Just Digital Gurus™
YOUR GATEWAY INTO THE DIGITAL WORLD

EMPLOYEE HANDBOOK

Welcome to Just Digital Gurus!

Welcome to the team! We are excited to have you on board at **Just Digital Gurus (JDG)**, where we strive to drive digital transformation and innovation through cutting-edge technology and creative solutions. As part of our team, you are now a key player in our mission to help clients thrive in a fast-paced digital world. We are committed to your growth, success, and well-being as we work together to make a meaningful impact in the IT industry.

Whether you are just starting or have been with us for a while, we are confident that you will find your journey with JDG both fulfilling and rewarding. This **Employee Handbook** is your go-to resource for understanding what we expect from you as an employee and what you can expect from us as your employer. It provides an overview of our workplace policies, values, and benefits, ensuring a smooth and successful experience during your time with Just Digital Gurus.

Company Overview

Just Digital Gurus is an IT services and solutions provider, specializing in helping businesses unlock the full potential of technology. Founded with a vision to bring **innovative, efficient, and customized digital solutions** to businesses worldwide, JDG has grown into a dynamic, forward-thinking company with a team of passionate professionals.

Our **mission** is to deliver high-quality, customer-centric IT solutions that drive growth and enable businesses to adapt and excel in the digital era. We pride ourselves on staying ahead of technological trends, continuously evolving to meet the unique needs of our clients.

Our **values** are at the core of everything we do:

- **Innovation**: We embrace new ideas and technologies that challenge the status quo.
- **Collaboration**: We believe in the power of teamwork, both within our company and with our clients.
- **Integrity**: We operate with honesty and transparency in all our business practices.
- **Excellence**: We are committed to delivering top-tier solutions and service in everything we do.
- **Customer-Centricity**: Our clients' needs come first. We strive to understand their goals and deliver tailored solutions that make a difference. At JDG, we foster a **culture of creativity, inclusivity, and continuous learning**, where each team member is empowered to make an impact.



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Leave Policy

The purpose of this leave policy is to support a healthy work-life balance by providing employees with the opportunity to take time off to rest, recharge, and spend quality time with their families. This policy is designed to promote well-being, increase productivity, and ensure that employees have the flexibility to manage personal and family needs while maintaining a positive and fulfilling work experience.

Eligibility -

Only Full-time employees are entitled to **12 paid leaves** annually.

Leave Request Process -

- Casual leave requests should be submitted at least **5 days prior** to the intended leave date, using the official leave application procedure.
- In cases of unexpected absences, employees must inform the HR department and their immediate supervisor as soon as possible.
- Any employee applying for medical leave exceeding two **(2) consecutive working days** must submit valid medical documentation issued by a registered medical practitioner. The medical proof must be submitted within three (3) working days of resuming duties.
- The company reserves the right to verify the authenticity of the submitted medical documents. Failure to submit valid proof within the stipulated time may result in the leave being treated as Leave Without Pay (LOP) and may attract disciplinary action in case of repeated violations
- Requests for half-day or full-day leaves must be supported with a proper and genuine justification. Leave requests without valid reasoning may be rejected by the management.

Leave Accrual and Balances -

- Employees are entitled to 1 leave per month starting from their joining month.
- Employees are entitled to a maximum of 2 paid leave days per month, subject to prior approval from their supervisor.
- Leave requests that exceed the employee's current leave balance will be marked as **Leave Without Pay (LOP)** for that particular month.

Leave Classification -

- Casual Leave (if informed 5 days prior) and Medical Leave are considered **Paid Leave**. Emergency Leave, as well as Half Day and Full Day Leave, will be treated as **Unpaid Leave** unless otherwise specified.

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Workplace Expectations

Working Hours -

- Our standard working hours are from 9:00 AM to 6:30 PM. The latest arrival time is 9:15 AM. Arrivals after this time may be marked as tardy unless prior arrangements have been made with management. We appreciate your commitment to arriving on time and starting the day promptly.
- We encourage all employees to accurately clock in and clock out using the JDG portal to ensure smooth tracking of work hours.
- Employees are required to complete a minimum of **8 working hours** daily. In cases where an employee is unable to complete the required working hours, a valid and proper explanation must be provided to the management.
- The data recorded in the portal will be used for salary calculations, so it's important that all entries are correct. If any discrepancies arise, please notify the HR department promptly for resolution.

Punctuality -

- We value time and aim to start our day on schedule. Employees are encouraged to arrive by 9:00 AM to ensure smooth operations. In case of unexpected delays, please inform your team or supervisor as soon as possible so we can stay coordinated.
- Employees are responsible for their actions and behaviour in the workplace. If you make a mistake, we encourage you to take ownership, learn from it, and work towards a solution. Transparency and accountability are key to our collective success.

Late Arrivals -

- We understand that occasional delays happen. A maximum of **two late arrivals** per month will be allowed. On the third occurrence in the same month, a half-day will be recorded and you will need to work a half-day on Saturday as a penalty.

Grievances -

- If informal resolution efforts do not work, employees have the right to file a formal grievance through HR. This process includes a clear timeline for investigation, documentation of the issue, and a resolution that is communicated to all parties involved.

Mobile Phone Usage Policy

- Usage of social media platforms for personal purposes during office working hours is strictly prohibited. Employees are also expected to avoid long personal calls during



working hours unless it is an important or emergency situation. If any employee is found engaging in excessive non-work-related social media usage or long personal calls during office hours, the company reserves the right to observe the matter and take appropriate disciplinary action if required.

Workplace Behavior & Professional Conduct

- All employees are expected to maintain a respectful, professional, and healthy work environment. Misbehavior, inappropriate language, harassment, intentional disrespect, or creating unnecessary conflicts with co-workers, clients, or management will not be tolerated. Any such behavior may lead to management review and appropriate disciplinary action.



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Non-Disclosure and Confidentiality Agreement

Confidential Information -

- As an employee of Just Digital Gurus, you may have access to confidential or proprietary information, including but not limited to trade secrets, customer data, business plans, product designs, marketing strategies, financial records, and internal processes. This information is valuable and must be protected.
- Employees are required to maintain the confidentiality of all proprietary information both during and after their employment with the company. Unauthorized disclosure or use of confidential information is strictly prohibited and may result in disciplinary action, including termination, and legal action.

Non-Disclosure Agreement (NDA) -

- All employees are required to sign a **Non-Disclosure Agreement** upon joining Just Digital Gurus. This agreement outlines the terms and responsibilities for protecting the company's confidential information.
- The NDA specifically prohibits employees from sharing, disclosing, or using company information for personal or unauthorized purposes. The obligation to maintain confidentiality extends beyond the end of employment and lasts indefinitely, even after an employee leaves the company.
- The NDA also defines the types of information considered confidential and outlines any exceptions (e.g., information that becomes public through no fault of the employee, or information shared with explicit consent).

Intellectual Property -

- Any work, invention, or creation developed by the employee during their employment that is related to the company's business will be considered the property of Just Digital Gurus. This includes, but is not limited to, software, designs, inventions, marketing materials, and other intellectual property.
- Employees agree to assign any rights to intellectual property they create during the course of their employment to the company, and to assist in securing those rights, including signing documents as needed.

Return of Company Property -

- Upon termination of employment, employees are required to return all company property, including any confidential information, documents, or electronic files containing proprietary information, regardless of format or storage medium.
- Failure to return company property or improperly handling confidential information after the end of employment may result in legal action.



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Performance Evaluation and Employee Increment Policy

At Just Digital Gurus, we value the continuous development and growth of our employees. Performance evaluations play a key role in recognizing individual achievements, providing constructive feedback, and determining salary increments. This policy outlines the performance evaluation process and the annual increment cycle.

Cycle Duration -

- Our performance evaluation cycle occurs **annually**, starting from the individual's date of joining. Performance reviews and salary increases are generally determined based on the employee's overall contributions, achievements, and the goals set during the evaluation period.

Evaluation Process -

The performance review will focus on the following criteria -

- Project Complexity
- Adherence to Deadlines / Timely Completion
- Skill Development and Enhancement
- Initiatives Taken / Continuous Learning
- Bug Fixing and Issue Resolution

Notification of Increment -

- Employees will be notified of their performance evaluation results and any resulting salary adjustments or promotions on completion of 1 year. Employees will receive clear feedback from their supervisor or manager regarding their performance.

- Salary increments are not automatic and are not solely based on tenure or completion of a specific duration of employment. Increments are considered as part of the organization’s performance review process and are based on individual performance, overall contribution, role responsibilities, company performance, and prevailing business conditions.

- The percentage of increment, where applicable, is not fixed or uniform and may vary from employee to employee. Depending on the outcome of the performance evaluation and organizational considerations, an increment may not be granted during a particular review cycle. All decisions regarding salary increments rest with the management and shall be considered final



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Work From Home Policy

Objective

The objective of this Work From Home (WFH) policy is to provide limited flexibility to employees during genuine emergency situations while ensuring uninterrupted business operations, team collaboration, and productivity. This policy aims to maintain discipline, accountability, and work–life balance without compromising organizational goals.

WFH Eligibility & Annual Limit

Employees may be eligible for up to five **(5) Work From Home (WFH) days in a calendar year,** which may be utilized only in genuine emergency situations. WFH is not a default working arrangement and should not be assumed as an entitlement.

Approval & Management Discretion

All WFH requests will be reviewed on a case-to-case basis and approved solely at management discretion, depending on the nature of work, team dependencies, and business continuity requirements. Management's interpretation of what constitutes an "emergency" shall be final.

Employee Readiness & Prerequisites

Employees applying for Work From Home (WFH) must ensure they are fully prepared and equipped to maintain productivity and communication standards equivalent to working from the office. Prior to opting for WFH, the following prerequisites must be met.

Note - Work From Home requests will only be approved in cases where the reason is genuine, unavoidable, and considered appropriate by the management.

For WFH, employees must remain available and responsive during working hours if WFH is approved. The login time, logout time, and break timings will remain the same as regular office working hours and cannot be different in the case of Work From Home.

