

# Zero Tolerance Policy (CresTech Software Systems)

## Policy Details

**Policy Number :**  
**Policy Version :** 1.0  
**Policy Effective Date :**  
**Last Review Date :**  
**Process Administrator :** HR

## Stakeholders

Corporate HR Responsible to verify the effectiveness of the policy and its revision whenever required. HR manager is responsible for the execution of this policy.

### 1. Policy Statement & Objective:

This policy prohibits or discourages the existence of any unprofessional behaviors in CresTech Software Systems Pvt.Ltd. It helps to create a friendly and professional environment in the organization.

### 2. Applicability

This policy is applicable to the employees of CresTech Software Systems Pvt. Ltd. If they fall in any of ensuing.

- Employee absenting from duty without prior intimation to the reporting Manager.
- Disclosing confidentiality of the Organization or Our clients.
- Anyone found guilty under sexual harassment policy.
- Consumption of alcoholic beverages inside the premises.
- Any kind of damage to the company's property depending on the degree of damage.
- Unacceptable behavior reported by the client against any employee.
- Discrimination of people based on religion, caste or gender.
- Any kind of provocative act against organization.
- Liasioning with external/internal people for financial benefits derived out from Crestech.
- Employee who has received two warning letter would be considered under this policy.

### **Procedure & Guidelines:**

Any above incident reported or come into the notice of HR will be processed under this policy. HR manager is responsible for executing this procedure.

- A. HR Manager will have a one to one secession with the alleged employee.
- B. If found guilty HR Manager needs to report the same to the respective Manager of the employee in question.
- C. HR Manager needs to terminate the in questioned employee with immediate effect.
- D. The questioned employee has to return all his/her official belongings to HR.
- E. Id's and Access of the questioned employee's will be de-activated with the immediate effect by the IT department.
- F. Employee in question should not be allowed to enter in to the floor
- G. Once all the formalities are done security guard will escort the questioned employee to the gate.

Any employee who would be terminated within this policy will not be entitled for any kind of payment from employer's side. He or she will be given the termination letter on the day of termination.

### **Disclaimer:**

Crestech Software System Pvt. Ltd the right in its absolute discretion to abolish the policy at any time or to alter the terms and conditions. Such discretion may be exercised any time before, during, and after the policy year is completed. Domestic Travel Policy