

EMPLOYEE HANDBOOK

CRID-DAM ROBOTIC LABS.

10/31/21

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1.0 Welcome

We are glad to have you as an employee of CRID-DAM Robotic Labs. (CDRL). As an employee of CDRL, you are an essential part of our team. We hope that you will find your position with the CDRL rewarding, challenging and productive. Every Employee has an important role in our operation, and we value the ability and experience you bring to the organization. You, and other employees, are vital to the success of CDRL.

This handbook has been prepared to acquaint you with the employment policies and practices of CDRL. This policy is effective as of Nov. 1, 2021. Please read this

Employee Handbook carefully and sign to acknowledge that you have read this document. Effective November 1, 2021, every employee MUST abide by the terms and conditions set forth in this document. Please keep this for future reference. Once hired, the probationary duration of employment will be for one year. Renewal of employment beyond the probationary period will be based on the job performance during the probationary period. If you have any questions about the Handbook policy, please contact Mr. Mehdi Shams, President and CEO of CDRL.

2.0 Working Hours Policy

- a. Daily office hours may vary depending on the position and the nature of tasks.
- b. Every fulltime employee is EXPECTED to work at least 50 hours per week (200 hours/month) but if an employee works below 40 hours per hour in any month, salary for that month will be deducted accordingly, based on the missed hours.
- c. Every employee MUST log in their daily hours using the time tracking productivity software designated by the company.
- d. Every employee MUST submit their timecard daily that should be filled out with detailed work completion information that needs to be approved by the immediate supervisor.
- e. All employees are expected to be available via Microsoft Teams during their designated office hours.
- f. Employees working from home will be paid for active hours only and will not be paid if-
 - i. You are not logged in.
 - ii. You are away from the computer during regular business hours.
 - iii. You are browsing and/or using applications not related to your job.

2.1 Idle Hour Definitions

- a. Idle hours: The following definitions are considered as idle hours-
 - i. You are logged in but goes away from the computer.
 - ii. You are logged in but are browsing the internet or using different applications not related to your job.
 - iii. You are not working on tasks related to you job and are using the computer for any other reason during the designated office hours.
 - iv. You are not logged in during the regular business hours.
 - v. Hourly Pay Rate = Total monthly salary/200 hours per month.
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3.0 Wages Confidentiality Policy

Salary of each employee is confidential and should not be disclosed with any employee during employment with CDRL. If anyone violates this policy, appropriate disciplinary action will be taken against the employee that may lead to termination of employment.

4.0 Company Holiday Schedule

Every employee is eligible to the following official national holidays per year:

1. 21st February
2. 17th March
3. 26th March
4. 15th August
5. 16th December

After the one-year probationary period, every employee will get 1.5 days of leave every month (18 days per calendar year). Leave taken due to Eid/Puja/other Religious holidays and personal/sick leave/death in family (etc.) will be deducted from the 18 days per year leave allotment.

Leave Approval – A written/email request must be submitted to CDRL President/CEO for leave approval 5 days in advance. Any unauthorized/unapproved leave will result in loss of pay for no show/days absent. Note that an approved leave does not imply a paid leave. In order to get paid leave you have to accrue your leave hours.

I, Most. Nabila Akter, have read the CDRL Employee Handbook and will abide by the employee terms as conditions as set forth in the Handbook.

Nabila

Signature

9/29/2022

Date