

HAND BOOK FOR ASSOCIATE

Poussé

Management Services
Pvt. Ltd



Poussé is a French Word meaning - Advanced, Intensive and Exhaustive. It truly describes Services Company extends to its clients - External or Internal.

Welcome Note

Dear Associate,

A warm welcome to Poussé Management Services Pvt. Ltd !!!

Poussé is a French word has a wonderful meaning. It means Advanced, Intensive and Exhaustive. It truly denotes, quality of Services Company offers to her clients.

This Hand Book contains all that, when an associate joins new company to know about company's culture, policies, statutory benefits and how to claim such benefits and other perks like Insurance benefits.

You are requested to go through all the contents carefully and fill details required in all statutory forms diligently. This would help us to serve you better and also you would be able to claim your benefits very smoothly and fast as and when you intend to claim.

Should you have any query while filling forms, you may connect to our office by sending mail to support@pousse.in or call 022-6164 3400. Your colleagues would be happy to help you.

Welcoming you once again to be part of great team. I am sure, you will have a wonderful career with us.

With Best Regards,

Kamlesh Sayani
Director

THE
“CORE VALUES”
WE LIVE BY

- Customer First
- Honesty and Integrity
- ZERO tolerance for Corrupt Business Practices
- Respect People
- Full Statutory Compliance
- Open Communication
- Build Positive team and family spirit

POLICY & GUIDELINES:

Salary:

1. Associates salary will be as per the terms of appointment letter.
2. The Salary payment will be strictly based on attendance details.
3. Salary would be credited to the corporate salary account / paid by cheque on the designated date every month.
4. We would like to emphasize that the salary / compensation / remuneration, determined and payable for each company, is a confidential matter decided by the management based on policy guidelines, business considerations and contextual assessment on the individual's value and the contribution of the organization. Therefore it is necessary to maintain the highest level of sensitivity, secrecy and confidentiality on these matters. It is advised that employees refrain from discussing such issue with each other or draw comparisons and inferences with each other. Any clarification on such matters should be sought only from the manager to whom the employee reports to or from the head of HR as per laid down procedure.

Working Hours:

The working hours applicable to an Associate will be as per rules applicable at the place of deputation.

Attendance:

The attendance register and necessary records will be maintained at the place of deputation.

List of holidays:

The list of holidays, available to an Associate will be as per rules applicable at the place of deputation

LEAVE POLICY:

Leave entitlement	:	Total 21 days
Casual Leave	:	12 Days
Sick leave	:	09 days

Procedure / guidelines for leave entitlement:

1. Associate shall be eligible for casual and sick leave as per entitlement with full pay every calendar year
2. The eligibility shall be on a pro rata basis for the associate joining during the calendar year. Unavailed leave shall lapse at the end of the calendar year.
3. Casual leave cannot be availed for more than three days at a stretch on any one occasion and less than half a day on any occasion.
4. The immediate superior or any person assigned by the client shall be the sanctioning authority and the associate going on leave shall inform his / her superior at least one day in advance.
5. The list of festival / public holidays available to you would be as per the policy applicable to your place of deputation.

HSW POLICY

Safety Tips for Driving:

Two-wheelers on the road are cursed by four wheeler drivers every day because they always seem to be cutting ahead, riding on the pavements and getting home so much faster than their four-wheeled brothers. Sure there are reasons to be jealous, but two-wheelers are much more at risk on the road. Chances are everyone you know who rides a two-wheeler has gotten into at least one accident in their years on the road. Here are some tips to keep in mind if you are contemplating picking up a bike for easier commute:

Protect yourself:

Invest in a good helmet. A lot of deaths happen due to injuries to the head. People have narrowly escaped death because of the smart decision to wear helmets. You should get yourself a sturdy helmet which covers the jaws. Some people wear a helmet just to avoid being fined by cops, but remember that you wear a helmet for yourself.

1. Make yourself visible:

Wearing either reflective bands over your helmet or a helmet that is of a bright colour. Also put reflective bands on the sides and back of your two wheeler. Make sure that you stay away from the blind spots of vehicles, trucks and buses in particular.

2. Maintain a safe distance from vehicles:

Never stop right behind or ahead of a vehicle. Make sure you have enough space to move around. Avoid weaving in and out of traffic. Keep a distance while overtaking parked or moving vehicles or while overtaking other vehicles on the road. Whether you are overtaking a moving, or even a parked vehicle, make sure that you leave plenty of space. Do not try to cut ahead when there is some space between two vehicles. That is for avoiding collisions. Be respectful.

3. Look out for obstacles and road hazards:

Garbage piles, speed breakers, oil spills, Pot-holes, railway crossings, dirt roads, stray animals among others can all pose a serious threat if we are not careful.

4. Maintain your bike well:

Make sure your bike is in great condition by having it serviced regularly. Also try to check for yourself before each ride. Look out for the condition of the brakes, air pressure, tyre condition, horn, clutch, lights, suspension etc. If your bike is in good condition, it increases fuel efficiency and reduces risks of accidents. Make sure you follow all traffic rules. Signal your intentions well ahead and clearly so riders around you know your next move. Do not press the brakes and turn abruptly.

Remember that your bike will not stop as soon as you press the brakes. This distance increases as the speed increases. Take necessary steps.

Slow down and stop at every junction. You cannot predict where and when vehicles will come, no matter how empty the roads may seem or how late in the night it is.

Never overtake on Junctions, Bridges, School Zones, Pedestrian Crossing as well as places marked with yellow lines. Never overtake from the left.

If you need to pick up a call, pull over and then do so. Never text either while riding.

Be considerate of pedestrians. Give them way.

Cell phone safety Tips:

1. Be careful what you share. “Use the same good sense about what you post from your phone as from a computer. Once they’re posted, text, photos, and video are tough to take back, can be copied and pasted elsewhere, and are up there pretty much forever. Think about the people in them (including you!). Reputations are at stake.”
2. Program an emergency number. “Program a contact number listed as ICE (“in case of emergency”) into your phone book, so that police and other emergency personnel know who to call if you need help.”
3. Be careful when crossing the road. “Don’t cross the street while engaged in conversation on a cell phone.”
4. “Claw” your fingers around your phone. “This tight grip will make it harder for anyone to snatch your phone out of your hands. Not sure how to master the claw? No worries! CNET gives a great explanation: ‘Grip the phone securely in your hand, fanning out your fingers so that you’ve formed a protective cage or claw around the phone.’ For even more claw-like protection, you can weave your fingers around the device.”
5. Keep it locked. “Make sure that you have a secret PIN (personal identification number), a password, fingerprint setting or other security measures in place so that only you can access your phone.”
6. Your house may be burglarized due to social media. “If you spend any time with social media, (Facebook, Twitter, etc.) You have probably found that you can “check-in” somewhere to let all your friends know what you’re up to, and maybe even stop by for coffee. But if your security settings on the social networks are not set properly, you could just as easily be telling robbers that your house is vacant right now, which

they will find most helpful when they clean you out. Sometimes, they will come back in a couple of months, to get this stuff you bought with the insurance money, too. Occasionally, they will look for important documents to commit identity theft. All told, checking-in may be one of the most reckless cell phone safety errors we can commit.”

7. Stop slouching. “Looking down can strain neck and back ligaments, suggests a computer-model analysis. Your head weighs 10 to 12 pounds, but focusing downward can increase forces on the neck by five times or more, leading to poor posture and pain.

So what can you do? Straighten up, first of all, says Kenneth Hansraj, M.D., an orthopedic surgeon in Poughkeepsie, New York. And carry device at chest height with head up, chest open and shoulder blades back. Move just your eyes downward. And then, take a break. Your neck is not supposed to stay stuck in one position for a long period. If you’re reading on a tablet or phone, stop every so often to swivel and tilt your head – up and down, then side to side.”

8. Give your eyes a break. “Staring at the tiny font in your texts and scrolling through dozens of tweets can lead to eyestrain, blurred vision, dizziness, and dry eyes. And blurred vision plus sore neck muscles can also cause headaches.

If you’re experiencing eye discomfort, make your phone’s font size bigger. Every few minutes look up from your screen at something far away for short breaks, and don’t forget to blink.”

9. Keep your cell phone within reach while driving. “Place your cell phone within easy reach and where you can grab it without taking your eyes off of the road. If you receive a call at an inconvenient time, if possible, let your voice mail answer it for you
10. Use speaker phone or a headset. “Use a hands-free device like a headset or talk on speaker phone.”

11. Don't dial while driving. "Become familiar with your phone's speed dialing and voice-activation features to minimize dialing."
12. Remember to focus on driving. "Don't look up phone numbers, don't take notes or play with your PDA (personal digital assistant) while driving. These activities prohibit you from watching where you are going. Of course, you shouldn't read the paper, apply eye make-up or write notes while driving either! Driving is serious business."
13. Keep conversations to a minimum while driving. "Keep conversations short and sweet. Develop ways to get free of long-winded friends and associates while on the road. Don't use the cell phone for social visiting while you drive."
14. Don't hold your phone near your body when in use. "Why? The amount of radiation absorbed by your head and body decreases dramatically with even a small distance. Don't put the phone in your pocket or clip it to your belt, even when using your headset."
15. When the signal is weak you should wait. "When reception is bad (such as in a rural areas or when you're driving) use your phone for emergencies only. The weaker the signal, the more the radio frequency has to boost itself to get connected, increasing your exposure."

CHECKLIST

Kindly tick against the box provided as a record of document submitted.
Application form duly filled in

- PF nomination form duly filled in (Form 2)
- PF declaration form (Form 11)
- PF transfer form (Form 13) - If applicable
- ESI form duly filled in (if applicable)
- Gratuity nomination form (Form F)
- Accident insurance nomination form duly filled in
- Medclaim Declaration form duly filled in
- Tax Declaration form (s) duly filled in (if applicable)
- 2 passport size photos for employment application form
- 2 postcard size family photos for ESI form

Acknowledgement:

I acknowledge that I have received and read all of the previous pages and understood the content in the handbook. I also understand that Poussé Management Services Pvt. Ltd has the right to change and amend the contents of this handbook, without giving a notice, as needed in the future.

Signature : _____

Name : _____

Date : ____/____/____

GRIEVANCE PROCEDURE:

Any grievance pertaining to

- Non receipt of joining kits & appointment letters
- Non receipt of PF , UAN and ESI Number
- Non receipt of Insurance card
- Non opening of bank account in time
- Incorrect credit / Non receipt of salary
- No receipt of pay slip / Incorrect pay slip
- Incorrect tax calculation
- Any issue, other than above , where you require help , may please be addressed to the staffing manager at Poussé Management Services Pvt Ltd office at Mumbai via email at support@poussé.in or call at (022) 6164 3400

PMS would respond to all your queries within 2 working days. The time frame for providing resolution of the grievance would also be notified to you.

Reporting of irregularities / violation:

Any irregularities pertaining to your attendance, Salary credit, Bank account, PF & ESI numbers, UAN number, PF or Insurance claim delay or any other matter Insurance claim processing etc. may please be addressed to the staffing manager at the PMS office with an email notification.

Any violation or irregularities pertaining to the work you are performing at the place of deputation may please be brought to the attention of your immediate superior at the place deputation with an email notification to PMS