

# POLICY OVERVIEW





# CORE PHILOSOPHY

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- ❑ We believe in an open-door policy and an unbiased relationship with all employees
- ❑ We encourage a happy, healthy and rewarding working environment conducive to the growth of employees
- ❑ We believe in treating every employee fairly by creating a deep bond of believability between the employer and employee
- ❑ Employees are given adequate opportunities to perform and the top performers are levelled up with more responsible positions and a fast-track growth



# PROBATION & CONFIRMATION

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PROBATION PERIOD:

**180 DAYS**

There is a fixed probation period of 180 days, which can be extended up to 90 days from the date of completion of 180 days of service in Square Yards.

The confirmation of Probation is entirely based on the employee's performance.





# ATTENDANCE POLICY

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- ❏ All employees are required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without out on marking attendance in the biometric
- ❏ Office Time Starts at 9:30 AM and it is mandatory for all staff to Punch in the attendance through Biometric Machines installed at all offices at that time, out time is dependent on completion of daily KRAs for all staff and out time also needs to be recorded in Biometric Machines
- ❏ Every Monday is off for Primary Sales, Azuro Team

# SQUARE HR LOGIN

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- ☐ All Square Yards employees can login to Square HR through <http://hr.squareyards.com/> or through Beats <https://beats.squareyards.com/-Dashboard.aspx>

A screenshot of the Square HR login interface. The top section features a green-tinted background image of a woman with glasses, with the text "square ■ hr" overlaid. Below this is a white box containing the "SIGN IN" heading, a "User Name" input field, a "Password" input field, and a green "LOGIN" button.

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**SIGN IN**

User Name

Password

LOGIN

# SQUARE HR ATTENDANCE



- Track your attendance, leaves on the Square HR Dashboard
- Apply your leaves on time to avoid salary deductions

The screenshot shows the Square HR Attendance Calendar for Sunita Kumari (SDC4564) for July 2021. The interface includes a sidebar with navigation options: DASHBOARD, ATTENDANCE, NOTIFICATION, LEAVE BALANCE, LEAVE TRANSACTION, and REIMBURSEMENT. The main content area displays a calendar grid with attendance status for each day. A legend below the calendar explains the symbols used in the report.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Attendance Status Summary:

- Annual Leave: 14.69
- Maternity Leave: 0
- Regularization: [Status]
- Late Coming: [Status]
- Early Going: [Status]

Legends Used in Report:

- Present (Green checkmark)
- Biometric Absent (Red X)
- Attendance Violation (Green circle)
- Sabbatical Absent (Red circle)
- ESIC Absent (Red square)
- Half Day Absent Marked (Red circle)
- Full Day Absent Marked (Red circle)
- Half Day Leave Marked (Red circle)
- Full Day Leave Marked (Red circle)
- Not In Company (Red square)
- Employee Has Exit (Red square)
- Leave Applied (Grey square)
- Leave Approved (Green square)
- Reg. Applied (Pink square)
- Reg. Approved (Blue square)
- Late Coming Applied (Green square)
- Late Coming Approved (Green square)
- Early Going Applied (Orange square)
- Early Going Approved (Orange square)
- Weekoff (Yellow square)
- Holiday (Blue square)

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# WHAT TO WEAR

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Square Yards requires that employees dress neatly in work appropriate clothes and maintain adequate personal hygiene. It is important for the company to have constant support and goodwill of their customers. Therefore, Square Yards needs to maintain a pristine professional image. As representatives of Square Yards, employees must adhere to the dress code policy.

## DRESS CODE

- Employees across departments are expected to dress in Square Yards branded Polo T-Shirts, paired (properly tucked in) with formal trousers, regular denims and formal Shoes, Loafers etc.
- Torn Jeans, mismatched belts, Sneakers, fancy shoes, Chappals, Sandals etc are a strict no-no



# INCENTIVES FOR THE SALES TEAM

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- Sales Incentives are paid every month
- Incentives becomes payable at different stages of a completed transaction
- Incentives are Disbursed between 20<sup>th</sup>-27<sup>th</sup> of every Month
- (The date of disbursement is celebrated as Dollar Days across branches)
- Following Rules are followed while Incentive Disbursements

**Primary Sales (Sales Cycles are of 15 days, every calendar month has 2 Cycles 1-15th and 16th -30th)**

Individual Contributor must be active in last 3 completed cycles for Incentive Disbursement



# LEAVE POLICY

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Country	Annual Leave	Maternity Leave	Paternity
India	32	182	03

- During the probation period, employees can only avail 1 leave per month
- Leaves are credited once you complete your probation period. For more details on country wise leave policy and Holiday Calendar. Please login to your beats account.

# HEALTHCARE BENEFITS



We provide Life Insurance and Mediclaim Benefits for all our employees:  
For more details Log on to HR Policies on **SquareBeats** for claim and reimbursement process.

We provide **Personal Accident** cover worth **INR 10 Lakhs** for all employees.

ANNUAL CTC	ESIC	MEDICLAIM
<2.5 Lakhs	✓ Eligible	✗ Not Applicable
2.5 Lakhs to 10 Lakhs	✗ Not Applicable	✓ Cover upto INR 3 Lakhs
10 Lakhs to 25 Lakhs	✗ Not Applicable	✓ Cover upto INR 5 Lakhs
25 Lakhs+	✗ Not Applicable	✓ Cover upto INR 10 Lakhs

**INSURANCE SERVICE PROVIDER:**  
Onsurity

**FOR GENERAL QUERIES:**  
care@onsurity.com

**FOR CLAIM RELATED:**  
gooddoctors@onsurity.com

**ESIC SPOC:**  
PIYUSH RAI  
piyush.rai@squareyards.in

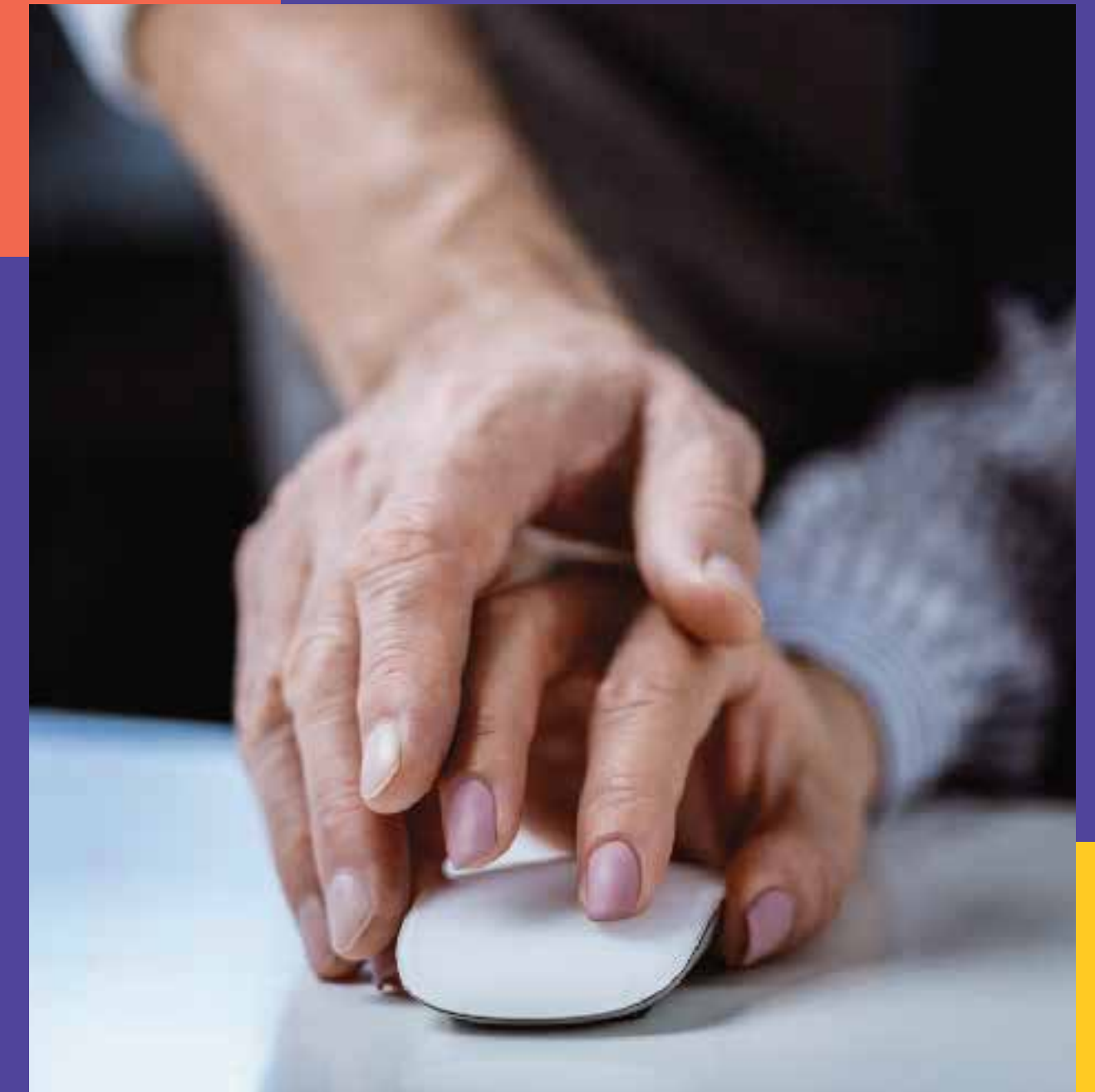
# REDRESSAL POLICY FOR SEXUAL HARASSMENT

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The policy is applicable to the complaints of Sexual Harassment as defined in Section 2.

Complainants or witnesses will not be victimized or discriminated during the course of the case.



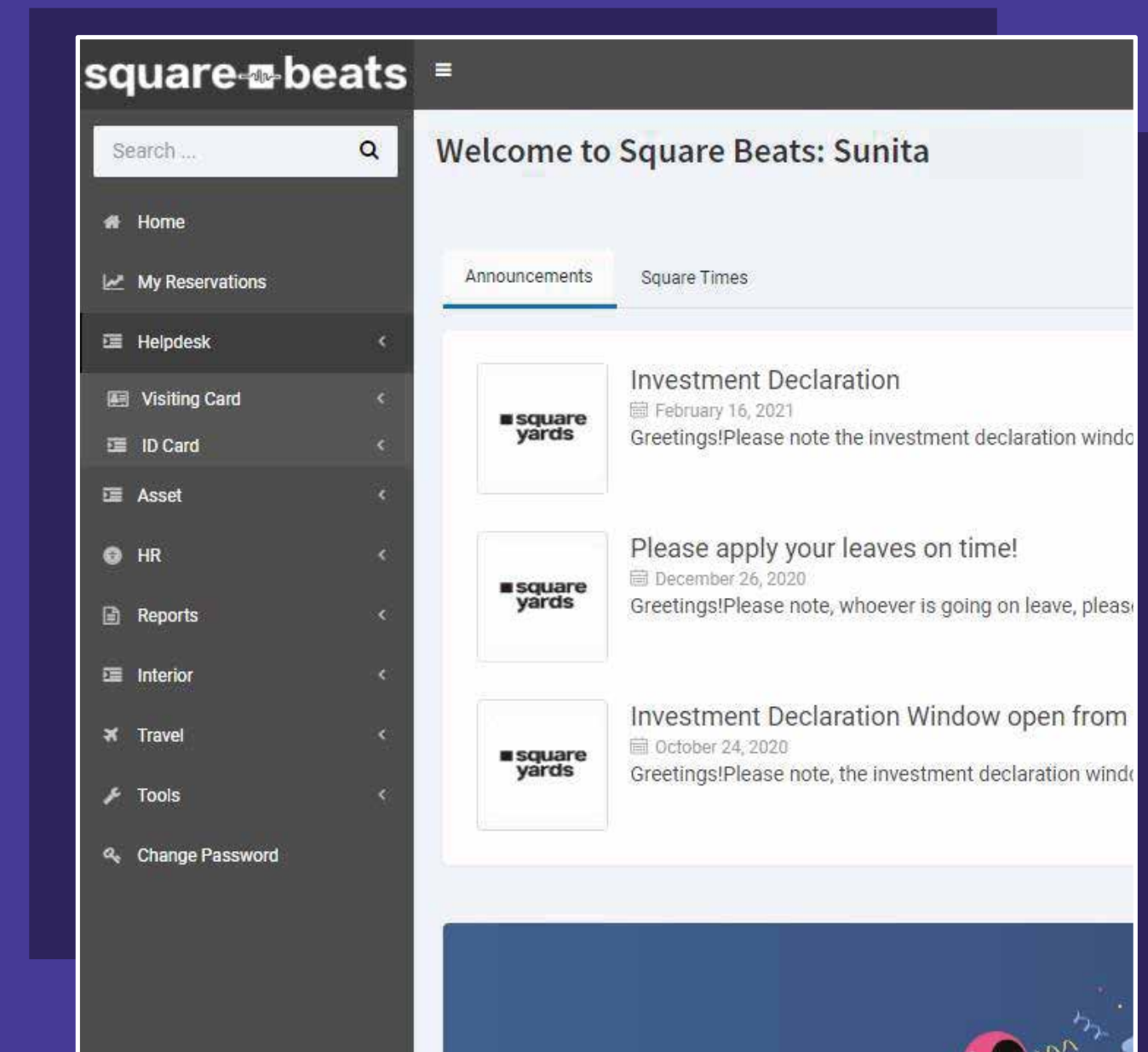


# GRIEVANCE REDRESSAL



Grievance Redressal Policy (GRM) provides mechanism for grievances redressal both from internal as well as external stakeholders arising from employment, business, customer service, etc. across all Square Yards entities.

- ❑ Grievance Redressal Committee (GRC) is mandated to oversee & facilitate reporting of grievances and their redressal while protecting privacy and confidentiality of all the parties.
- ❑ The policy also provides the coordinates where the complaints can be reported and spells out grievance redressal mechanism for different categories of grievances.
- ❑ The Grievance Redressal Policy is available on the below link:  
<https://beats.squareyards.com/Policies/HR>



# PROCEDURE TO LODGE INTERNAL GRIEVANCES

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## INTERNAL GRIEVANCE REPORTING:

- ❑ All internal grievances can be sent to: [hrhelpdesk@squareyards.com](mailto:hrhelpdesk@squareyards.com) within 15 days from the date of the incident/ last incident.

## CUSTOMERS GRIEVANCES/COMPLAINTS REPORTING:

- ❑ Customers can raise their grievances by lodging a complaint at [connect@squareyards.com](mailto:connect@squareyards.com). and [ceooffice@squareyards.com](mailto:ceooffice@squareyards.com).
- ❑ Contact on toll free number [1800 208 3344](tel:18002083344).

# EMPLOYEE EVALUATION

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Square Yards encourages both vertical as well as lateral moves within the organization.



- Goal Sheet Based Evaluation & Appraisals across Individual Contributor Roles
- For Leadership Roles Evaluation & Appraisal are once a year

*\*Confidentiality: It is an offence to share your incremented salaries with other employees.*

*Square Yards reserves the right to terminate the employment of both parties on leaking confidential information of incremented salaries.*



# INTERNAL JOB POSTINGS

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**Internal Job Posting allow access to available vacancies within the organisation and empower employees to take ownership and climb the ladder in their careers.**

*IJP is an excellent opportunity that the organization offers you to enhance, explore your skills and grow within the system.*



- The organisation also provides opportunities to work in international locations and experience the new culture, people, language, work ethics while working with global professionals.

# REWARDS & RECOGNITION

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A quarterly rewards & recognition program is conducted to reward the best performer in every team.

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# SIGNIFICANCE OF GOOGLE REVIEWS POST MEETINGS & TRANSACTIONS

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At Square Yards, we believe in maintaining the authenticity of services. The reviews from our stakeholders, our customers are a testament to our credibility, and prompt services.

Besides addressing customer concerns and driving credible services, the sales team is expected to collect positive reviews from the customers proactively.

**4.7**  
Customer Ratings

**100,000+**  
Happy & Satisfied Customers

“Dishant’s team was great. They really took the time to understand my style and helped me express myself in my home. The team's attention to detail was phenomenal. They did an amazing job blending my old and new furniture and decor. I'd definitely recommend them.  
- Majid Khan

“Great work done by Iyappan and team. Very responsible and responsive team. Took our feedback at every stage of design/production and implemented it effectively. The interior work turned out great.  
- Swathi S



# ADMINISTRATIVE RULES

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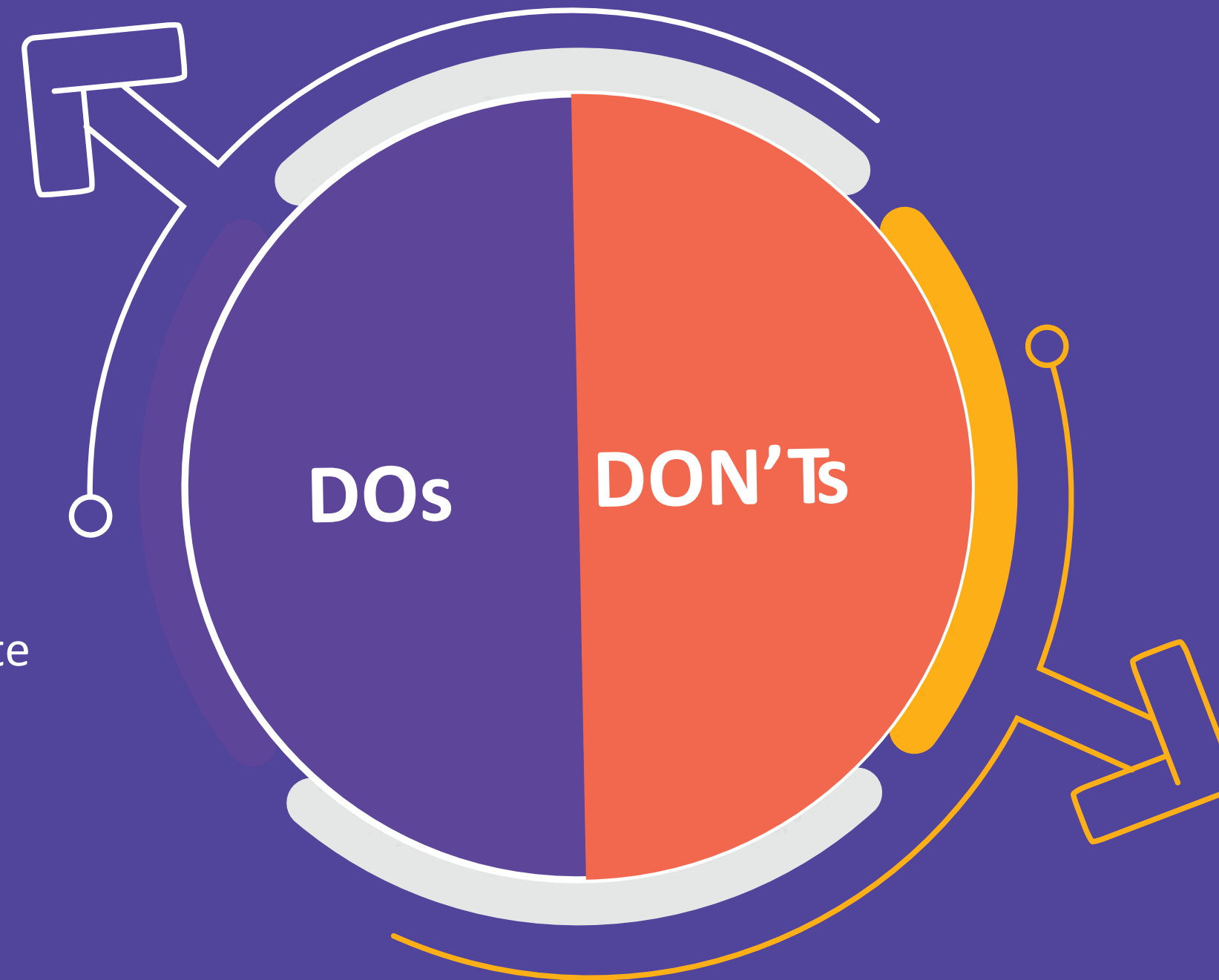
- ❑ Connect with your regional SPOC for your queries
- ❑ For any admin related queries raise Helpdesk ticket on the Beats portal
- ❑ Please maintain workplace harmony and a cordial work atmosphere
- ❑ Practice self-service for anything you need
- ❑ Assets caused by the employee shall be borne by them



# IT INFRASTRUCTURE

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- ☐ Raise Tickets on Beats Helpdesk for your queries
- ☐ Employees are accountable for the IT assets and data they own
- ☐ Employees must ensure complete sanctity of data



- ☐ Act responsibly and don't leave any sensitive info. around the office
- ☐ Don't install unauthorised programs on your office computer
- ☐ Data theft or data leakage is considered a punishable offence

Electronic monitoring of emails and website is mandatory

For official purpose, emails provided by the IT department are used for any sort of communication.

Any damage or theft to the IT accessories is solely the responsibility of the employee

# SQUARE BEATS

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## HOW TO LOGIN?

- ❑ Login to [beats.squareyards.com](https://beats.squareyards.com)
- ❑ Enter your **employee code**, enter your password
- ❑ Click on **“Forgot Password”** to reset your password

The screenshot shows the 'square beats' login interface. On the left, there is a 'Sign in to start your session' form with an employee code field (containing 'SDC45'), a password field, a 'Forgot Password?' link, and a 'Sign In' button. On the right, there is a 'square yards HALL OF FAME' graphic with a list of winners for various months:

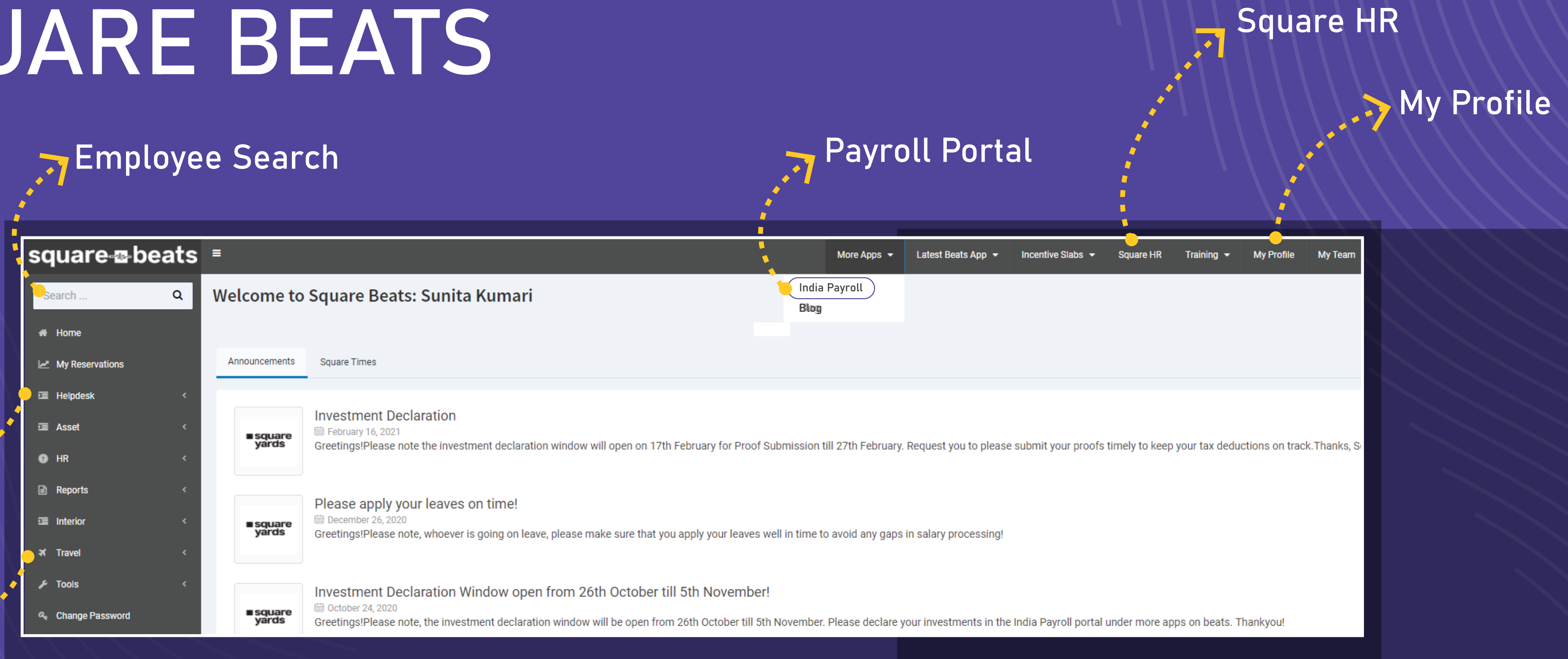
Month	1st Place	2nd Place	3rd Place
SEP 20	Premier Club	Zenith	Invincibles
OCT 20	Zenith	Falcons	South Siren
NOV 20	Lions	Sharpshooters	Zenith
DEC 20	Mumbai Rising	Zenith	Punerl Paltan
JAN 21	Square Capital	Savvy WolfPack	Savvy Conquerors
FEB 21	Savvy Spartans	Savvy WolfPack	Savvy Conquerors



# BEATS DASHBOARD



# SQUARE BEATS



Helpdesk

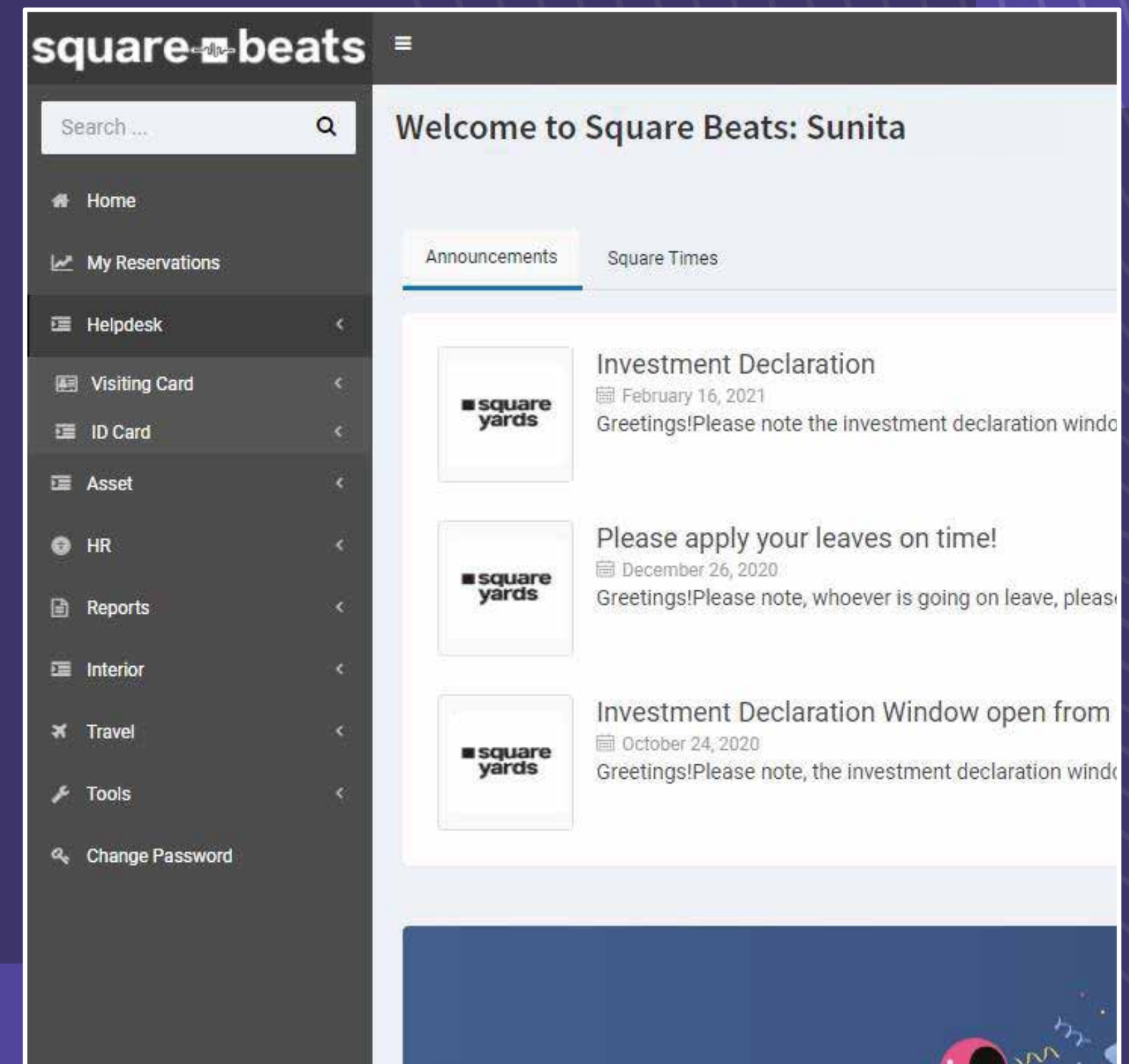
Travel  
Request

# HELP DESK FOR ADMIN/IT

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- ❏ **For all HR related queries:** Email at [hrhelpdesk@squareyards.com](mailto:hrhelpdesk@squareyards.com)
- ❏ **For Admin /IT related queries :** Create ticket on beats help desk for queries pertaining to Admin/IT Department



# MY PROFILE

## ACCOUNT DETAILS

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- ❑ Edit profile & add account details to receive salary in the same account
- ❑ Please ensure to validate your bank account details on beats and confirm within 7 days of your joining to avoid any salary transaction discrepancy

A screenshot of the "square beats" employee profile page. The page has a dark header with the "square beats" logo and a hamburger menu icon. On the left is a dark sidebar with various icons. The main content area is white and displays the following information:

- Employee code : SDC4564
- Senior Graphic Designer
- Kanika Gupta, Marketing
- Marketing, Gurugram - Good Earth
- Square Dotcom Private Limited
- Bio Metric Code :
- Date of Join : 08 Jan 2021 (08 Jan 2021)

Below this information is a horizontal navigation bar with tabs: Profile (selected), Bank & Statutory, PF Details, Health Insurance, Documents, and Visa. The "Contact details" section is visible, containing fields for Personal Email Id, Current Address, Phone, and Whatsapp. The "Employment Informations" section is partially visible at the bottom.



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**WE'RE  
ALL EARS  
TO YOUR  
QUESTIONS,  
IF ANY?**