being an Employee at Aviral Trendz Private Limited. Please understand that this handbook can only highlight and summarize our Company's policies and procedures. For detailed information, please talk to your Supervisor or Human Resources.



EMPLOYMENT

Employment Classifications

The following definitions of employment classifications are provided so that you can better understand your employment status and benefits eligibility. Office time is **10 am to 6 pm** for every employee. Your classification is based on your **job description** and **the nature of the position** and determines how you are paid and whether or not employee will receive overtime pay. These classifications do not guarantee employment for any specified period of time.

Full-Time Salaried Employees are regularly scheduled for and work average **260 hours per month**, are not eligible for overtime, and meet the minimum requirements for eligibility of benefits on the first of the month following a one month waiting period.

Part-Time Employees is applicable and share of benefits, such as vacation, sick leave, and other paid absences, based on the number of hours worked.

Work from Home is provided to some of the job profile not applicable for everyone. Self-employed who will do work from home are also being included under the term.

Equal Employment Opportunity

Aviral Trendz Private Limited is an equal opportunity employer and makes employment decisions on the basis of merit. We complete the **equal documentation** procedure of every employee. Company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. The perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics is also discrimination and is against the law.

Recruitment and Selection Process

Here, outline the usual steps in our hiring process. Also, if we often conduct pre-employment checks, define the stage hiring managers can order these checks and even how to handle them. Likewise, we take **Telephonic interview** first. After telephonic discussion **Aptitude Test** and Computer Test will be taken of every candidate. After clearance of both test **First round**, **second round** and **Final interview** will be taken. At the end **Reference Check Guide** will be full filled.

Employee Training and Development

We are providing the complete training and development to every new or existing employees. We approach the best **trainer and development** institute or the company for the better perspective of the company. We summon and organize training and development sessions for deciding time period for every employee better professional enhancement.

Job Duties

Your Supervisor will explain your job responsibilities and your expected performance standards. Your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the Company. The Company reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

BENEFITS

As part of our commitment to Employees and their wellbeing, Aviral Trendz Private Limited provides benefits. The details of each plan are too lengthy to provide here.

Worker's Compensation

While employed at Aviral Trendz Private Limited, you are protected by the Company's workers' compensation as an **insurance**. The plan covers you in case of work-related injuries or illnesses. The workers' compensation benefits to injured Employees may include: medical care, case benefits, a portion of lost wages, and assistance to help qualified injured Employees return to suitable employment.

Pay Roll

A payroll policy describes the payroll process as it covers the administration of the salaries, timekeeping, payroll schedules and payment methods of the employees of an organization. Company provides **26 days** salary structure in between 11th – 15th date of every month in the bank via online or cheque. If any employee extra work like Sunday, then extra payout will be given.

National Pandemic Act

Aviral Trendz Private Limited provides you the best solution in national pandemic act. Any kind of situation occur at any scenario, company will mutually discuss and give it the best possible solution to employee.

Parking

Aviral Trendz Private Limited reserve a **few parking spaces** for employees. We'll allocate parking space to every employee and employee can use that for their vehicle.

Holidays

Aviral Trendz Private Limited provide the following paid holidays each year for Employees:

(*) – Depends on market Announcement

Day	Holiday
Sunday	Raksha Bandhan (Rakhi)
Monday	Ganesh Chaturthi
Friday	Naraka Chaturdasi / Diwali
Thursday	New Year
Friday	Govardhan Puja
Saturday	Bhai Duj
-	Election or Voting* (Half Day)

Leave of Absence

The Company may grant **paid or unpaid leaves** of absence (LOA) to Employees as per performance who have worked for Aviral Trendz Private Limited in certain circumstances. A leave of absence must not interfere with the operations of your department or Aviral Trendz Private Limited.

If you take leaves more than **2 days** then you must inform before **15 days** in any criteria.

- (i) **Plan Leave:**
Request a plan leave has to be in writing and in advance as possible and at least **before 3 days**.
- (ii) **Sick Leave:**
Total 12 sick leaves will be provided in a year and it's applicable as per the employee health situation and certificate will be compulsory to submit.
- (iii) **Maternity Leave:**
3 months of Maternity leave will provide to the employee but it will be unpaid.



PERFORMANCE

Performance Evaluations

At Aviral Trendz Private Limited we communicate to empower, and in order to foster more dialogue between Team Members and Managers the Company will conduct periodic performance reviews. Performance evaluations will be conducted semi-annually. The performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Every effort will be made to perform evaluations on or about your scheduled review date, but be aware that delays may occur. As per your performance salary will be incremented about **10%** after **15th months** of joining and then every year. Therefore, Employee will be eligible for salary growth after **1 year** of joining.

During your performance evaluations, your Supervisor may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increase in salary or promotions. Salary increases and promotions are solely within the discretion of the Company and depend upon many factors.

Discipline

Violation of Aviral Trendz Private Limited's **policies and rules** may warrant disciplinary action. The Company may, at its discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The Company's policy of discipline in no way limits or alters the at-will employment relationship.

1. Bring Your Own Device (BYOD) Policy

Purpose:

The 'Bring Your Own Device' policy ("Policy") sets forth the terms and conditions upon which employees of Aviral Trendz Private Limited ("Company") bring personally owned laptops ("Devices") to their workplace to perform their designated roles and duties. This Policy is also intended to protect the security and integrity of the Company's data and technology infrastructure. Limited exceptions to the Policy may occur due to variations in devices and platforms provided that approval for such exceptions has been given in writing to the concerned employee.

Co-pay policy for Technology/Product/Analytics Team:

- 50% of the laptop cost subject to a cap of INR 50,000;
- The bill needs to be in the employee's name; and must be claimed upon completing 1.5 years in the Organization.
- For all existing employees who would like to opt for the BYOD policy, the claim is to be made post 1.5 years from the date of purchase as per the invoice

Co-pay policy for Operations, Sales & Services Team:

- 50% of the laptop cost subject to a cap of INR 15,000;
- The bill needs to be in the employee's name; and must be claimed upon completing 6 months in the organization
- For all existing employees who would like to opt for the BYOD policy, the claim is to be made post 6 months from the date of purchase as per the

Co-pay policy for Non-Operations Team:

- 50% of the laptop cost subject to a cap of INR 30,000;
- The bill needs to be in the employee’s name; and must be claimed upon completing 1 year in the organization
- For all existing employees who would like to opt for the BYOD policy, the claim is to be made post 1 year from the date of purchase as per the

2. Employee Referral Program Policy – India**Objective:**

The Employee Referral Program Policy explains important aspects of our employee referral procedures. We place great importance on referrals because we trust our employees know what’s best for our company. We want to make this process as smooth as possible for our employees and those who they refer.

Scope:

The Employee Referral Policy (“this Policy”) is effective June 01, 2021 and supersedes any previous policy or practice regarding employee referrals. This Policy applies to all the full-time employees and full time consultants of Aviral Trendz Limited (referred to as the “Company”). Part Time Consultants (3/4/6 hour) are not entitled for any benefits mentioned in this policy.

Eligibility:

The following factors determine an employee’s eligibility to participate in the referral program:

- All referrals must come only thru the BIO – By invitation only portal. In case you are not aware of BIO, please reach out to any member of the HR team.
- Referrals coming in from any other source apart from BIO will not be considered as an employee referral and will be disqualified from the referral program.
- There is no cap on the number of referrals an individual can make. However, the referral reward will be based on the payout slabs as mentioned in the latter part of this document
- If two or more employees refer the same candidate, only the first referrer will receive their referral rewards
- Employees are still eligible for the referral reward even if a candidate is hired at a later time or gets hired for another position.
- Leadership team members & the HR team members will not be eligible for any referral rewards
- Hiring managers cannot refer anyone for a position for which they are directly or indirectly responsible. But, they can refer someone for a position that’s in a different department, office or function. This exception does not apply to the leadership team members
- Both the parties (the referrer and the referee) must be active on the Company’s payroll, at the time the referral pay-outs are made. If either of the party is serving his/her notice period at the time of the payout, the Company reserves the right not to pay the referral reward to him/her.
- In case a former Aviral Trendz employee is being referred, this will not be considered as part of the employee referral program Confidential Document

Referral Reward Payout:

The referral reward will be paid out to the referrer depending upon which team the referee joins and upon successful completion of the probation period –

Operations	10% of the monthly Gross Pay (for full time employees for last 3 months)
Non-Operations	50% of the monthly Gross Pay

Note:

- Operations Teams are defined as – Sales, Services, intercom, Renewals, QA.
- Non-Operations Teams are defined as – Tech, Product, Design, Corporate, Marketing, Development, Strategy, Finance, HR, Admin & Leadership

Payout of the Referral Reward

- The referral reward shall be paid only after the referee successfully completes the probation period and overall spends 6 months in the company from the date of joining.
- The prerequisite for payment of referral pay is that the referrer should be in employment (and not resigned) at the time of payment.
- The referral reward will be as per the above-mentioned award slabs and will be subjected to prevailing income tax laws
- The Human Resource team is responsible for administering, tracking, communicating this Policy and answering any questions that may arise. Any exceptions must have explicit approval from the Department Head and the HR Head.

EMPLOYEE CONDUCT

Standards of Conduct

To ensure orderly operations and provide the best possible work environment, Aviral Trendz Private Limited expects Employees to follow rules of conduct that will protect the interests and safety of all Team Members and the organization. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. This list is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations are also prohibited.

- Violation of any policy, practice and/or procedure;
- Mobile phones are allowed but personal social media will not be allowed for security purpose.
- Neglect of job responsibilities or unsatisfactory performance.
- Visitors are prohibited in office hours so never call for any personal criteria.
- Workplace relation is allowed but hiring is relation is not suitable.
- Falsification, misrepresentation or alteration of employment records, employment information, or other Company records; including lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the Company;
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee, customer, supplier, or visitor in any manner;
- Theft or unauthorized removal or borrowing of Company property or the property of fellow employees without prior authorization, unauthorized use of Company equipment, time, materials.
- Engaging in acts (or threats of acts) of violence or coercion, making threats of violence toward anyone, intimidating, fighting, or provoking a fight during working hours, or on Company property, or when representing the Company;

Attendance

Aviral Trendz Private Limited has **Bio Matric attendance system** so employee has to be arrived on their time. Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are expected to remain at work for their entire work schedule, except for meal periods, or when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from schedule hours are disruptive and place a burden on other Team Members and on Aviral Trendz Private Limited.

If an employee coming late **three times a week**, then salary will be deducted as per the norms. If you are unable to report to work or will arrive at work late, call and notify your Supervisor at least one hour before the time you are scheduled to begin work for that day, or as soon as possible in advance of the anticipated tardiness or absence. Be aware: simply leaving a message or texting your supervisor or a fellow Team Member does not constitute notification to your supervisor. In all cases of absence or tardiness, Employees must provide their Supervisor with an honest reason or explanation.

Dress code

Dress code is not applicable for a now. But after the sales team will be read as per the target dress code will be provided mainly to **Field Sales Consultant** by the company and if employee will leave the job before **one year**, then dress code cost bares by the employee. Till each Employee is a representative of the Company in the eyes of the public, you should always report to work properly groomed and wearing **appropriate clothing** like **dark pent and light shirt**. Team Members are expected to dress neatly and, in a manner, consistent with the nature of our business and the type of work performed. Employees who report to work inappropriately dressed may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, you will be asked to clock out and return in acceptable attire. Consult your Supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Retention

Company needs retention policies to control the growth of records, ensure those records are in compliance with business and industry regulations and can be found quickly in the case of litigation and legal hold. It is a key part of the lifecycle of a record. It describes how long a business needs to keep a piece of information (record), where it's stored and how to dispose of the record when its time. This will applicable in **nearby future**.

Harassment Policy

Aviral Trendz Private Limited is committed to providing a work environment which encourages mutual **respect, promotes respectful** and **congenial relationships** between Employees, and is free of unlawful harassment. Aviral Trendz Private Limited prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. The Company's antiharassment policy applies to everyone involved in the operation of the Company and prohibits unlawful harassment by any Employee of the Company, including Supervisors and Managers, as well as vendors, customers and any other persons. We also prohibit harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and Retaliation for reporting or threatening to report harassment.

WORKPLACE ETIQUETTE

Aviral Trendz Private Limited strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when an Employee is unaware that behavior in the workplace may be disruptive or in violation of personal privacy. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The Company encourages all Employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another Team Member's privacy or productivity.

Confidentiality

Company wants to signed a **Non-Disclosure Agreement** from candidates for the security purpose of confidentiality. In the course of your work, you may have access to confidential information regarding the Company, its suppliers, its customers, or fellow Team Members. It is the responsibility of all employees to safeguard sensitive company information obtained during employment. Sensitive company information is defined as trade secrets or confidential information relating to products, work processes, know-how, customer or vendor lists, designs, drawings, formulas, test data, marketing data, accounting, pricing or salary information, business plans and strategies, negotiations and contracts, inventions, and discoveries.

Upon termination of employment, Employees must promptly return any and all documents containing the above information, knowledge or data, or relating thereto, to the Company. Confidential information obtained during your employment with the Company may not be discussed, disclosed or divulged to any third party, including future employers.

Customer Relations

The success of Aviral Trendz Private Limited depends upon the **quality of the relationships** between the Company, our Team Members, customers, suppliers and the general public. Our policy is to provide our customers with the best possible service in a courteous and thoughtful manner at all times. Employees are expected to be polite, courteous, prompt, and attentive to every customer. If you encounter an uncomfortable situation that you do not feel capable of handling, contact your Supervisor immediately.

Use of Communication Systems

Aviral Trendz Private Limited uses various forms of electronic communication including computers, e-mail, telephones, Internet, cell phones, etc. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of Aviral Trendz Private Limited and are to be used only for Company business and not for any personal use.

Use of Company Property and Equipment

All Company property, assigned to Employees, contractors, consultants, temporaries and other workers, including desks, computers, vehicles, work areas and equipment are to be used and maintained according to Company rules and regulations. If provided assets or device will damage while working then it cost will be bared **by the company or the employee** that will **depend on the situation**.



Safety Guidelines

To help Aviral Trendz Private Limited maintain a safe workplace with **fire safety, health kit** etc., we expect everyone to be safety-conscious at all times. All Employees should devote their full time, skill and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment.

In addition to following Aviral Trendz Private Limited' safety guidelines, rules, and regulations at all times, Team Members are responsible for:

- Immediately reporting any work-related injury or illness to their Supervisor or Human Resources;
- The proper use of protective clothing, devices, or equipment;
- Attending all training sessions related to their job and participating in a safety committee when requested;
- Following the directions of warning signs or signals or the commands or directions of supervisory personnel;
- Reporting and containing unsafe conditions and taking appropriate steps to eliminate and reduce hazards; and Their own safety, as well as that of others in the workplace.
- Failure to comply with Aviral Trendz Private Limited' rules or safety guidelines will be considered serious infractions and will result in disciplinary actions up to and including termination of employment.



Personal Property

For security reasons, Employees should **not leave personal belongings** of value in the workplace. The Company will not be responsible for the loss, theft or damage of Employees' personal property. Personal items brought into Company property or used in Company business are subject to inspection and search, with or without notice, with or without the Employee's prior consent.

Human Resource and Employee Privacy

You have a right to inspect certain documents in your Human Resource file, as provided by law, in the presence of a Company representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comment to any disputed item in the file.

The Company recognizes our Employees' rights to privacy; therefore, Aviral Trendz Private Limited will restrict disclosure of your file to authorized individuals within the Company. Any request for information contained in files must be directed to Human Resources. Disclosure of information to outside sources will be limited. Aviral Trendz Private Limited will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Security Inspections

Desks, filing cabinets, and other storage devices may be provided for the convenience of Team Members, but remain the sole property of Aviral Trendz Private Limited. Accordingly, they, as well as any articles found within them, may be inspected by an authorized representative of Aviral Trendz Private Limited at any time, with or without prior notice.



ENDING EMPLOYEMENT

Termination

Aviral Trendz Private Limited personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the Company. Nothing in this handbook or in individual compensation agreements constitutes a contract of employment, nor limits the right to terminate at-will employment. No Manager, Supervisor, or Employee of the Company has any authority to make an agreement for employment on other than at-will terms.

Violation of policies and rules of Aviral Trendz Private Limited may warrant disciplinary action. The Company may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. The Company's policy of discipline in no way limits or alters the at-will employment relationship.

Resignation Process

Employee has to write a formal resignation letter and give the **45 days** of notice period. If company will terminate an employee in any certain circumstances, employee will get **10 days'** notice period for final settlement.

Final Payback

Employees will receive final paychecks based on applicable state and federal laws. Final paychecks will include all compensation earned but not paid through the date of termination and any outstanding PTO accrual balance.

Employee References and Verification of Employment

All requests for employment references or verification of employment must be directed to Human Resources. Supervisors or Employees are not authorized to release information for current or former Employees.

Aviral Trendz Private Limited does not respond to verbal requests for references or verification of employment; all such requests must be made in writing. By policy, Aviral Trendz Private Limited discloses only the dates of employment, the job title of the last position held and wage rate of former employees. Authorization to disclose this information must be in writing.



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I _____, an Employee of Aviral Trendz Private Limited, have received my copy of the Aviral Trendz Private Limited Employee Handbook. I understand that the policies, benefits, practices and procedures contained in this Employee Handbook and those that may be issued from time to time, are not a contract of any kind. I understand that my employment is at-will and that both the Company and I have the right to terminate the employment relationship with or without notice and with or without cause at any time.

I will read and follow the policies described in the handbook. I understand that violation of any of Aviral Trendz Private Limited's written or unwritten rules, personnel policies or practices may result in my immediate discharge. I understand that the Company has the right to change, interpret and/or cancel any of its published or unpublished personnel policies or practices at any time without advance notice. Because these policies may change from time to time, I have been instructed to check with my supervisor and/or the Human Resources Department if I have a specific question about any policy or practice.

SIGNATURE OF EMPLOYEE

DATE