

EMPLOYEE HANDBOOK

Employee Handbook

Policies, benefits and ways of working

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VERSION

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Uncontrolled when printed. Always check the shared drive for the latest version.

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01 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.

02 SCOPE

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

03 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

04 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.

05 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.

06 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.

07 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 or any member listed on the intranet.

08 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.

09 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.

10 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.

11 APPENDIX A: LEAVE APPLICATION FORM

Employee name and ID	
Department	

Type of leave	
From date	
To date	
Reason	
Manager approval	

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12 APPENDIX B: EXPENSE CLAIM FORM

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

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13 APPENDIX C: INDUCTION CHECKLIST

#	Check	Yes	No	Remarks
1	IT accounts and devices issued	☐	☐	
2	Policies read and acknowledged	☐	☐	
3	Buddy assigned	☐	☐	

#	Check	Yes	No	Remarks
4	Team introductions done	☐	☐	
5	30-day goals agreed	☐	☐	

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14 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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15 ACKNOWLEDGEMENT

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

Name and signature

Date