



SALIENT POLICY

MGNPL is a performance driven organization and it is our objective to ensure the optimum performance of all its employees at all time. All employees working with MGNPL will be covered under this policy. It is highly expected by every employees of MGNPL to adhere to these.

- 1) Each employee shall work according to the targets mentioned in Offer letter or appointment letter. Also, the target of the employee with the given timeline may also be decided by the Management and will be mutually agreed by both MGNPL and employee.
- 2) If in case the employee fails to achieve the given target as mentioned in Offer Letter or Appointment letter or as agreed with Management, MGNPL Management shall ensure the target is achieved by giving the employee some more time in verbally or in writing using any electronic media like Email/SMS/WhatsApp etc.
- 3) Post issuance of PIP letter, MGNPL will have the right to hold the salary during the duration of PIP period.
- 4) In case during PIP period if the employee fails to achieve the target then it will lead to termination of the employee; employee can't claim any salary/reimbursement/TA/DA during the PIP period.
- 5) TA / DA and expenses are reimbursable in nature. However it will only be reimbursed if the employee achieves the target during the claim month. Approval or disapproval of the claim is the sole responsibility of the Management. No claim or warrant can be made in any case.
- 6) Employees are supposed to be punctual in marking attendance with correct locations at least 3 times a day.
- 7) Leaves for more than 1 day are not allowed at once during first 6 months of employment. Taking more than one day leave at once will attract necessary action which may lead to termination. All leaves are supposed to be approved by the reporting Managers. In case of a medical emergency, employee is supposed to take special approval from the Management.

ISSUED BY

MAHHAGURU NAVGRAH PRIVATE LIMITED

Satish Kumar

Group HR Head

(Authorized Signatory)