

EMPLOYEE HANDBOOK

# Employee Handbook

Policies, benefits and ways of working

DOCUMENT NO.

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EFFECTIVE DATE

HR-HB-001

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# DOCUMENT CONTROL

|                 |                                             |
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## Revision History

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| 3.0     | 1 Apr 2025 | Hybrid work policy added                 | MD          |
| 4.0     | 1 Apr 2026 | Leave policy and code of conduct updated | MD          |

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# CONTENTS

|                                                |           |
|------------------------------------------------|-----------|
| <b>Purpose.....</b>                            | <b>5</b>  |
| <b>Scope.....</b>                              | <b>6</b>  |
| <b>Welcome.....</b>                            | <b>7</b>  |
| Our Story and Values.....                      | 7         |
| Your First Weeks.....                          | 7         |
| <b>Working Here.....</b>                       | <b>8</b>  |
| Working Hours and Hybrid Work.....             | 8         |
| Attendance and Time Off.....                   | 8         |
| Dress Code.....                                | 8         |
| <b>Leave Policy.....</b>                       | <b>9</b>  |
| Types of Leave.....                            | 9         |
| <b>Pay and Benefits.....</b>                   | <b>10</b> |
| Salary and Payroll.....                        | 10        |
| Benefits.....                                  | 10        |
| Expense Reimbursement.....                     | 10        |
| <b>Code of Conduct.....</b>                    | <b>11</b> |
| Professional Behaviour.....                    | 11        |
| Confidentiality and Data Protection.....       | 11        |
| Conflicts of Interest.....                     | 11        |
| Prevention of Sexual Harassment.....           | 11        |
| <b>Growth and Performance.....</b>             | <b>12</b> |
| Goals and Reviews.....                         | 12        |
| Learning.....                                  | 12        |
| <b>Leaving the Company.....</b>                | <b>13</b> |
| Resignation and Notice.....                    | 13        |
| Exit Process.....                              | 13        |
| <b>Frequently Asked Questions.....</b>         | <b>14</b> |
| <b>Appendix A: Leave Application Form.....</b> | <b>15</b> |
| <b>Appendix B: Expense Claim Form.....</b>     | <b>16</b> |
| <b>Appendix C: Induction Checklist.....</b>    | <b>17</b> |
| <b>Appendix D: Exit Clearance Form.....</b>    | <b>18</b> |

**Acknowledgement.....19**

## **PURPOSE**

This handbook explains how we work together, what you can expect from the company and what the company expects from you. It summarises key policies; the full policy documents on the intranet prevail in case of any difference.

## **SCOPE**

Applies to all full-time employees. Interns and contractors follow the sections marked as applicable in their agreements.

# | WELCOME

## Our Story and Values

Brightline helps businesses make better decisions with data. Our values — clarity, integrity, craft and partnership — guide how we work with clients and with each other.

## Your First Weeks

Your manager and buddy will help you settle in. In your first month you will complete induction, meet each team and set goals.

- Day 1: welcome, IT set-up, induction
- Week 1: meet your team and buddy
- Month 1: goals agreed with your manager

# | WORKING HERE

## Working Hours and Hybrid Work

Core collaboration hours are 11 AM to 4 PM. Most teams work from the office three days a week; agree your pattern with your manager.

## Attendance and Time Off

Record attendance and leave in the HR portal. Inform your manager as early as possible about unplanned absence.

## Dress Code

Smart casual in the office; follow client dress codes on client visits.

# | LEAVE POLICY

## Types of Leave

Leave entitlements per calendar year (prorated for joiners):

- Earned leave: 18 days
- Casual and sick leave: 12 days
- Public holidays: as per the published list
- Maternity and paternity leave: as per law and company policy
- Bereavement leave: 3 days

## Applying for leave

Apply in the HR portal at least one week ahead for planned leave.

# **| PAY AND BENEFITS**

## **Salary and Payroll**

Salaries are credited on the last working day of the month. Payslips are available in the HR portal.

## **Benefits**

Benefits include group health insurance for you and your family, term life cover, a learning allowance and an annual health check-up.

## **Expense Reimbursement**

Submit claims with receipts within 30 days. Follow the travel and expense policy for limits.

# CODE OF CONDUCT

## Professional Behaviour

Treat colleagues, clients and partners with respect. Discrimination, harassment and bullying are not tolerated.

## Confidentiality and Data Protection

Client data must be handled only for authorised purposes, stored on approved systems and never shared externally without permission.

- Use company devices and accounts for work
- Lock your screen when away
- Report suspected data incidents immediately

## Conflicts of Interest

Declare any outside work or relationship that could conflict with your role.

## Prevention of Sexual Harassment

The company has an Internal Committee as required by law. Complaints are handled confidentially and without retaliation.

### Need help?

Contact the Internal Committee at [ic@yourdomain.in](mailto:ic@yourdomain.in) or any member listed on the intranet.

# | GROWTH AND PERFORMANCE

## Goals and Reviews

Goals are set at the start of each half-year and reviewed mid-year and year-end.

## Learning

Each employee has an annual learning allowance for courses, books and certifications.

# | LEAVING THE COMPANY

## Resignation and Notice

Submit resignation in the HR portal. The notice period is as per your appointment letter.

## Exit Process

Return company assets, complete handover and attend an exit interview.

## **FREQUENTLY ASKED QUESTIONS**

### **Can I carry forward unused leave?**

Up to 10 days of earned leave can be carried forward to the next year.

### **Who do I contact for payroll queries?**

Email payroll@yourdomain.in or raise a ticket in the HR portal.

### **Can I work fully remotely?**

Fully remote arrangements need approval from your manager and the Head of People.

# APPENDIX A: LEAVE APPLICATION FORM

|                      |  |
|----------------------|--|
| Employee name and ID |  |
| Department           |  |
| Type of leave        |  |
| From date            |  |
| To date              |  |
| Reason               |  |
| Manager approval     |  |

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# APPENDIX B: EXPENSE CLAIM FORM

|                         |  |
|-------------------------|--|
| Employee name and ID    |  |
| Purpose of expense      |  |
| Date                    |  |
| Amount (₹)              |  |
| Receipts attached (Y/N) |  |
| Manager approval        |  |

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## APPENDIX C: INDUCTION CHECKLIST

| # | Check                          | Yes                      | No                       | Remarks |
|---|--------------------------------|--------------------------|--------------------------|---------|
| 1 | IT accounts and devices issued | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 2 | Policies read and acknowledged | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 3 | Buddy assigned                 | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 4 | Team introductions done        | <input type="checkbox"/> | <input type="checkbox"/> |         |
| 5 | 30-day goals agreed            | <input type="checkbox"/> | <input type="checkbox"/> |         |

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# APPENDIX D: EXIT CLEARANCE FORM

|                       |  |
|-----------------------|--|
| Employee name and ID  |  |
| Last working day      |  |
| Laptop returned       |  |
| Access cards returned |  |
| Handover completed    |  |
| HR clearance          |  |

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# ACKNOWLEDGEMENT

I confirm that I have read and understood this document and will follow it.

\_\_\_\_\_  
Name and signature

\_\_\_\_\_  
Date