

# **KOSHYS GROUP OF INSTITUTIONS BENGALURU**

## **EMPLOYEE HANDBOOK**

### **FOREWORD**

Dear Employees,

We are pleased to present to you an Employee Handbook on complete HR Policies of Koshys Group of Institutions. We urge you to read the same and get familiar in the true spirit of these policies. Should you find a need for any clarifications, you may please get in touch with me. We take this opportunity to wish you a very fulfilling association with Koshys Group of Institutions.

With Warm Regards,  
Department of HR & Administration  
Koshys Group of Institutions  
Bengaluru

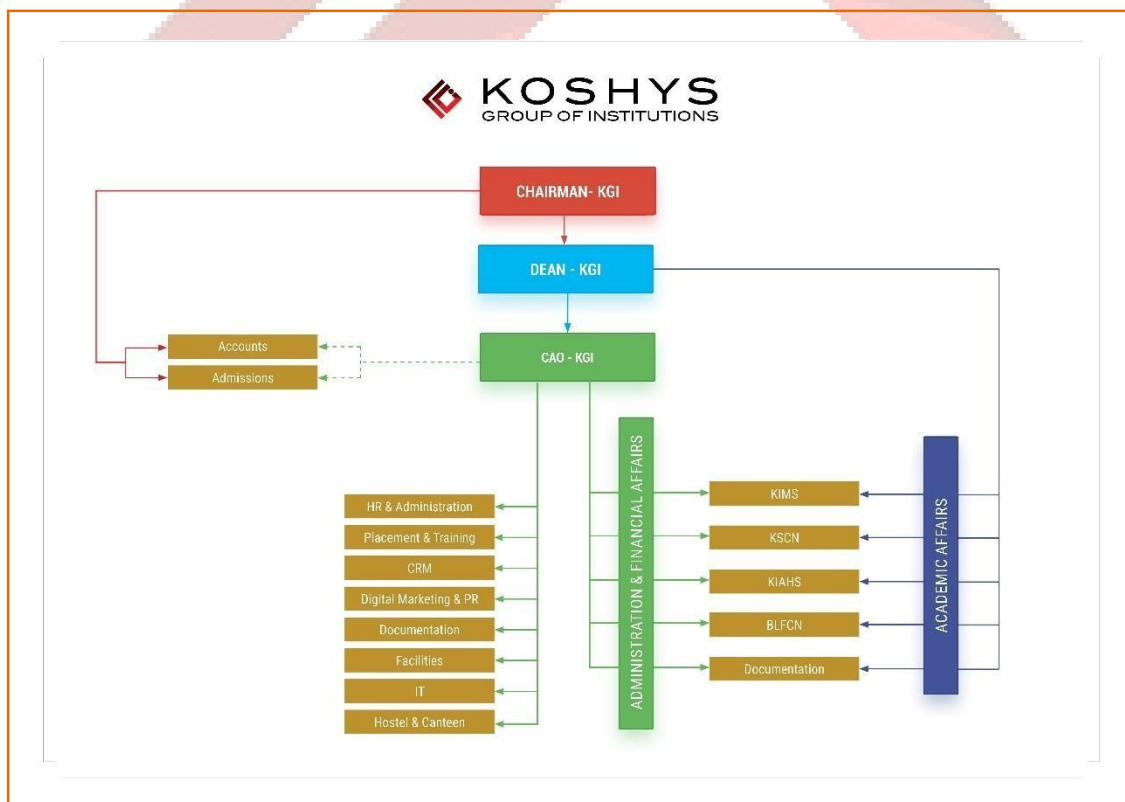
  
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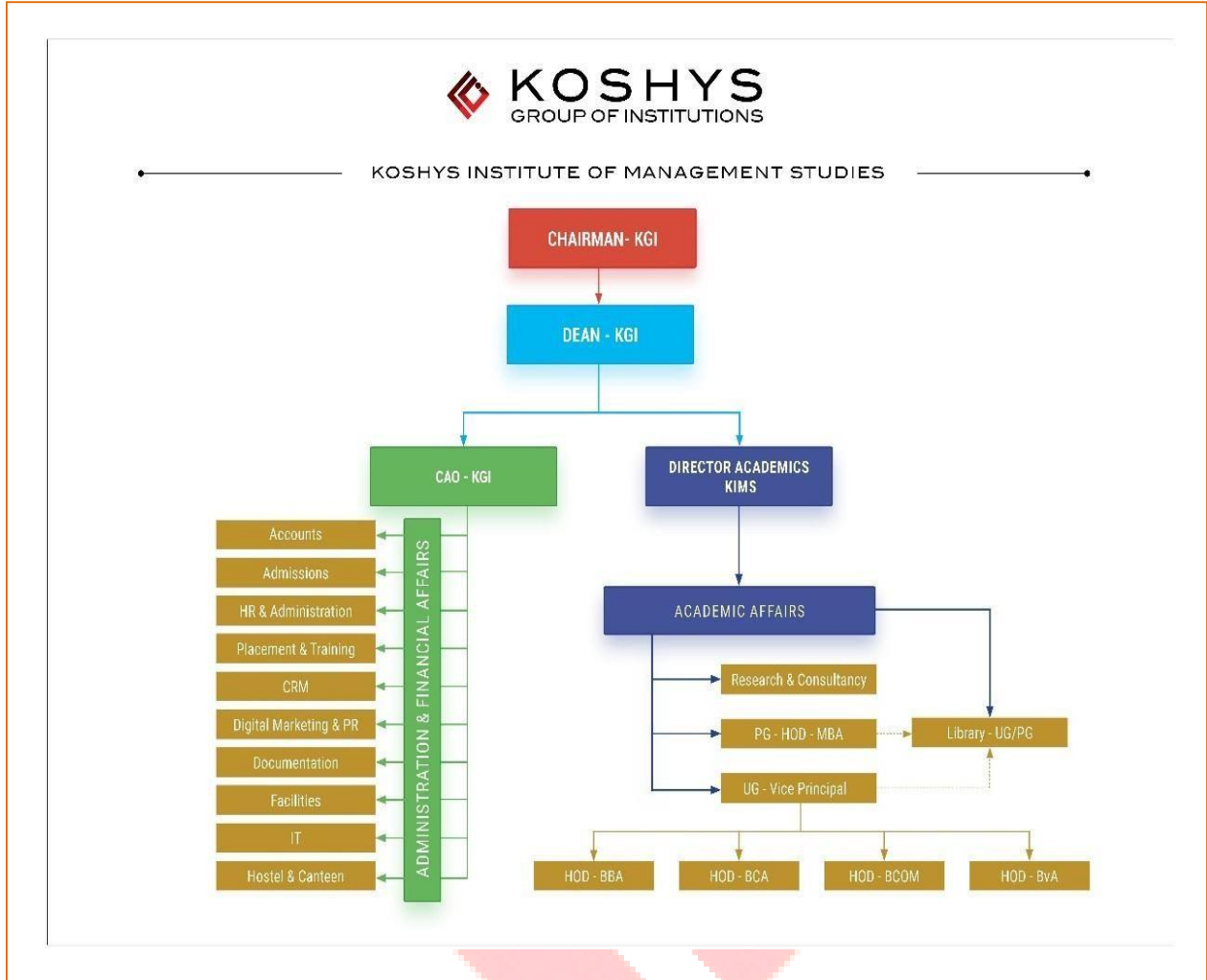
**1. ORGANOGRAM**

**A. KGI**



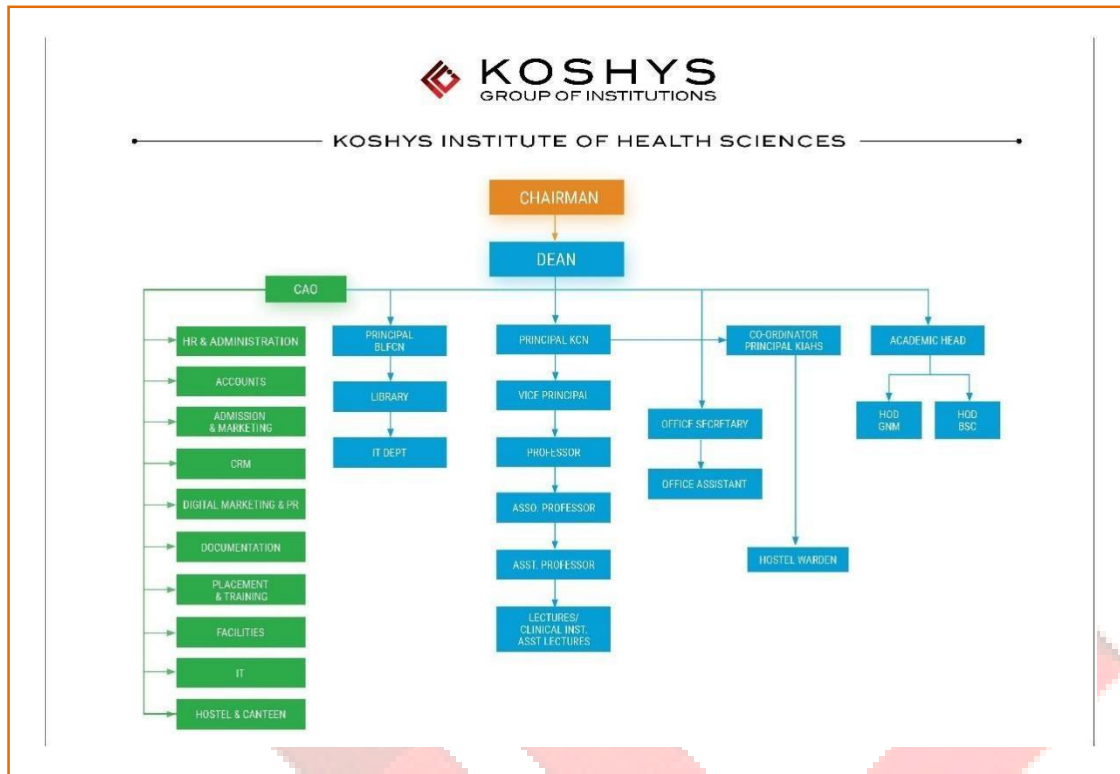
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**B. KIMS**



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## C. KIHS



## 2. RECRUITMENT POLICY

### 2.1 Objective

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

### 2.2 Applicability

All new recruits in all grades

### 2.3 Policy & Procedure

- The concerned HOD of each department is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of Chairman, and only then proceed with the process of recruitment with formal mail communication.
- HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department.

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- HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, portals) internal reference etc.
- HR shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be communicated to the concerned HOD/Director Academics/Dean.
- HR will coordinate the entire process of conducting the interviews.

#### **2.4 Recruitment process for teaching staff includes the following-**

- Interviewee to fill the Candidate Details Form.
- HR Round
- Demo in front of interview panel/students
- Interview with concerned HOD/Director Academics/Dean.
- Final round with the Chairman

#### **2.5 Recruitment process for non-teaching staff includes the following-**

- Interviewee to fill the Candidate Details Form.
- HR Round
- Interview with technical or department head
- Final round with the Chairman

The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of societies.

### **3. PROBATION & CONFIRMATION POLICY**

#### **3.1 Objective**

To provide a policy framework for confirmation of regular employees after completion of the probation period.

#### **3.2 Eligibility & Coverage**

- All new recruits of the institute on regular rolls
- Policy & Procedural Formalities for Completion of Probation
- All new employees will be on probation for a period of 6 months from the date of joining.
- While the formal probation appraisal shall be at the end of 6 months, the concerned HOD will review the performance of the probationer at quarterly intervals. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation report will be submitted to HR Department.
- During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the

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sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.

- HR Department will remind the concerned HOD before completion of the probation period.
- The HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement in the personal file of the employee.
- Duly completed assessment report with the recommendation of the HOD for confirmation, will be sent to HR Department before the issue of Confirmation Letter.

### **3.3 Extension of Probation Period**

In such instances where an employee does not meet the required standards of performance, the HOD may recommend extension of the probation for a maximum of six months.

Probation period may be extended under any of the following circumstances:

- Performance of the probationer is not up to expectations.
- The role and the skills of the probationer are not aligned.
- Probationer's values are not aligned with the institute's values.

A mutually agreed and detailed Performance Improvement Plan (PIP) involving counselling and training will be documented, and areas of improvement clearly communicated to the employee in the prescribed format.

The probation may be extended only once. When probation is extended for an employee, the HOD shall send the details to HR Department at least 15 days before the expiry of probation, clearly stating the reasons for extension. HR will send necessary reminders in time.

Based on the recommendation of the HOD, HR Department will formally communicate the extension of the probation through a letter to the employee through the HOD

The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance. If the probationer's performance remains unsatisfactory after the PIP, his or her services may be summarily terminated.

### **3.4 Confirmation of Services**

On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.

HR shall send the confirmation to the employee through the HOD within one week of the end of probation. Upon confirmation, the notice period on either side will be 2 month.

It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee.

  
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## 4. INDUCTION POLICY

### 4.1 Objective

To facilitate smooth assimilation of new employees into the college and help them.

understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the college.

### 4.2 Applicability

All new employees of the institution.

### 4.3 Policy

The HR Department shall ensure that every employee, irrespective of designation, goes through a Comprehensive Orientation Program (COP), which will be mandatory for the employee to attend.

The duration and scope of COP may vary with the designation of the employee and the width and depth of information that needs to be shared during induction. The COP shall include the following

Sl. No	Particulars	Responsibility	Content/Topic
1	Koshys Group	HR manager	Introduction to Koshys Group
2	Campus Tour	HR	Tour of the campus and introduction to key officials.
3	HR Orientation	HR Manager	Brief Introduction of the organizational structure. Introduction to HR Policies
4	KIMS/KIHS	Academic Director/Dean	Brief introductions about KIMS/KIHS.
5	Department Orientation	HOD	Introduction to the current employees in the department. Overview about roles and responsibilities.

### 4.4 Employee Orientation Form

Name of the Employee		Date	
Designation		Department	

Sl. No.	Particulars	Evaluation	
		Yes	No
1	Did you get a proper orientation of Koshys Group?		
2	Have you understood your Job Profile adequately?		
3	Did you understand the Department structure and its functions?		

  
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4	Have you been told about the applicable HR Policies?		
5	Were you satisfied with the orientation program?		
Anything else you would like to know or suggestions you would like to make?			

## 5 LEAVE POLICY

### 5.1.Objective

To communicate the leave entitlements and provide guidelines for availing these leaves.

### 5.2. Eligibility & Applicability

All employees on regular rolls of the Institute.

### 5.3.Policy & Procedure

- Categories of leave available to the employees are: Casual Leave, Earned Leave, Maternity Leave, Academic Leave, Compensatory Off, Summer Vacation.
- For the purpose of leave, “Year” shall mean the Calendar Year commencing 1<sup>st</sup> January and ending 31<sup>st</sup> December.
- All leaves shall accrue effective 1<sup>st</sup> January of every Year, except the Casual Leave.
- Employees shall apply for leave on prescribed formats with proper approval from HOD, Vice Principal and Academic Director/Dean and apply through ERP after written approval.
- Holidays and weekly offs between the leaves will be treated as a part of leave only.
- Weekends and holidays are exempted in case of Casual Leave.

### Entitlement & Procedure for availing Leaves:

#### Casual Leave (CL)

- All Employees are eligible for 9 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis. However, in general, until the completion of probation, CL may not be availed more than once in a calendar month. CL should be applied through ERP.

  
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- Employee on CL cannot be absent from duty continuously for more than 3 days including intervening holidays.
- Employees may avail CL for half-day also.
- CL may be prefixed or suffixed to intervening holidays or weekends.
- CL cannot be prefixed or suffixed to any other category of Leave.
- Un-availed CLs will automatically lapse at the end of the calendar year.

### **Earned Leave (EL)**

- All Teaching staff & Non-teaching is eligible for 6 days of EL in a year.
- Employees joining the organization shall have their earned leave entitlements for the rest of that calendar year calculated on pro-rata basis and credited to their accounts on the 1st of January every year.
- Probationers are not entitled for EL, it will be credited on pro rata basis after the successful completion of probationary period based on the number of balance working full months in the respective calendar year.
- For Teaching staff, after successful completion of two months post probation, they would earn one EL, while Non - Teaching staff would earn one EL after completion of one month. They can apply EL only after they have accumulated 3 ELs.
- Earned Leave may not be availed for one day minimum of 3 days has to be availed at the end of each semester.
- Except under emergency, employees shall apply for leave well in advance, especially if the leave period is more than a couple of days and proceed on leave only after their leave is approved. It should be applied through ERP.
- When it has not been possible to obtain advance approval, respective HODs should be kept informed, with information copy (CC) to the approval authority; and request for approval must be obtained at the earliest opportunity.
- EL with may not be prefixed or suffixed with any other type of leave.
- CL and EL cannot be clubbed together.

### **On Duty (OD)**

- Employee to avail OD should inform HOD in advance. If approved by HOD should submit OD Form / mail to HR then duly applied through ERP.
- Teaching faculty wishing to avail On Duty should get it approved by the HOD at least 7 days in advance and send the approved application along with the invitation letter sent by the concerned university to HR Department.
- OD should not be combined with any other type of leave.
- Maximum of 3 days OD allowed in a year for academic staff.

  
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- Any Institution or University related work is considered as OD.
- If an employee goes to University for official meeting or for Ph.D. registration process after receiving official admission letter from university.
- Ph. D scholar DC meeting with full proof
- Submission of synopsis, thesis & viva
- Attending national / international conferences physically on producing valid document.

### **Compensatory Off (CO)**

- CO applies to all employees. If an employee is called upon to work during the weekend or a public holiday for more than half a day, equivalent compensatory off may be permitted by the HOD in units of half a day or full day.
- Compensatory off shall be availed within one month. Else it shall lapse.

### **Academic Leave (AL)**

- All teaching faculty except those who hold administrative responsibilities, will be eligible for Academic Leave of 30 days annually.
- The Management shall announce the annual dates for the academic leave which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation.
- Academic Director/Dean and Vice Principal, in consultation with the HODs shall plan the vacation leave well in advance based on the academic and other relevant considerations.
- The management reserves the right to requisition the services of a teaching faculty, during the academic leave for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the leave will be eligible for their portion of leave later.
- The management shall inform all such faculty whose services may be required during the Academic Leave, well in advance, along with their H.O.D and the HR Department.
- Academic leave cannot be prefixed or suffixed with any other leave.
- Faculty availing the Academic leave shall keep the management informed of their address of stay and contact details during vacation period for emergency needs.
- Faculty on academic leave may at their discretion and on approval from the Academic Director/Dean, attend external examination related works/SDPs/Seminars/Conferences. However, such activities shall not count for any set-off against the vacation leave.

### **Maternity Leave (ML)**

- Employees can avail 6 month of Maternity Leave ( Applicable for 2 children)
- Employees Covered under ESIC will avail maternity benefits through ESIC as per government norms.

  
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## 6. TIME AND ATTENDANCE MANAGEMENT POLICY

### 6.1 Objective:

To communicate the general office / college timings of the institute

To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings.

### 6.2 Applicability

All employees on regular rolls and on contract are covered under this policy.

### 6.3 Procedure

The timings of the institute are from 8:45 am to 4:15 pm for teaching staff and 9 am to 5 pm or 10 am to 6 pm for non-teaching staff on all working days.

Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance either in the manual attendance register or in biometrics, as the case may be. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.

**Grace Period:** Up to 60 minutes after the designated starting time is considered as “grace period”. From the 61st minute late arrival would be considered to the workplace; half day casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, half day of any other type of leave to the credit will be debited. In case there is no leave available at credit, then half day salary will be debited from the employee for the month. The names of the employees exceeding the number of instances of grace period in a quarter will be notified to the Head of the Department.

- The employees shall wear their ID cards **AT ALL TIMES** in a visible manner when they are in the Institution premises. This is a **MANDATORY** requirement.
- The Movement Register is placed at the security gate so that each and every employee needs to mention their Out and In timings of their exit apart from Official Login and Logout. The reasons may be OD, Half day, Lunch Break, Illness, Office-related work, personal work so on... entry in the register is mandatory with proper reasons with Out and In timing for having clarity on the work culture of employees to maintain professionalism at all areas .
- When an Employee takes CL or OD that needs to be informed to the respective reporting manager and same needs to be applied in ERP within 24 hours or it will be rejected automatically, reasons will not be encouraged

  
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1. Login and Logout through ERP is mandatory for each and every employees in the organization and attendance will be considered as per their login and logout in ERP

- \* All the employees should complete their respective working hours according to their shift
- \* Shift timings can be changed only a formal mail to HR after getting Approval from respective heads followed by Chairman Sir and working hours remains same.
- \* Kindly check your ERP on weekly basis to avoid inconveniences or error in your attendance so that last minute rush can be avoided.

## **7.EXIT POLICY AND PROCEDURES**

### **7.1 Purpose**

It is the intention of the Koshys Group of Institutions to give relieving employees the opportunity to provide feedback regarding his/her employment. Information collected at employee exit may be used for research purposes, to document the reasons individuals leave employment, to identify potential problem areas, and to improve personnel practices and the overall work environment.

The Institution extends separated individuals with all possible considerations consistent with integrity, Personnel Policies, and sound business practices. Terminations of employment is consistent with the provisions of Koshys policies prohibiting discrimination in employment because of one's race, colour, disability, religion, national origin, ancestry, sex/gender, age, sexual orientation, political affiliation, and veteran's status.

### **7.2 Policy**

It is the institution's policy to ensure that employee separations are handled in a professional manner with minimal disruption to ongoing work functions. All voluntary separating employees shall complete an Exit Questionnaire and participate in an exit interview.

Employees needs to loop the resignation mail to the Reporting manager, Principal and HR without fail only after the approval of concern heads Notice period will be calculated.

  
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Employment may be terminated by the Institution in accordance with the terms and conditions set forth in any employment contracts or personnel guidelines. Separations include dismissals, resignations, non-renewals, lay-offs, retirements and in capacity to work or death.

### **7.3 Termination of Employment**

#### **Procedure:**

You will be on probation for a period of six months from the date of your joining. In case of your performance not found satisfactory during the probation period, the organization may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

During the period of probation, you are not supposed to terminate the employment offer. But if your performance is not satisfactory during the period of probation, then the organization may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

After completion of the period of probation, the Institution may at its absolute discretion to terminate your employment with immediate effect, if your performance is not found satisfactory during the period of probation. You are required to return organization properties, when leaving, all copies of any document and property (hardware/Software) obtained by you in the course of your employment.

Employees are expected to provide minimum of 60 days' notice of their intention to separate from the institution to allow a reasonable amount of time to transfer ongoing work. It is expected that written notification will be provided to the employee's supervisors. Teaching faculty cannot resign in middle of semester.(60 days of Notice for teaching and Academic Staff, 30 days of Notice for Administration Staff)

In case if employee does not serve notice period, he/she can avail buy out option for the short fall of notice period only under the recommendation of the Institutional Head, by paying one month's salary.

However, for causes like misconduct, gross negligence, willful insubordination disobedience, misbehavior or non-performance, your employment may get terminated with immediate notice. The organization shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle the organization to dismiss your services summarily.

Upon receipt of an employee's resignation the Institutional Head must notify Human Resource (HR) by sending a copy of the resignation letter to HR within seven days, annotated if necessary, with pertinent information (i.e. employee's reason for leaving, last day of work, etc).

The HR Manager will coordinate the employees exit interview at the end of the person's tenure with the institution.

  
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**In case of voluntary exit, the process includes:**

No Due form clearance with the concerned signatures submitted to HR.

Handling over/ completion of assigned roles and responsibilities.

Returning all company property i.e. Identification cards/badges, Computer access authorization codes, key, cell phone, Computer access authorization codes and others.

Review of benefits status (i.e. benefits, accrued vacation due, outstanding expense reports, date of final paycheck and other)

Completion of an exit questionnaire and an exit interview.

The exit interview gives the employee an opportunity to freely express views about working at the institution and will be held in strict confidence. HR will compile data from exit interviews to determine if feedback to an employee's manager is necessary.

**In case of Involuntary exit, the process includes:**

Show cause notice to be raised/ issued to the employee.

Before any action is taken to discharge an employee, the employee's supervisor must request a showing of the entire matter by the HR Manager.

The HR will review and determine if dismissal is warranted.

If dismissal is warranted, the employee's supervisor's responsibility to notify the employee and coordinate with HR to ensure that the terminated employee follows the checkout procedure of the policy.

The Manager should email HR and payroll to confirm the last day of working.

**Permanent Incapacity or Death:****General:**

A separation due to the death or Incapacitated (due an accident/injury) of an employee will be made effective as of the date of death.

**Procedure:**

Upon receiving notification of the death of an employee the supervisor must notify the HR department immediately which will correspond with the other departments.

All appropriate beneficiary payments from the various benefits plans will be processed.

**7.4 Exit Interviews:**

It is the intention of the Institution to give relieving employees the opportunity to provide feedback regarding his/her employment. Information collected at employee exit may be used for research purposes, to document the reasons individuals leave employment, to identify potential problem areas, and to improve personnel practices and the overall work environment.

**Confidentiality of Exit Process Information**

It is the policy of Koshys Group to make all reasonable efforts to protect the confidentiality of persons completing an Employee Exit Questionnaire and/or an Exit Interview. Information that could reveal

  
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your identity is revealed only as necessary on a "need-to-know" basis for the management of personnel practices and the work environment. In cases in which the Institution intends to take action that is wholly or partially based on information you have provided, through the exit questionnaire or interview, it may not be possible to maintain your confidentiality or the confidentiality of the information you have provided. If such a situation should arise, HR will inform prior to disclosure of this information, whenever possible.

### **Full and Final Settlement**

#### **General:**

An employee who is discharged will be paid through the last day of work, plus any accrued, but unused PDO (Paid Days Off) time will be waived. Final pay due, upon the death of an employee, will be paid to the deceased employee's estate.

#### **Procedure:**

It is the responsibility of the employee's supervisor to ensure the pay roll office receives the relieving employee's no due status from the parent department on time to get sufficient time to process the final payment.

## **7. CODE OF CONDUCT**

### **8.1 Preamble**

Koshys Group of Institutions believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.

The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavours to lay down guidelines for employees to follow in their day-to-day work life.

All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, to maintain the highest standards of values in their conduct to achieve institute's objectives.

The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

### **8.2 Objective**

The Institute prides itself on the high standards embodied in its working principles. The institute expects its employees to adhere to these in their day-to-day activities.

The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behaviour that the institute expects from its employees.

### **8.3 Applicability**

All employees on regular rolls of the institute including employees on contract governed by this Policy.

  
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Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

#### 8.4 Policy Guidelines of Conduct

- **National Interest:** Koshys Group of Institutions is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.
- **Use of the Koshys Brand:** The use of Koshys Group name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the Koshys Brand for any purpose without specific authorization.
- **Group Social Responsibility:** Koshys Group's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health & Hygiene and Livelihood. The Group encourages its employees and their families to actively participate in CSR activities.
- **Competition:** Koshys Group of Institutions shall market its services on its own merit and shall not make unfair and misleading statements about competitors' services. Any collection of competitive information shall be made only in the normal course of business.
- **Quality of Services:** Koshys Group is committed to deliver services of world class quality based on the requirement of its Customers and build to National and International standards.
- **Equal Opportunities:** Koshys Group of Institutions shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.
- **Accurate and Complete Accounting:** Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's policies. No unrecorded fund, reserve, asset, or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute. Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.
- **Settlement of Expenses:** Employees shall settle all the expenses incurred on account of travel, loans & advance etc, as per the guidelines stipulated in the Policy/Policies.


  
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- **Protection of Intellectual Property:** Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as “Work made for hire” and the intellectual property rights over the same shall vest with the Institute.
- **Confidentiality and Non-disclosure:** Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institute. An employee of Koshys Group and her/ his immediate families shall not derive any benefit or assist others to derive any benefit from the access to the insider information about the Group, including information which is not available publicly. Such insider information may include among other things:
  - Merger or acquisition, divestment of businesses or business units
  - Data or information such as profits, earnings, and dividends etc.
  - Investment decisions, assets revaluation, restructuring plans etc.
  - Major supply and delivery agreements
- **Using equipment and consumable resources:** Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department. This excludes certain:
  - Limited, occasional, and brief private telephone calls and faxes
  - Limited and occasional use of a photocopier
  - Limited and occasional use of the departmental email and Internet system subject to the government policy on use of the Internet and electronic mail
- **Using the Internet and Electronic mail:** Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material. Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols. Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused. The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.
- **Protecting Institute's assets:**
  - Misuse of Resources- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business-related reasons or purposes including improper use of systems and timekeeping.
  - Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Company.
- **Unethical Transaction:** No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers. All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

  
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- **Gifts and Entertainment:** Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly take any money, objects of value, or favours / discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to the officer. All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institute's books and records.
- **Relationship with Government and Public officials:** An employee of Koshys Group may occasionally contact government and regulatory officials to keep them informed about her/his operations and positions on issues. She/he is responsible for these contacts and must understand and obey the laws governing lobbying activities and reporting requirements. She / He should also be familiar with specific rules set by individual agencies or other governmental bodies.
- **Public Representation:** No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press, or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.
- **Charitable Contributions:** Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.
- **Political Activity:** No employee shall involve in any political activity directly or indirectly. No Koshys employee shall canvas for any political party or candidate at any point in time. Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute. Any Koshys employee who stands in elections for any public office may do so after informing the concerned authority within the Organization. Further, if elected to the post, the employee must resign from the services of the Koshys Group to pursue his public / political career.
- **Regulatory Compliance:** Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.
- **Third Party Representation:** Third Parties which have business dealings with Koshys but are not members of the Koshys Group, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent the Institution without the written permission. A Non-disclosure agreement is to be signed with the Third parties to support the confidentiality of the information. Third Parties and their employees are expected to abide by the Code in their interaction with and on behalf of Koshys Group of Institutions.
- **Sexual Harassment and other harassment policy:** Koshys Group recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right

  
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to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary, impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behaviour as per the group's policy against Sexual Harassment.

- **Other Harassment:** The Group prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, colour, religion, marital status, national origin, physical or mental disability and/or age. The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another. Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.
- **Whistle Blower policy:** Koshys Group of Institutions provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrongdoing within the institute without fear of reprisal or victimization.
- **Ethical Conduct:** Koshys Group expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. A Koshys employee is supposed to inform in case, if he deviates from the above standard. (or if any case is filed against him). No Koshys employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with the Group, he must disclose the nature of such relationships and transactions beforehand.
- **Dress Code:** Koshys Group of Institutions expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees, and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and, in a manner, consistent with the nature of the work performed.
- **Environment, Health & Safety:** Environment, Health, Safety and Laws of the land – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of Koshys Employees, Customers and at the Community at large.
- **Substance Abuse-** To meet our responsibilities to Employees, Customers and Investors, the Group shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.
- **Threats and Physical Violence-** No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives, or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere. The list of behaviours, while not inclusive, provides examples of conduct that is prohibited by this policy:

  
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- Causing physical injury
  - Making threatening remarks
  - Aggressive or hostile behaviour that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
  - Intentionally damaging employer property or property of another employee
  - Committing acts motivated by or related to sexual harassment or domestic violence.
  - No Smoking- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.
- **Disciplinary Actions:** All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.
  - Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee.
  - Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.
  - The employees of the Compliance Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations, or this Code.

## 8. WHISTLE BLOWER POLICY

### 9.1 Introduction:

Organization provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.

### 9.2 Objective:

- To enable employees to voice concerns - in a responsible and effective manner.
- To provide a platform for employees to disclose information internally, without fear of reprisal or victimization, where such employee has a reason to believe that the information shows serious malpractice, impropriety, abuse, or wrongdoing within the Institute.
- To enable disclosure of information, independently of line management (although in relatively minor instances the immediate Superior would be the appropriate person to be informed).
- To ensure that no employee of the institute feels she/he is at a disadvantage while raising legitimate concerns.

  
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### 9.3 Applicability

All regular employees of the Institute, including those on contract.

### 9.4 Scope of the Policy

- Employees are often the first to realize that there is something going wrong within the Institute. However, the employee may be worried about raising such issues or may want to keep the concerns to herself/himself because she/he may consider that it is none of her/his business or that it is only a suspicion.
- She/he may also feel that raising the matter would be disloyal to her/his colleague managers or to the Institute itself. Also, she/he may decide to say something but find that she/he has not spoken to the right person, or she/he has raised the issue in the wrong way and are not sure what to do next.
- This policy is designed to enable employees of the Institute to raise concerns internally and at a high level and to disclose information, which the individual believes shows malpractice, impropriety, abuse, or wrongdoing.
- This policy is intended to deal with concerns which are to be investigated and inappropriate cases may lead to the invocation of other procedures e.g. disciplinary action.
- It shall be emphasized that this policy is intended to assist employees who believe they have discovered malpractice, impropriety, abuse or wrongdoing.
- It is not designed to question financial or business decisions taken by the Institute nor shall it be used to reconsider any matters, which have already been addressed pursuant to disciplinary or other procedures of the Institute.

### 9.5 Policy & Procedure

- Constituents of Malpractice, Impropriety, Abuse or Wrongdoing: Malpractice, impropriety, abuse, and wrongdoing (hereinafter referred to as “Concern”) can include a whole variety of issues and some are listed below. However, this is not a comprehensive list but is intended to illustrate the sort of issues, which may be raised under this policy.
- Any unlawful act, whether criminal (e.g. theft) or a breach of the civil law (e.g. Slander or libel)
- Breach of any Policy or Manual or Code adopted by the Institute.
- Health and safety risks, including risks to the public as well as other employees (e.g. faulty electrical equipment)
- Abuse of children and vulnerable adults (e.g. through physical, sexual, psychological or financial abuse, exploitation or neglect)
- Fraud and corruption (e.g. to solicit or receive any gift/reward as a bribe)
- Any instance of failure to comply with legal or statutory obligation either for and on behalf of the Institute or in any personal capacity in the course of discharging duties of the Institute.
- Any instance of any sort of financial malpractice
- Abuse of power (e.g. bullying/harassment)
- Any other unethical or improper conduct

  
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## 9. POLICY AGAINST SEXUAL HARASSMENT

### 10.1 Introduction

Koshys Group recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary, impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behaviour. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

### 10.2 Policy against sexual harassment

For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually coloured remarks, avoidable and unwarranted physical contacts, wilfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favours, demanding sexual favour by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain :

- Implied or overt promise of preferential treatment in that employee's employment
- An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.
- Such conduct that is humiliating and may constitute a health and safety problem.
- Sexual Harassment" amounts to serious misconduct in employment under the service rules / regulations governing employment.
- This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; teachers and students; doctors and patients; and peer relationships. KGI Group employees, customers, vendors, consultants, and anyone else doing business on our premises, as well as to those involved in activities in which our name is associated. All must comply with this policy.

### 10.3 Objective

Koshys Group is strongly committed to having a workplace that ensures Equal Employment Opportunity. Group endeavours to ensure a congenial environment where employees can work without any inhibition and contribute their best without any fear or favour.

  
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#### **10.4 Applicability**

This policy applies to all Koshys Group employees, In-House Consultants, Advisors and Employees on Contract. As a policy it applies to all locations, situations where Koshys Group's business is conducted, in activities run in partnership with us and to all Institute-sponsored social events.

#### **10.5 Policy & Procedure**

- The Committee against sexual harassment will be represented by minimum 50% of members being women and the committee head will also be a woman.
- Any person who wants to complain on sexual harassment is required to promptly inform the Committee against sexual harassment of such complaint, in writing and duly signed.
- All complaints of sexual harassment shall be addressed in a confidential manner.
- The Complaint will be investigated in a time-bound manner in accordance with principles of natural justice and a detailed report shall be maintained.
- Based on the recommendations of the committee the Management will initiate action, as deemed appropriate.
- Where the alleged conduct amounts to misconduct in employment under any Group's policy, appropriate disciplinary action shall be taken.
- In case the employee who has made the complaint feels that the Committee against sexual harassment has not provided her/him due justice, the complaint can be escalated to the Group Chairman.
- The committee will maintain Complaints Register/Soft Copy, keeping a track of complaints received, when the process began, procedure followed and date of closure.
- Action will be taken based on the recommendation of the committee and will be commensurate with the degree of offence.
- The policy also prohibits retaliation against any employee who brings an accusation of discrimination of sexual harassment or who assists with the investigation or resolution of sexual harassment.
- This policy shall be displayed prominently in our Koshys portal, ensuring that all employees are aware of the same.
- The time frame for investigating and closing the case is 3 months from the time it is brought to the notice of the Committee.

#### **10.6 Frivolous or false charges**

- This policy shall not be used to bring forth frivolous or malicious charges against fellow employees. The Koshys Group may take Disciplinary action under appropriate policy concerning personal misconduct as per the Code of Business Conduct and Ethics shall be taken against any employee bringing a false Accusation/ Charges of Sexual Harassment.
- The registration of the complaint could be through e-mail to HR or by way of a written complaint. Necessary arrangements shall be made for both modes and details will be displayed prominently at every business location and on the Koshys portal.

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## 10. EMPLOYEE WELFARE POLICY

### Introduction:

The Institution's efforts to provide benefits, facilities, and services to the employees are part of its Employee Welfare Policy. These activities are undertaken by the organization to ensure that the employees have a comfortable and ethical working environment. Welfare activities enhance employees' morale

### 10.1 Policy and Procedure:

- Employees whose basic salary is below 15000 will be provided PF and those employees who's gross salary is below 21000 will be provided with ESIC Benefit.
- Financial assistance to teaching staff for attending Seminars, conferences, workshop, FDP & Conclave (within Bengaluru & outside Bengaluru) ( Registration fee will be reimbursed if its only related to official purpose)
- Encouraging employees for their Career growth, OD facility is been provided for their exams For with proper documents needs to be submitted like attachment of Exam timetable.
- Sexual Harassment Policy is been framed for women safety so that they can directly report to the respected committee members and actions will be taken on the immediate effect.
- Financial Assistance is been provided for those staff who has done the paper publications in the recognized Paper Publications
- Those who have completed Ph. D after joining our Institutions are been awarded Rs. 5000 increment on the salary structure on immediate effect in the upcoming payroll cycle
- College accommodation are been provided for teaching and non-teaching staff at concessional rates.
- 30% Fee Concession is been provided for the employees who is willing to admit their children in Koshys Global Academia.
- Rewards and Recognition of employees

  
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## CANDIDATE'S DECLARATION

I hereby acknowledge the receipt of the Employee Handbook and agree to read and abide by the guidelines and procedures contained therein. I understand that violation of these guidelines and procedures constitute reason for disciplinary actions up to and including possible discharge.



Signature of Employee

Signature of HR Manager

Emp Name:

Name:

Date:

Date:

*Prakashan*  
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