

## **Ananta Business Services Employee Policy**

At Ananta Business Services, we are committed to creating a conducive and rewarding work environment for our employees.

We believe that happy and motivated employees are the cornerstone of our success. To ensure clarity and transparency in our operations, we have established the following employee policies:

### **Tea Breaks and Weekend Party:**

- Employees are entitled to two tea breaks every day, with complimentary water provided.
- Every weekend, a party will be hosted by the COO to foster team bonding and relaxation.

### **Late Hour Incentives:**

- In the event of work extending beyond 6:00 PM, an additional Rs. 100 per hour will be provided as incentives, subject to the discretion of the COO. This incentive does not include project time costs for developers.

### **Birthday Celebrations:**

- On the occasion of an employee's birthday, a group party will be organized by the company to celebrate.

### **Additional Orders Incentive:**

- For every additional client order secured by an employee, the company will provide an extra one thousand rupees to the employee.

### **Longevity Bonus:**

- Employees completing one year of service will receive a one-month extra salary as a bonus.

### **PF/ESI Benefits:**

- PF/ESI benefits will be provided after six months of joining.

### **Target Achievement Reward:**

- Employees who consistently achieve their targets for three consecutive months will be sponsored a separate tour party by the company.

### **Conveyance and Meeting Allowance:**

- Employees attending extra Sunday meetings with customers will receive separate conveyance and meeting allowances.

### **Insurance Policy:**

- Employees who successfully complete six months of consecutive target achievement will be provided with an additional insurance policy by the company.

### **Mobile Allowance:**

- All employees will receive a monthly mobile allowance from the company.

### **Recognition for Best Employee:**

- The best employee will receive extra rewards and allowances from the company as a token of appreciation for their exceptional performance.

These policies are designed to support and incentivize our employees while ensuring a harmonious work environment. Any clarifications regarding these policies can be sought from the HR department.

Thank you for being a part of Ananta Business Services. Together, we strive for excellence and success.