

EMPLOYEE POLICY HANDBOOK

Srishti Properties

1. Code of Conduct

We expect all employees to conduct themselves with the highest standard of professionalism, integrity, and respect to uphold the reputation of Srishti Properties.

- **Professionalism:** Employees must treat colleagues, clients, vendors, and partners with courtesy and respect at all times.
- **Dress Code:** We maintain a professional dress code appropriate for the real estate industry. Employees are expected to dress suitably for their role, particularly when meeting clients or visiting properties.
- **Conflict of Interest:** Employees must avoid situations where personal interests could conflict with the best interests of Srishti Properties. Any potential conflicts must be reported to management immediately.
- **Substance Abuse:** The use, possession, or distribution of illegal drugs or alcohol during working hours or on company premises is strictly prohibited.

2. Equal Employment and Anti-Harassment

Srishti Properties is an equal opportunity employer committed to a diverse, inclusive, and safe workplace.

- **Equal Opportunity:** All employment decisions are based on merit, qualifications, and business needs, without regard to race, religion, gender, age, or disability.
- **Anti-Harassment & Bullying:** We maintain a zero-tolerance policy for harassment, bullying, or discrimination of any kind.
- **Reporting:** Employees who witness or experience harassment should immediately report it to management. All reports will be investigated confidentially and promptly.

3. Working Hours and Leave

Punctuality and reliability are essential to our daily operations and client service.

- **Work Hours & Login Time:** The mandatory office login time is strictly **10:00 AM**. Employees are expected to be at their workstations and ready to commence duties at this time. Standard working hours conclude as determined by department requirements.
- **Paid Time Off (PTO):** Full-time employees are entitled to structured paid leave. PTO requests must be submitted in advance and approved by a manager.
- **Sick Leave:** Employees receive an allocation of paid sick leave annually. A medical certificate is required for prolonged absences.
- **Public Holidays:** The company observes scheduled regional and national public holidays as outlined in the annual holiday calendar.

4. Confidentiality and Data Protection

Protecting company assets, property details, and client information is a fundamental responsibility.

- **Non-Disclosure:** Employees must not share trade secrets, client lists, property acquisition strategies, financial data, or proprietary business strategies with unauthorized individuals or third parties.
- **Data Privacy:** All employees must comply with relevant data protection standards when handling customer or employee data.
- **Social Media:** Employees must not share confidential company information or speak on behalf of Srishti Properties on personal social media accounts without explicit authorization.

5. Separation of Employment

We aim for a clear and professional transition when an employee leaves the company.

- **Resignation:** Employees are required to provide the minimum notice period stipulated in their employment contract.
- **Termination:** Srishti Properties reserves the right to terminate employment for policy violations, poor performance, or business restructuring, in accordance with applicable labor laws.
- **Compensation Upon Termination:** If an employee is terminated by the company for cause (such as gross misconduct, breach of confidentiality, or severe policy violations), they will immediately forfeit any eligibility for severance pay, discretionary bonuses, and future allowances. The company will also not be liable for or reimburse any expenses that were not explicitly authorized prior to termination. The final settlement will strictly be limited to the legally mandated base salary earned up to the final date of actual work.
- **Offboarding:** Upon departure, employees must return all company property, settle outstanding dues, and complete an exit interview.