

2015-2016

# Flymedia Technology

## **ASSOCIATE HANDBOOK**

A Guide for All Flymedia Associates

Flymedia Technology-Associate  
Handbook(Confidential)  
2015-2016



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## Introduction

First of all, we want to thank you for joining our **FLYMEDIA TECHNOLOGY** team.

This associate Handbook is a accumulation of personnel policies, practices and procedures currently in effect at **Fly media Technology**. The Handbook is outlined to introduce you to our Company, familiarize you with company policies, provide general guidelines on work rules, disciplinary procedures, and other issues related to your employment, as well as to help answer many of the questions that may arise in relation with your employment.

**This Associate Handbook is not a Agreement.** Like most of the Indian companies,

Fly media Technology does not offer individual associates formal employment agreements with the Company. This Handbook does not construct a contract, implied or intend, guaranteeing you any specific term of employment. The purpose of this Handbook is to provide you a convenient information and detail of current policies, procedures and practices of the Company. This Handbook is a guideline. It does not cover every specified matter that may arise in the workplace.

Flymedia has credit the right to change or accommodate any of our procedures and policies, containing those covered in this Handbook, at any time. We will look for to notify you of any such modifications by email and other suitable means. However, such a notice is not required for modify to be in effect.

### Here is to your Success at Flymedia Technology

Sincerely,  
Er. Anuj Gupta  
Founder

Er. Jainika Gupta  
Co-Founder

## Part 1 – Getting Started

### Corporate Declaration Statement Association Vision

"We are wistful and passionate software professionals loyal and devoted to being one of the best Companies in the world".

### Mission

As a credible and trustworthy partner, we offers notify and remarkable value to our clients, encourage their success by come up with creative solutions that leading their goals."

### Principles

#### 1. Our Value & Success, Our Community

Our real value is implanted in our community of people. It starts with our shared moral ethical values for the individual, and is ensured by our business model, whose success is based on the excellence of every member.

#### 2. Client's Best curiosity

We usually look for the act in the best concern and interest of our client companies and supporting their success at each and every level.

We consistently seek to act in the best interest of our client companies, supporting and furthering their success at every achievable level.

#### 3. Sincerity towards all

We stay steady and abiding in our sincerity and integrity by considering both internally as well as externally. This explores every action and guides each and every decision.

#### **4. Professionalism and Extensive Excellence**

- Innovative thoughts and solutions
- Curiosity to learn and know what we don't know
- Personal grooming and take self-initiative in gaining more knowledge and skills.
- Respectful and professional attitude with everyone
- Be courageous what we know perfectly
- Take responsibility of own's work and does it with confidently
- The company reputation is connected with our personal reputation. We treat company resources and work as if they are our own, all of which commits to our mutual success.
- Strategic consciousness in every context is essential.

#### **5. Preservance and swiftness**

We are adapting all the opportunities very effectively and rapidly. We are authorized to act within the scope of our work– and role and complete it with success.

**Project Aspects** Productive and effective communication, Time and cost, Quality escalation  
-- **Quality Aspects-** Performance, reliability, Conceptual integrity, security and support, Availability and Reusability, Maintainability

#### **Your Employment Relationship with the Company**

Flymedia Technology may end your employment at any time for any lawful reason. The company may terminate your employment at any time (with or without notice). But if the reason will against the company laws then strict actions will be taken.

**You need to inform at least 30 days prior to leaving employment, else strict actions will be taken.**

#### **Recruitment & Hirings**

The company's basic goal is when we are recruiting new associates to fill the vacancy with candidate who have the best skills and knowledge, and the abilities required to perform the job. All the decisions regarding recruitment and selection of associates are built on the basis of job related criteria. When openings in our company and positions are available then qualified current associates are inspired and are gladly welcome to apply for the position. The HR of the department with the openings will arrange the interviews with associates who apply and match with the minimum qualifications required for the job. We encourage the current associates to recruit new expertise and talent for our company. Please consult with your Head or with HR for any referral programs when the job openings are available.

## **Training & Development**

For help the new associate to become familiar with the company rules and regulations and our way of doing work, the company will provide the training session within first few days from your date of joining (if applicable).

## **Hours of Work**

The work week is Monday to Saturday, with normal operating hours from 9.30 am to 7 pm, with Half an hour for lunch. You all have to finish your lunch within the timings.

## **Attendance and Punctuality**

Flymedia Technology believes that every associate will be regular and punctual in attendance. It is essential for you all to report to their work on time. Avoid any unnecessary absences. The company identify that illness and any other circumstances further outside your control may cause you to be absent from your work from time to time. However, the continuously absenteeism or delay may result in a strict disciplinary action.

You have to report to work when scheduled. If you know in advance that you are going to be absent, you should notify your immediate HR with email. If your absence is unexpected then you should attempt to reach your immediate hr as soon as possible, but in no action later than one hour before you are due at work

## **Work Space**

All the Associates are responsible for preserving the work space assigned to them. They should keep their personal belongings at their proper places which are assigned to them. Avoid keeping any personal assets. A neat and clean work space provides a comfortable environment so that work will done efficiently. Associates should keep in their mind that their work place is a part of a professional environment that imitate the Company's overall dedication to providing quality service.

## **Dress Code**

As an associate of the company, we expect from you to present a clean and professional appearance when you represent us, whether you are inside or outside of the office. It is essential that you act in a professional manner and extend the highest civility at all times to co-workers, visitors, customers and clients. A joyful and positive attitude is important to our commitment to exceptional quality. The current dress code of the company is business-casual. Generally, clean, neat clothing is acceptable. However, torn jeans or other torn clothing and t-shirts with inappropriate pictures are not appropriate casual apparel.

## **Office Equipment**

Assertive equipments assigned to the staff depends on their need of the job. That equipment can include items like computer, printer and access to our central servers and computers. These equipments are the assets of the company and cannot be eliminated from the office without approval. It seems that you will treat this equipment with proper care and will report if any malfunctions immediately to staff members who are equipped to diagnose the problem and take corrective action.

## **Personnel Records**

It is essential that the Company maintains your accurate personnel records at all times. You are responsible for notifying your Human Resources Department of any changes in your name, home address, telephone number, marital status or any other information. By instantly notifying the Company of such changes, you will avoid compromise of your benefit, eligibility or similar inconvenience.

## **Our Policies and Practices**

### **Internet Access**

Access to the Internet and World Wide Web is given principally for work-related activities or approved educational / training activities. Incidental and occasional personal use and study use is permitted and limited to personal email only. This privilege should not be abused and must not affect a user's performance of employment-related activities.

### **Responsibilities and Obligations**

Associates may not access, download or distribute material which others may find offensive .When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the Internet without the prior approval of qualified persons within the Company.

### **Telephones**

Flymedia telephones are engaged for the Company's business. Personal usage during business hours is not allowed except for extreme emergencies. If an associate is found to be deviating from this policy, he/she will be subject to disciplinary action.

## Contravention of this Policy

In all circumstances, the use of Internet access and email systems must be consistent with Company policies. Abuse of this policy and any misuse is a serious offence and will take a disciplinary action.

## Smoking and Drug Free Work Place

In order to provide a safe and comfortable working environment for all associates, smoking is strictly prohibited at all times inside any Company buildings. The company is committed to providing a safe and productive workplace for its associates. Flymedia takes it seriously the problem of alcohol and drug abuse.

## Safety and Accident Rules

Safety is a joint venture at the Company. We strive to provide a clean, hazard-free, healthy, safe environment in which to work. As an associate, you have a duty to comply with the safety rules of the company, and you are expected to take an active part in maintaining this hazard-free environment. Your workplace should be kept neat, clean and orderly. You are required to report any accidents or injuries to a Supervisor.

## Holidays, Vacation and leaves

### List of Holidays

1.	Lohri
2.	Holi
3.	Rakhi
4.	Dussehra
5.	Diwali
6.	Vishavkarma Day
7.	Guru Nanak Dev Jayanti
8.	Christmas
9.	New Year Eve

Flymedia Technology observes 9 paid offs each year (Festival holidays). The Festival holidays are fixed and will be observed every year.

Three National holidays on respective days i.e. 26 Jan, 15 August and 2 October

There are no paid holidays in a month except Festival Holidays and National Holidays. Your Salary will be forwarded for dates to as much leaves you take.

Leave Holidays are acceptable with proper proofs, not more than 4 yearly.

## **Expectations from the Associates**

The Company lays down the following realistic expectations from its associates:

- Always constantly learning through blogs, industry trends, new technologies, and buzzwords.
- Ability to interact and work in a team.
- Ability to interact with clients and on-site team.
- Excellent oral and written communication skills.
- Self-drive and a sense of initiative.
- Willingness to take challenges.
- Look for opportunities for personal growth with the company's success.
- Capacity to take pressure and meet deadlines.
- Contend for continuous improvement.
- Punctuality and Diligence.
- Ability to multi-task when needed.
- Keep Company's information confidential: discussions regarding Company information, rates and pay rates, and client information are grounds for automatic dismissal from the Company.
- Present yourself and your work confidently.
- Contact your supervisor should you have any issues with client projects, industry, or relationships with clients.

**NOTE:** Flymedia reserves the exclusive right to add or modify certain sections of this Handbook as needed in order to accede with new and changing rules and regulations, and as the Company endures with any organizational changes.