



VBHC
CRAFTED WITH VALUES

Employee Information Policy

VBHC PRIVATE LIMITED

Employee Policy – Summary

This policy applies to all employees of VBHC, its subsidiaries, and associated companies. It outlines the benefits, allowances, and workplace guidelines that support employee welfare and performance.

Dress Code:

- Employees must maintain a clean, well-groomed appearance and wear neat, professional clothing. Revealing, torn, dirty, or offensive attire, as well as flip-flops or slippers, is not appropriate at the workplace.
- Business-appropriate formal attire is expected during meetings with external clients, vendors, or partners. Grooming practices based on religion or culture are respected.

Compensation & Benefits

Salary Structure

Components	% / Amount
Basic Salary	30% of Gross Salary
House Rent Allowance	50% of Basic Salary
Leave Travel Allowance	10% of Gross Salary
Other Allowances	Balance of the Allowances
Total CTC	

Statutory Benefits

- Provident Fund (PF): 12% of basic salary contributed by both employee and employer.
- Gratuity: Payable after 5 years of service on resignation, retirement, death, or disablement.
Formula: Last drawn basic \times (15/26) \times years of service (max ₹20 lakhs).
- Statutory Bonus: As per applicable laws.

Medical & Insurance Coverage

Group Mediclaim Insurance (GMC):

- Covers employee, spouse, 2 dependent children, and optionally parents.
- Floater cover based on salary band (Rs. 2.5Lakhs to Rs. 15 Lakhs).
- 70% premium for parents paid by VBHC; 30% by employee.
- Cashless treatment (OPD) available at network hospitals.

Financial Assistance

- Salary Advance:
 - Max up to 3 months gross salary.
 - Eligible after 1 year of service; available once every 2 years.
 - Repayable in 6 equal EMIs.
 - Allowed for marriage, hospitalization, family bereavement, or natural calamity.
- **Monthly reimbursement:**
 - Leadership: Actuals
 - VP: Rs. 1,500
 - Managerial Rs. 1,000
 - Management Trainee/Executives Rs. 500
 - Non-Executives Rs. 300

Salary Payment

- Payday: 31st of every month (or earlier if a weekend/holiday).
- Paid directly to the employee's bank account.
- Joining before 25th = salary in the same month.
Joining after 25th = salary with next month's pay.
- Final pay is settled along with full & final on separation within 60 days of Date of Leaving

Wedding Gift: Rs. 10,000 cheque for first legal marriage (paid via payroll, taxable).

Leave & Time-Off

<u>TYPE OF LEAVE</u>	<u>NO OF DAYS OF LEAVES</u>
Earned Leave	18
Sick Leave / Casual Leave	12
Maternity Leave	182
Paternity Leave	3
Public Holidays	12
Loss of Pay	For each day after the eligible leaves are exhausted

Performance Management System

- Annual performance reviews are conducted for all full-time employees at the end of each financial year (April to March).
- Probationary employees must have their performance reviewed before their probation period ends.
- Employees transferring within the VBHC group must have a documented performance review before the transfer.
- Reviews should include open discussions on achievements, areas of improvement, strengths, weaknesses, career growth, and training needs.

Separation Policy

Notice Period (based on employee category):

- Leadership & Management: 3 months
- VP, Managerial, MT, Executives: 2 months
- Non-Executives: 1 month

Key Points:

- Notice starts from the date resignation is received by the reporting manager.
- Shortfall in notice will be recovered from full & final settlement.
- Early release or notice period adjustment is allowed only with HOD/HR approval.
- No notice period is applicable in cases of gross misconduct.
- Unapproved absences for more than 3 days may be treated as voluntary exit.

Leave & Pay:

- Notice period cannot be set off with leave or payment, unless approved.
- Pending earned leave will be paid out on exit; excess leave will be recovered.
- Unpaid leave during notice period needs management approval.

Exit Procedure:

- HR issues acceptance letter with last working day and full & final settlement details.
- Resignation must be approved by the supervisor and submitted to HR.

Thank you

MD & CEO

VBHC Private Limited