



On behalf of the Management and staff we welcome you to the family of
GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED.

We firmly believe that every employee, irrespective of his grade or cadre contributes directly to the growth and success of an organisation where he/she is employed. I hope you will take pride in being the member of Geesys family and contribute whole heartedly to the growth of the company.

This handbook has been made with an intention of giving almost all the information an employee wants to know about our organisation. We request , you read this manual thoroughly and make yourself familiar with it's contents.

We believe that professional relationships are easier when all employees are aware of the culture, values, vision and goals of the organization and this guide will help you to understand the same better.

We also hope that your experience here will be challenging, enjoyable and rewarding. We wish you a very long and beneficial stay in GEESYS Technologies (India) Private Limited

Again, welcome!

1.1. Organization Description

1.1. Introduction

Discovering ever new heights of excellence has been a passion for GEESYS Technologies (India) Pvt Ltd. By offering an excellent range of Solar PV Power Products, Electrical Control Panels and Security & Automation Products, We have become a name synonymous with perfection. Our credibility as a Manufacturer is cemented as we offer quality that is second to none. The reason for such a systematic growth is our unwavering commitment to adopt leading-edge manufacturing technologies.



Founded on September 11, 2011 in Chennai (Tamil Nadu), GEESYS Technologies (India) Pvt Ltd. has left a mark of prominence owing to its sheer hard work. Further, we have designed client-friendly business policies, which enables us to earn respect of the clients.



We strive to offer a wide range of products and services in the industrial, commercial and consumer markets through our innovative technologies by maintaining best quality and solutions to the utmost satisfaction of our clients.



Our Vision

To provide the highest quality products and services satisfying the customer's needs, while creating an employee environment for innovation and opportunities for success.

Our Mission

To be the world's leading Electrical and Electronics Engineering company and services as well as providing our customers full support and to lower environmental impact in a more sustainable way.



1.2 INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with GEESYS Technologies (India) Private Limited and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by GEESYS Technologies (India) Private Limited to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

1.3 CUSTOMER RELATIONS

Customers are the most valuable assets of an organisation. Every employee represents GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED to our customers and public. The way we do our job presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful and prompt in attention you give to the customers.



GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED, may provide customer relations and service training to all employees with extensive customer contact. Our personal contact with the public, our manners on the telephone and communications we send to customers are a reflection of not only of ourselves, but also of professionalism of GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED. Positive customer relations not only enhance the image of GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED, but also payoff in greater customer loyalty and increased sales and profit. increased sales and profit.

2. EMPLOYMENT

2.1. EMPLOYEE RELATIONS

GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concern about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their department heads. Our experience has shown that when employees deal openly and directly with their department heads, the work environment can be



excellent, communications can be clear and attitudes can be positive. We believe that GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED amply demonstrates its commitment to employees by responding effectively to employee concerns. In an effort to maintain direct employer / employee communication, we will do anything to protect the rights of employees to speak for them.

2.2 NATURE OF EMPLOYMENT

GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED may not terminate the employment relationship at will, so long as there is no violation of applicable law of the land & rules and regulations of the organisation. Policies set-forth in this handbook are not intended to create a contract nor are they to be construed to constitute contractual obligations of any kind or a contract employment between GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED and any of its employees.



The provisions of the hand book have been developed based on generally accepted practice and norms prevalent in & the industry.

2.3. EQUAL EMPLOYMENT OPPORTUNITIES



In order to provide equal employment and advancement opportunities to all individuals, employment decisions at GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED will be based on merit, qualifications and abilities. GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age or any other characteristics protected by the law.

This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring this issue to the attention of their immediate supervisor or the Human Resource department. Employees can make concerns and can make reports without the fear of reprisal. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action up to and termination of the employee.

2.4. BUSINESS ETHICS AND CONDUCTS

OUR MANAGEMENT

We see ourselves as promoters of change. We shall work in committed teams and achieve our business objectives with honesty and integrity.



OUR CUSTOMERS

We hope our customers will be delighted by our products and service and build long-term relationships based on mutual trust, leading GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED to be the preferred brand.



OUR PEOPLE

Our people shall be competent, self driven and promoted on merit. They shall with, honesty and integrity, work within an environment where free expression based on mutual trust shall foster innovation.



OUR BUSINESS



We see our business as being market driven, competitive and profitable, built on partnerships based on mutual trust with respect to customers, suppliers, employees and share holders who see us as a progressive, dependable and reliable company

CODE OF CONDUCT FOR BOARD OF DIRECTORS AND SENIOR MANAGEMENT

The Directors and the Senior Management employees of the company shall follow the following Code of Conduct adopted by the company.

Compliance and Ethical conduct: To comply with applicable laws, rules & regulations and promote honest & ethical conduct of the business. They should help to create and maintain a culture of high ethical standards & commitment to compliance and to maintain a work environment that encourages the stake holders to raise concerns for the attention of the management.

Business opportunities: Shall perform their roles with competence, diligence, in good faith and in the best interest of the company and advance the company's legitimate interest whenever the opportunity to do so arises. They are expressly prohibited from taking for themselves personally, opportunities that are discovered through the use of company's property, information or position.

Fair dealing: Should endeavor to deal fairly and promote fair dealing by the company, its employees, agents, with customers, suppliers and employees.

Integrity of data furnished: Dedicate time and attention to the company drawing upon their experience and provide expertise in their areas of specialization in the best interests of the company and give careful independent consideration to the affairs of the company and all documents placed before them to satisfy themselves with the soundness of key decisions taken by the management.

OUR MANAGEMENT

Conflict of interest: Avoid having any private interests interfere with the interests of the company or their ability to perform their duties & responsibilities objectively and effectively. There should be a full disclosure of any transaction or relationship that could give rise to an actual conflict of interest with the company and seek the necessary authorization to pursue such transactions.



Insider trading: To become familiar with and understand the laws, regulations, policies and codes as set out by the Government and ensure that they and their immediate family do not derive any benefit or assist others to derive any benefit from the access to and possession of information about the company or the group which is not in the public domain and thus constitutes to insider information

Confidentiality: Maintain the confidentiality of information entrusted for them in carrying out their duties and responsibilities, except where disclosure is approved by the company or legally mandated or if such information is in the public domain.



Work environment : Provide a fair and just environment where in all are treated equally without regard to their race, caste, religion, sex, colour, ancestry, marital status, age and maintain a work environment free of harassment whether physical, verbal or psychological.

2.5 CONFLICTS OF INTEREST

Employees have an obligation to business with guidelines that prohibit potential or actual conflicts of interest. This policy establishes only the framework within which GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED wishes the business to operate. The purpose of these guidelines is to provide general directions so that employees can seek further clarification on issues related to subject of acceptable standards of operation. Contact the respective HR departmental heads for more information or questions related to conflicts of interest.



An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for relative. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

2.6 NON DISCLOSURE

The protection of confidential business information and trade secrets are vital to the interests and success of GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED. Such confidential information includes, but is not limited to, the following examples:

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|-----------------------------|-------------------------------------|
| Compensation data | Pending projects and proposals |
| Computer processes | Proprietary production process |
| Computer programs and codes | Research and development strategies |
| Customer lists | Scientific data |
| Customer preferences | Scientific formulae |
| Financial information | Scientific prototypes |
| Labor relation strategies | Technological data |
| Marketing strategies | Technological prototypes |
| New materials research | |

All employees are required to sign a non-disclosure agreement as a condition of employment. Employees who promptly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action even if they actually do not benefit from the disclosed information.

3. EMPLOYMENT STATUS AND RECORDS

3.1 EMPLOYMENT CATEGORIES

It is the intent of GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED to clarify the definitions of employee classifications so that employees understand their employment status and benefit eligibility. Each employee is given a designation and will belong to the one or the following employee category. REGULAR FULL-TIME employees are

those who are not in a temporary or probation status and who are regularly scheduled to work GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED full-time schedule. Generally they are eligible for the benefit, subject to the terms, conditions, and limitations of each benefit program.



3.2 PROBATION PERIOD



The probation period gives the new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED uses this period to evaluate employee capabilities, work habits and overall performance.

All new and rehired employees work on probation basis for the first 180 calendar days after their date of hire. Any significant absence will automatically extend the probation period by the length of the absence. If GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED determines that the designated probation does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended by a specific period

Upon satisfactorily completion of the probation period, employees enter the regular employment classification. During the probation period, the new employees are eligible for those benefits that are required by the law. After becoming regular employees, they may also be eligible for other GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED provided benefits, subject to the terms and conditions of each benefit programs. Employees should read the information for each

3.3 ACCESS TO PERSONAL FILES

GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED maintains a personnel file on each employee. The personnel file includes such information as the employee's job applications, resume, documentation of promotion and salary increase other employment records, two references, complete & clear residential address emergency contact & health history etc.

Personnel files are a property of GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED, and access to the information is restricted. Generally only supervisors and management personal of GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the HUMAN RESOURCE DEPARTMENT.

With reasonable advance notice. The employees can review their personnel files in GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED offices and in the presence of the official appointed by GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED to maintain the files.

3.4 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED of any changes in the personnel data. Personal mailing address, telephone numbers, names of dependents, individuals to be contacted in case of emergency, educational accomplishments etc. and such information should be accurate and current at all times.



3.5 EMPLOYMENT APPLICATIONS

GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED relies upon the accuracy of the information contained in the employment application, as well as accuracy of the other data presented through the hiring process and employment. Any misinterpretations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further considerations for employment or, if the person has been hired, termination of employment



3.6 PERFORMANCE EVALUATION



Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive purposeful approaches for meeting goals.

3.7 JOB DESCRIPTIONS



GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section, essential responsibilities and duties section, a supervisor's duties section, a qualification's section.

GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations.

The HUMAN RESOURCE department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the positions duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and reflecting the current, work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that may be assigned and that additional responsibility may be assigned as necessary. Contact the HUMAN RESOURCE department, if you have any questions or concerns about your job descriptions.

3.8 SALARY ADMINISTRATION

The salary administration program at GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED was created to achieve consistent pay practices, comply with laws, mirror our commitment to "Equal Employment Opportunity" and offer competitive salaries. Recruiting and retaining the talented employees is critical to our success, GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED is committed to pay its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.



Compensation for every position is determined by several factors, including job analysis & evaluation, the essential duties & responsibilities of the job and salary survey on pay practices of other employers. GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED periodically reviews its salary administration program and restructures it as necessary. Merit based adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Incentives, bonuses may be awarded depending on the overall profitability of GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED and based on each employee's individual contribution to the organization.

Employees should bring their pay related questions to the attention of their immediate supervisors who are responsible for fair administration of departmental pay practices.

STATUTORY PROVISIONS

All employees will be covered under statutory provisions like Bonus, Employees Provident Funds (EPF), Employees' State Insurance (ESIC), Professional Tax, Income Tax (TDS deductions), Gratuity, Labour welfare fund etc. as applicable to each employee. No employee will have the privilege of exempting himself from any of the above statutory provisions.



4. WORKING HOURS, TIME KEEPING / PAYROLL

4.1 TIME KEEPING

In general, all factories & offices of GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED work for 6 days a week, Monday to Saturday between 9.00 a.m. and 6.00 p.m. Sunday will be a holiday.

Accurately required time worked is the responsibility of every nonexempt employee. Indian Labour Laws require GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying or tampering with time records or recording time on other employee's time record may result in disciplinary action up to and including termination of the employment.

If corrections or modifications are made to time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

4.1.2 HOLIDAYS, LEAVE

HOLIDAYS

Factories and Offices of GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED are covered under Factories Act and Shops and Establishments Act respectively. Accordingly each employee will be eligible for 4 national holidays and 5 festival holidays in a calendar year.

LEAVE

Every employee will be eligible for 12 days of casual leave (CL) during his/her first year of employment. 1 day leave will be credited to each employee for every month of completed service. Leave can be availed only if an employee has leave in his credit. CL cannot be carried forward to the next year nor it can be encashed. CL can be availed for a maximum of 2 days only

Every employee who has completed first year of service, will be eligible for 12 days of Earn leave (EL) per year during subsequent years of service. 1 day leave will be credited to each employee for every month of completed service. ELeave can be availed only if an employee has leave in his credit & should be availed with prior sanction and it should be a maximum 3 days. EL can be carried forward to the next year subject to a maximum of 30 days. EL in excess of 30 days at the end of a calendar year will lapse automatically. Encashment of EL will be allowed only when an employee leaves the services of the organization. Number of days of such encashment is restricted to 30 days maximum.

Every employee who has completed first year of service, will be eligible for 12 days of sick leave (SL) per year during subsequent years of service. 1 day leave will be credited to each employee for every month of completed service. Sick leave can be availed only if an employee has leave in his credit. SL can be carried forward to the next year subject to a maximum of 30 days. SL in excess of 30 days at the end of a calendar year will laps automatically. SL can be availed for a maximum of 3 days. Submission of medical certificate is must for availing SL. Availing of ESI leave as well as SL for the same dates is not allowed. SL is not encashable.

Clubbing of one category leave with other category is not allowed.

During tour on official work availing of leave is not allowed.

CL and SL availed without prior sanction should be ratified by a leave application on reporting for duty after leave.

In emergency cases, those who are availing CL or SL without prior sanction should inform his/her immediate superior about availing of leave before 9.30 a.m with justifying reason.

Leave availed without prior sanction or leave not ratified properly will be treated as leave on loss of pay. (LLOP)

Leave availed in excess of leave in credit will also be treated as leave on loss of pay.

Leave availed without any intimation will be treated as absent which will lead to Loss of pay.

TRAVEL ALLOWANCE / DEARNESS ALLOWANCE (TA /DA)

Please refer to our circular on TA/DA rules.

DRESS CODE

- GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED does not have any specific dress code for employees. However, the employees are advised to adhere to the following:
- Male employees should wear pant, full sleeve shirts which should be tugged in, belt and leather shoes.
- Female employees should wear either pant, shirt (Tugged in), or Sari or churidhar with thuppatta and shoes.
- Those employees who are in the cadre of Officer or above should wear Neck tie.
- Wearing of bathroom chappals, canvas shoes are not allowed.
- Bright colour costumes should be avoided.
- Wearing of safety shoes is must for those working in the Shop floor area.

4.2 PAYDAYS

All employees are paid on every last day of the month. Each paycheck will include earnings of all worked performed through the end of previous payroll period.

In a event that a regularly scheduled pay day falls on a day of such a weekend of holiday, employees will receive the pay on the last day of work before the regularly scheduled payday.

Employees may have the pay directly deposited in their bank accounts.

4.3 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organizations, and many of the reasons for the termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by the employee.
- Discharge - involuntary employment termination initiated by the organization either for breach of employment contract, disciplinary grounds or otherwise.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reason.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

4.4 ADMINISTRATIVE PAY CORRECTIONS

GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled pay day.

In an unlikely event that there is an error for pay, the employee should promptly bring the discrepancy to the attention of the designated official so that the corrections can be made as soon as possible.

5. WORK CONDITIONS

5.1 VISITORS IN THE WORKPLACE

To provide the safety and security for the employees and the facility at GEESYS TECHNOLOGIES (INDIA) PRIVATE LIMITED, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, thefts, safety of equipments, confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

All visitors should be allowed till the reception area only. Authorized visitors will receive directions or be escorted to their destination. Concerned employee are responsible for the conduct and safety of their visitors.

