



# Wcities Content Solutions India Pvt. Ltd.

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## **About Company:-**

Founded in 1998, Wcities is an online content solutions provider that develops travel based content for its clientele worldwide.

We cater to travel service providers, web and mobile portals, wireless networks, airlines, hotels and carriers.

We provide information on everything a city has to offer; from accommodation options, drinking and dining spots, shopping and entertainment, to tourist attractions, local events and festivals.

## **Mission:-**

To be the most valuable source of information for local residents, business and leisure travellers.

To provide updated information about travel destinations around the globe.

## **Organizational Structure:-**

CEO

Chief Technology Officer

Director of Technology

Editorial Head (Events) / (Content)



## **Editorial Head (Events) / ( Content):-**

Content Manager

Team Leader

Project Lead

Sr. Editorial

Editorial Associate

Data Moderator

## **Attendance Policy:-**

Wcities India works 5 days a week, with Saturdays and Sundays as weekly holidays. The official timings are 9:00AM to 5:00PM.

Grace timing lasts till 9:30 AM. In case of an unplanned late coming, all employees are required to inform the HR and their reporting authority.

Late coming is defined when any employee reports to work post grace time. If an employee fails to clock in 8 hours at work, it's considered as an early going. If the total number of early goings and late comings exceeds 3 in a month, it results in a reduction of leave by 1 day.

All employees are required to clock in a minimum of 8 working hours per day.

Half day is considered if an employee works less than 5 hours.

Late comings and early goings have to be communicated to the HR and the management for approvals.

Unauthorized absence from work will result in double deduction of pay and/or strict disciplinary action.



## **Leave Policy:-**

Every employee is allotted 24 leaves in a year on a pro-rata basis (2 leaves every month).

Maternity leave is for 26 weeks for two surviving children and 12 weeks for more than two children.

Paternity leave is for 1 week.

If an unplanned leave precedes or succeeds an official holiday, it is counted as an extended leave. (E.g.- if an employee takes an unplanned leave on Friday, it would result in deduction of 3 leaves, considering Friday is followed by Saturday & Sunday. Similarly, if an unplanned leave is taken on 14th August, it would result in deduction of 2 leaves i.e. 14th August & 15th August)

Please note, the above rule is applicable only for unplanned leaves. Employees planning leaves in advance will be exempted from this clause.

It is mandatory to seek official approval for long leaves well in advance. An employee is requested to submit a tentative leave plan to his/her supervisor at the beginning of the year to ensure smooth functioning of work.

An employee cannot avail 24 leaves together. 2 leaves are added to the leave bank every month, which if not availed are carried forward to the next month.

If leaves accrued during a year (January-December) have to be availed within the year else it will be lapsed.

## **Probation and Notice Period:-**

An employee will be on a training period of 1 month and then on probation for a period of 3 months from the date of appointment. The management reserves the right to extend an employee's probation period based on its discretion.

During probation and notice period, an employee is not entitled to any leaves, half days, early goings and late comings. In case of any unavoidable leaves, the



management reserves the right to extend the employee's confirmation or notice period.

During the probation period, the appointment may be terminated by either party (employer or employee), without any notice or payment in lieu thereof.

After confirmation, the employment may be discontinued by either party with a minimum of Two months' notice period or payment in lieu thereof. Smooth and uninterrupted transfer of responsibilities is expected from an employee during the notice period.

## **Access Card:-**

An access card is provided to all the employees. They are required to swipe the access card and sign the attendance register on a daily basis. Access card records in conjunction with the attendance register will be viewed as final for recording attendance.

Access Card should be swiped every time an employee comes in or goes out of office, including breaks.

## **Break Policy:-**

Lunch break can be availed for half an hour anytime between 1:00 PM and 3:00PM. An additional break of 20 minutes can be availed anytime during the day.

Management reserves the right to take action against any employee if found taking too many breaks during office hours.

Leaving the office premises during office hours is strictly prohibited. In case an employee wants to avail this, it is mandatory to take approval from the immediate Reporting authority/Manager.



## **Appraisal Cycle:-**

All employees qualify for an appraisal after successful completion of a year in the organization.

## **Code of Conduct:-**

The organization expects its employees to conduct themselves in a business-like manner. Drinking, Gambling, Fighting, Swearing, Gossiping about fellow employees and similar

Unprofessional activities are strictly prohibited. Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate content on their computer.

## **Rules and Regulations:-**

### **An employee is not allowed:-**

- To access their personal email accounts
- To log into their social media accounts from work

For any work related queries and/or difficulties, approach your immediate reporting authority and/or HR.

The management reserves the right to exercise its own discretion, that may not be restricted to the aforementioned policies.

## **Equality before the law:-**

Everyone is equal before the law and is entitled to the equal protection of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.



The Equality Act protects you if you're treated badly because you've complained about discrimination or stood up for discrimination rights, either for yourself or for someone else.

## **CHILD LABOUR AND YOUNG EMPLOYEES:-**

- Child labour is not used. There is no recruitment of child labour.
- No one under 18 years old is employed in any conditions.

## **MODERN SLAVERY:-**

### **1. POLICY STATEMENT:-**

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another to exploit them for personal or commercial gain. We at Wcities are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business.

Wcities is also committed to ensuring there is transparency in our own business. We consider this an extremely important issue, and we aspire to go beyond the requirements, embedding the responsibility to respect human rights into our culture, in the hope that our transparent approach to combating modern slavery will serve as a model for others and drive-up standards in our company.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels - Directors, Editorials, Data Moderators, Software Developers.



## **2. RESPONSIBILITY FOR THE POLICY:-**

Management at all levels is responsible for ensuring those reporting to them understand and comply with this policy.

You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions, and queries are encouraged and should be addressed to the Human Resources at [\*\*hr@wcities.com\*\*](mailto:hr@wcities.com).

## **3. COMPLIANCE WITH THE POLICY:-**

You must ensure that you read, understand and comply with this policy.

The prevention, detection and reporting of modern slavery in any part of our business is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business of any tier at the earliest possible stage.

If you believe or suspect a breach of this policy has occurred or that it may occur you must notify the Human Resources at [\*\*hr@wcities.com\*\*](mailto:hr@wcities.com) as soon as possible.

If you are unsure about whether a particular act, the treatment of employees more generally, or their working conditions within any

constitutes of the various forms of modern slavery, raise it with your manager or the Human Resources department.

We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or



may be taking place in our company. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Human Resources department immediately. If the matter is not remedied, and you are an employee, you should raise it formally by sending an e-mail to **fraser@wcities.com**.

## **COMMUNICATION AND AWARENESS OF THIS POLICY:-**

### **BREACHES OF THIS POLICY:-**

Any Wcities employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

We may terminate our relationship with other individuals and organizations working on our behalf if they breach this policy.

## **FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING:-**

This guide was written as a resource for you, our members, to support the work you are doing to promote an enabling environment for employee rights to freedom of association and collective bargaining and ensure they are respected in practice. Constituting part of the 'Code of Labour Practices' standards that Wcities has committed to, these rights help safeguard an environment in which employees and management can communicate and negotiate working conditions. This guide is based on Wcities 'Policy on Freedom of Association and Collective Bargaining,' which lays out the expectation of members, demonstrating what full compliance looks like.

Employees are best placed to advocate for their own rights, but, in order to do this, they need the freedom to organise themselves, express their voices, and defend their interests.





This is where freedom of association and collective bargaining come in. These rights are 'enabling rights.' That is to say, if these rights are respected, they pave the way for employees and their employers to address and implement the other standards in Wcities Code of Labour Practices.

### **COMPENSATION AND BENEFITS:-**

The chief executives along with the Human Resources team will oversee the design of the Compensation system and its operations effectively. The Human Resources department is charged with the responsibility of ensuring that the whole compensation program is managed for consistency and equity.

If you have any questions about Wcities pay policy enlisted here, please approach the Human Resources Department.

Wcities reserves the right to change, modify or delete the Provisions of this compensation and benefits policy without prior notice.

### **SCOPE OF POLICY:-**

This Compensation Policy pertains to all the executives and employees of Wcities Content Solution India Pvt Ltd.

### **DEFINITION OF COMPENSATION AND BENEFITS:-**

Compensation encompasses the whole range of salaries and benefits, both current and deferred, that employees receive during their employment with Wcities Content Solution India Pvt Ltd. In the Employment Cost Index, compensation includes the employer's cost of salaries, plus the value of providing employee benefits.

### **COMPENSATION STRUCTURE:-**

To meet the organizational objective of attracting, rewarding, and retaining talent, compensation is delivered through a composition of methods as below:



- Annual Guaranteed Pay
- Variable Pay
- Paternity Leave with Pay
- Maternity Pay
- Work From Home

## **ANNUAL GUARANTEED PAY:-**

Annual Guaranteed Pay consist of basic salary and compulsory allowances as may be obtainable to eligible employees. Optional allowances include housing allowance, medical allowance, transportation allowance, travel allowance ETC. It also comprehends retirals like superannuation disbursement, integral contributions as Corporation's support to Provident Fund and Gratuity.

The company shall effort to guarantee that the annual guaranteed pay reflects the following:

- Job
- Grade
- Performance
- Experience
- Market Pay Position

## **VARIABLE PAY:-**

The substantial amount of variable pay is established on company and individual accomplishment. Variable pay is given within the classification of performance bonus as applicable. The planning of the variable is linked to the individual employee's performance rating which is arrived by assessing performance delivered against a structured or well-defined set of objectives.



## **PATERNITY LEAVE WITH PAY:-**

As per company compensation and benefits policy if you're a newborn's dad or the mummy's husband you're authorized to 1 weeks of paternity leave with pay when you and your partner have a baby. You must take Paternity leave in an extension of 1 or 2 weeks after 1 week will be considered as leave without pay and will be deducted to available leave allowance.

## **MATERNITY:-**

As per Company Compensation and Benefits policy maternity leave valuation account can be disbursed before or after you deliver confinement.

Maternity leave is for 26 weeks for two surviving children and 12 weeks for more than two children.

The maternity leave can comprise time before and after carriage, so if you want to take some paid time off to snuggle before the baby comes then you are entitled to it.

As per Law A working woman is entitled to maternity leave with full pay for a period of 26 weeks including the time before and after delivery.

Maternity leave may discontinue work without pay for a maximum period of one hundred consecutive or intermittent days if such absence is due to illness which does not enable her to resume work. Such illness shall be evidenced by a medical certificate issued by a medical authority attested by the competent health authority or endorsed by such authorities to the effect that the illness resulted from pregnancy or delivery.



## **WORK FROM HOME:-**

Company sets a schedule for work from home every other day the stated policy only applies to office and admin staff the subject has been set alternately.

NOTE: Only the office staff are entitled to work from home. Operations department sales and frontline will still need to go to outlets and perform duty.

## **BENEFITS:-**

The Wcities believes and understands that there are certain policies which are key in building goodwill for the organization amongst the employees. Keeping this in mind, apart from cash components and perquisites, the organization is committed to assist employees and their dependents to meet unforeseen and adverse life events both from the perspective of health and financial difficulty.

The organization aids tide over such life events through medical insurance and loans like Housing Loans, Personal Loans at concessional rates as laid down by the company.

## **BIRTHDAY LEAVE:-**

Wcities grants a one day paid leave in celebration of the day our employee was born. You are entitled to celebrate as per company appreciation and consideration of being part of Wcities Family.

## **EMERGENCY LEAVE:-**

Company grants an emergency leave depending on the situation. Approval of this leave will be based on the documents presented on urge of emergency. Emergency leave has a maximum of 15 days only and exceeding from the maximum day stated will not be compensated. Emergency leave of loss after death of family member subject to Grandfather to Siblings.



## **SICK LEAVE:-**

As per Company grants sick leave with pay under probation period in terms of consideration but must show medical report/certificate. Illness arising within the sick leave days will not be entitled and will be penalized if proven that caused by negligence.

NOTE: Make sure to provide sick leave form to HR to be entitled with pay any sick leave without form will not be compensated.

## **HOLIDAYS:-**

Company will pay holidays especially to the operations department subject to double pay and if any case of cancel day off the employee will receive Comp Off holiday too. Office will be granted as standard with pay due to the reason that the holiday office doesn't have work.

As per law employees are entitled to official leave with pay in all public holidays released and approved by the government for the private sector.

## **MEAL AND TRANSPORTATION ALLOWANCE:-**

Company provides allowances during field visit or outlet visit allowances are subject to meal allowance. Transportation allowance must be shoulder by employee when in times of work outside the facility and it will be replenished with the exact amount of receipt.

NOTE: Make sure to provide a liquidation form and request for payment specific to the reimbursement time, date, amount.



## **CASH ADVANCE:-**

The company believes that starting up will be difficult when it comes to daily expenses, we offer cash advance in deduction divided to 3 months' salary.

## **BONUS:-**

A pledged bonus is not stable with pay for performance principles or remuneration plans of the Company. However, joining in or signing on amounts at the level of designation and above will be limited to the six months only and will be in the form of Employee Sign on Amount.

Non-Cash Benefits

These benefits are provided to employees to supplement rewards and meet their non-financial and other requirements are linked to their level in the organization.

Few concepts of what could be contained are:

- Hospitalization protection for member of staff
- Group term insurance for employees

## **PAYROLL:-**

Employees' salaries will be disbursed on or before the 7th of every month. If the standard pay date drops on a Friday or holiday, the Firm will strive to make the disbursement before Friday otherwise on the first working day.

## **SALARY DEDUCTIONS AND WITHHOLDING:-**

The Company will withhold the following from the employee's pay cheque for following category:

- Taxes and Cash Advance
- Absences



## **COMPENSATION REVIEW FITMENT OF NEW HIRES**

Wage modifications of the Corporation are appointed to bear out on educational and accredited qualifications of the current available position. Broaden on the job role and competency expertise stances of the individual. There could be dependable vital outlines which may influence to be hired at a premium and indulged as an immunity to the pay scales laid down. Any such deviations will ought to be granted by the management while being attended with appropriate clarification.

## **INCREMENTS/PAY REVISION**

Increase in fixed pay will happen annually with effect from their date of joining. Though, there might be endeavors such as promotions, confirmations or change in

employment facets that could extend to changes in fixed pay during other times of the year. The organization could also make salary corrections and adjustments during the year for those employees whose compensation is found to be below the market pay and who have a good track record with respect to performance. Yet, these would be ensured on an immunity basis with the prompt consent from the appropriate decree.

## **Health and Safety:-**

Just as business owners we are aware of the obligations toward our employees, employees must be aware of their own responsibilities when it comes to ensuring safety at work. Teaching employees effective personal strategies that they can implement on themselves is one effective way of motivating staff. We emphasize that employee safety is a priority by providing new trainees with health and safety training in their first week of work.



We encourage employee engagement and participation as key aspects in promoting and growing a positive safety culture in our workplace. A healthier and safer workplace increases employee job satisfaction, productivity, and business performance.

## **Fire Safety:-**

- We have Installed Smoke Alarms.
- We conduct a Training program on your escape from fire.
- Cook Carefully in the cafeteria .
- We use Electricity Safely.

## **Corruption, Extortion and Bribery:-**

Wcities is committed to conducting business in an ethical and honest manner and is committed to implementing and enforcing systems that ensure all forms of bribery, corruption, and fraud are prevented. Wcities has zero tolerance for bribery and corrupt activities.

It is our responsibility to conduct operations and activities in compliance with applicable Anti-bribery and Anti-Corruption Laws, which prohibits improper/unethical payments to Government Officials. Any payment or benefit conveyed to a GO must be fully transparent, properly documented, and accounted for.

## **Conflicts of interest:-**

The purpose of the conflict of interest policy is to protect the Wcities interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction.





## **Environmental policy:-**

The Wcities recognizes that environmental issues are global in scale and that they are long-range concerns affecting future generations. As a global organization, the Wcities, through sound business activities, will strive to achieve sustainable development aimed at both social and economic progress and environmental preservation.

We recognize that the quality of life for future generations will depend on how well we all manage energy consumption today. So we are adopting and implementing energy efficient technologies and practices across our company to reduce energy consumption in our office, transportation, and communities.

## **Sustainable resources management:-**

Objectives

### **The main purpose of this is to:-**

- Provide with a basic understanding of green HRM to the readers.
- Highlight different significant works on green HRM by other employees.
- Elaborate on various green practices that can be incorporated for building a Green workplace.
- Attempts to suggest some green initiatives for HR.

## **Waste Reduction:-**

- We follow the 7 R's: Rethink, Refuse, Reduce, Reuse, Repair, Regift, Recycle.
- You can work with suppliers of any product you use to remove unnecessary packaging.



- You can remove any unnecessary packaging from your own products.
- Try switching away from paper to digital in as many situations as you can.