

# **Company policies of Allied Informatics, Inc.,**

## 1. Attendance and Employer-Employee relationship.

- Employees must report to work on each working day.
- Employees must inform the company in writing about any leave of absence.
- Employees (internal work or external project work) must submit weekly time sheets and status report to our company manager assigned to him/her.
- Employee (internal work or external project work) must get the task assignments from our company manager assigned to him/her.
- Employee-Employer relationship must be maintained all the times. Company has the hiring/firing, promotion/demotion, supervisory, performance review rights of each employee. This is applicable for all our employees irrespective of their work location (i.e., at our office location or at the client location).
- Leave of absence due to any health reasons for more than a week requires doctor's supporting letter.

## 2. Holidays Policy

- These are the Holidays observed by the company:
  - i. New Year' Day
  - ii. Memorial Day
  - iii. Independence Day
  - iv. Labor Day
  - v. Thanksgiving Day
  - vi. Christmas Dayand
  - vii. The client observed holidays (if the employee works at the client site)

## 3. Paid Vacation Policy

- Permanent salaried employee can take their annual 2 weeks paid vacation per year. This annual paid vacation can be taken only after completion of 12 months of their service each year.
- Employee shall not be paid the vacation salary amount in lieu of actually taking the vacation.
- Employee must apply for the vacation in writing and get the approval from the company at least 2 weeks in advance.

#### 4. Unpaid Vacation Policy

- Employees must get the approval from the company in writing for any unpaid vacation.
- Company approves unpaid vacation only when the employee travels out of the USA or with a Doctor's letter that says the employee can not go to work due to illness.

#### 5. Salary Payment Policy

- Salary will be paid once a month.
- The employees must submit their weekly or bi-weekly or monthly timesheet on time to avoid any delay in salary processing.
- If an employee fail to report to work or fail to submit the timesheets the salary payment will be delayed until the timesheets are received.
- Company shall pay the higher of annual salary as agreed in the LCA and H1B petition (I-129 form). It will be always higher of either salary mentioned in the H1B petition or the prevailing wage for the work location.
- When employee moves from one location to other location, the Employees shall be paid the salary for the new location according to the prevailing wage for the new location and the salary mentioned in the amended LCA for the new location. If the H1B salary is higher than the amended LCA salary then the higher of this shall be paid.
- Company payroll is processed by the 3<sup>rd</sup> party payroll processing company and employees have the option of getting their net salary as check or direct deposit into their bank accounts. The state, federal, city taxes are paid to the relevant authorities by our 3<sup>rd</sup> party payroll processing company.
- All the full time employees will be receiving their W2 forms for each year.

#### 6. Employee Work Satisfaction Policy.

- When employee start working on a project (internal or external) and if the employee is not satisfied with the nature of the work then the employee must inform the company in writing. In this case, company will assign the employee to a different project as soon as possible.
- When employee start working on a project (internal or external) and the employee feels that job requires more skills/experience than what his/her H1B and/or LCA job category then the employee must inform the company in writing. In this case, company will arrange a different project

where the new position that requires only the skills/experience that the employee has.

- Company will provide the new amended LCA for each work location and employee must keep the new LCA at all the times for each location that they work.

#### 7. Expenses Reimbursement Policy

- Employees must get the approval in writing for any expenses. This approval can be obtained from the company manager assigned the employee.
- Employee must submit the receipt associated with any expenses so that company can reimburse their approved expenses.

#### 8. Relocation Policy

When employee is assigned to a project 50 miles away from the current work location, the company provides the following things:

- i. Either one way Coach / Train / Flight Ticket or the money for the miles traveled in driving the employee's car.
- ii. 1 week company paid accommodation.
- iii. 1 week transportation expense for the travel between the hotel/apartment and the client site work location.

#### 9. Public Record Keeping

- Company provides the approved LCA copy to employees for each location that the employee works. The LCA contains the prevailing wage for that location and company always pays higher of the salary equivalent or more than the prevailing wage and/or H1B salary for each work location. This LCA records are kept at the company and the employees are welcome to verify the approved LCA forms at anytime.
- Company posts the LCA applications and the job associated with the LCA on the company notice boards. This notice is normally kept at least for 2 weeks..

- All the public records related to each employee is kept at our office location and available for verification.
- Each employee is required to fill the I9 form as soon as they join the company and when ever they get new I94. The I9 forms and associated supporting documents are verified by the employer and kept it in our office.
- The employee must keep their employment authorization document (U.S. Citizenship, Green Card, EAD, I297 etc.), H1B petition, LCA, and amended LCA (if they are working at a different work location than their original LCA location) in a safe location.

#### 10. Internet Usage Policy

Internet is meant for official usage only. Do not use company provided internet for personal browsing.

11. Performance review process: Annually, the appropriate supervisor evaluates each employee's performance during the end of each calendar year. In the case where an employee has changed jobs part-way through the appraisal period, both of the employee's supervisors during the appraisal period should submit an appraisal of the employee's performance. During the performance evaluation process, the most recent job description on file with Human Resources will be reviewed and updated if necessary, by both the employee and the supervisor.

Employees are reviewed for a salary increase and/or performance bonus annually. The category of the salary increase and/or performance bonus is recommended by the employee's supervisor and approved by company CEO. The method for allocating salary increase and/or performance bonus is based on rewarding meritorious performance. Merit increases will be awarded on a pay-for-performance basis and are based on individual performance. When used as intended, a pay-for-performance structure achieves the goal of rewarding truly top performers with merit increases that match their achievements and contributions.

Quarterly performance reviews are conducted only for the employees that are not at all meeting the expectations of their supervisors.

#### 12. Job Promotion Policies

We are an equal opportunity employer. Company will post the jobs on the website, company notice boards and news papers and E-mail to employees about new job openings in our company. All the qualified employees that want promotion need to apply for the advertised job and attend the interviews. If

selected, company will issue a new employment offer letter with new salary and based on the LCA prevailing wage associated with the new job. If employee is selected for the new job, the company shall file any required amended petition with the relevant authorities.

13. Behavior of Employees Policy

Employees must behave in a professional way.

14. Policies Mentioned in the employment agreement

Employees must follow the company policies mentioned in the employment agreement.

15. Medical Insurance Policy

For the permanent salaried employee, Company pays portion of the employee's and dependant's medical insurance premium.

16. In case the company terminates a H1B employee, company will offer free one way Air travel ticket to the employee's country of origin.

17. Company has the hiring/firing, promotion/demotion, supervisory, performance review rights of each employee. This is applicable for all our employees irrespective of their work location (i.e., at our office location or at the client location).

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