



EMPLOYEE HANDBOOK

Helping you navigate your journey at Sequoia Applied Technologies.

The Employee Manual of
Sequoia Applied Technologies



Contents

1. Welcome and Company Values.....	3
2. Employment Guidelines.....	5
3. Work Hours, Attendance, Remote Work	9
4. Employee Attendance Management – Atndnz Platform	11
5. Leave Policy	13
6. Employee Service Reward Program.....	16
7. Absconding	19
8. Performance Management	20
9. Workplace Basics & Discipline	24
10.Misconduct and Disciplinary Action	26
11.Conflict of Interest & Company Asset Protection	29
12.POSH & Workplace Conduct	30
13.Confidentiality & Data Security.....	34
14.IT, Communication and AI Systems	38
15.Social Media	43
16.Way Forward	46



1. Welcome and Company Values

I. About this handbook

WELCOME to Sequoia Applied Technologies!

This handbook is designed to communicate the policies and procedures of Sequoia Applied Technologies to its employees. There is much for an employee to learn about his/her job and this handbook is a good place to start. As an employee of **Sequoia Applied Technologies (SequoiaAT)**, you have **your own unique duties and responsibilities**. This handbook is designed to assist the employees of SequoiaAT who are governed by the Rules and Regulations of the Company. It helps you to understand the system you work for, by providing an overview of important rights, policies and benefits you have as an employee of **SequoiaAT**.

This handbook is not intended to cover all the policies and procedures in detail, for more detailed questions, contact the **HR Department**. Every employee, not just the senior people should know how a company is doing. This handbook applies to all the employees who are in permanent, probationary and trainee appointments.

You can access the latest version of this handbook at [Sequoia Library - HR Documents - Employee Handbook - All Documents](#).

II. Know your Company

Sequoia Applied Technologies (SequoiaAT), founded in 2016, is a California-based software engineering organization built on customer-centric values and long-lasting partnerships. With a growing workforce of over 150 professionals, the company is headquartered in Santa Clara, California, and operates development centres across Chennai, Kochi, and Trivandrum, along with additional branches in Asia and Europe.

SequoiaAT delivers end-to-end engineering solutions across embedded systems, web and cloud platforms, mobile applications, AR/VR technologies, and AI-driven systems. We serve diverse industries including Life Sciences & Healthcare, Cleantech, Consumer Electronics, and Retail.

We are a team driven by high energy and a sense of purpose, and we take pride in being an open-minded organization. We carefully select every member of our team. If you are here, it's because we believe you can make a meaningful difference. Our team combines strategy, design, and



technology to help our clients achieve better business outcomes. We believe everyone has something to learn and something to teach. Here, you will grow in ways you may not expect and be exposed to a level of excellence found in few professional environments. We are grounded in the belief that strong business solutions are built on a foundation of high-quality technology.

III. Our Vision

To build lasting partnerships by delivering engineering excellence and responsible innovation that empower organizations with intelligent, scalable technology solutions.

IV. Our Mission

To collaborate closely with product companies and deliver high-quality software engineering solutions across embedded systems, cloud, mobile, AI/ML, and data analytics executed with a quality-first culture, customer-centric mindset, and on-time, on-budget delivery.

V. Our Core Values

SequoiaAT is guided by the following core values:

Core Value	What It Means
Customer Delight	Build trust. Create lasting relationships.
Transparency	Be open, honest, and accountable.
Innovation	Think smart. Improve continuously.
Reliability	Deliver what we promise. Every time.
Make a Difference	Create meaningful impact.
Quality & Agility	High standards. Fast execution.



2. Employment Guidelines

I. Appointment

Your appointment is based on your performance in the recruitment process of our company. Your appointment is subject to the terms and conditions mentioned in the Offer Letter given to you. You need to give your acceptance by signing the offer letter that you agree to the terms and conditions mentioned in the offer letter.

II. EEO and Non-Discrimination Policy

The company strictly adheres to Equal Employment Opportunity not only in the process of recruitment but also on all decision related to employment, which shall be based on merits irrespective of race, caste, sex, political affiliations, Socioeconomic background, age, etc.

III. Probation and Confirmation

All new hires will be on probation for a period of **Six months** from the date of joining. The confirmation of your employment will be based on the assessment of your conduct, demeanour, abilities, and performance. The company shall be entitled to advance or extend the period of your probation or confirm full-time employment based on the successful completion of your probation period. In case you wish to discontinue employment during the probation period, you are required to give **one month's** notice. Similarly, the organization can terminate your services by giving one month's notice or salary thereof. Your probation will be confirmed unless your Lead informs you otherwise in writing before it ends.

IV. Onboarding

On the first day of employment, new employees are required to complete an employee onboarding form. This form is essential as it collects basic employee details, which are crucial for administrative purposes and helps in setting up the new hire's profile within the company systems.



Personal Records

At the time of joining, we collect your personal data including your educational qualification and contact details. This is stored in your personnel file. Staff members are required to report any changes in status such as name, address, telephone number, marital status, number of dependents, etc. to HR team as and when any change occurs from the status initially declared by staff members previously.

V. Pay

Salary will be credited directly to your bank account on the last working day of every month. You will receive a salary slip to your official email indicating the salary breakup including any additions and deductions in your salary.

Income Tax

Employees are solely responsible for declarations and implications arising thereof. At the time of joining, please fill the income tax declaration form for all tax calculations.

Deductions

The Company is required by law to deduct the following from your pay

- Income Tax at the prevailing rate.
- Professional Tax.
- Provident Fund.
- EPF and ESI.
- Any other applicable statutory deductions

If you have any queries, you can reach out to india_accounts@sequoiaat.com.

VI. Gratuity and Statutory Bonus:

The Company complies with all applicable statutory requirements relating to employee benefits, including gratuity and statutory bonus, in accordance with prevailing labour laws and the applicable provisions under the new Labour Codes notified by the Government of India.

Employees who complete 5 years of continuous service with the Company shall be eligible for gratuity benefits as per applicable law. Statutory bonus eligibility and payout will be governed by the provisions of the Payment of Bonus Act, applicable Labour Codes, and related regulations.



Employees may contact the HR Department for further details regarding eligibility, applicability, and related processes.

VII. Background Verification:

Employment with the Company is subject to satisfactory background verification (BGV). As part of the verification process, the Company may conduct checks relating to educational qualifications, previous employment history, identity verification, and criminal records, wherever applicable and permitted by law.

In certain cases, employees assigned to specific client projects or engagements may be required to undergo additional background checks or comply with client-specific verification requirements. Employees are expected to cooperate and provide the necessary documents or information required for such verification processes.

VIII. Exit Process:

Employees who wish to separate from the Company are required to submit a formal resignation via email to the HR department at **hr@sequoiaat.com**.

Employees are expected to serve the full notice period as specified in their **employment agreement** and in accordance with Company policy. As a rule, employees are not permitted to avail leave during the notice period. Any leave taken during this period will be treated as **Loss of Pay (LOP)**. However, in cases of genuine medical emergencies, leave may be considered subject to submission of a valid medical certificate.

Frequent or unplanned leave during the notice period may adversely impact project continuity, deliverables, and overall business operations. In such cases, the reporting manager or project lead reserves the right to extend the notice period, as deemed necessary, to ensure business continuity, proper completion of assigned responsibilities, and effective knowledge transfer. Such extensions will be based on business requirements and may not necessarily be limited to the number of leave days availed.

Prior to the last working day, employees are required to complete all exit formalities, including but not limited to:

- Completion of knowledge transfer
- Handover of responsibilities



- Return of all Company assets and work-related documents for verification

Upon successful completion of all exit formalities, the **Full & Final (F&F) settlement** process will be initiated. Employees will receive their **relieving letter** and **experience certificate** from the HR department thereafter.

In cases of employer-initiated separation due to breach of the Company's Code of Conduct or disciplinary concerns, the Company reserves the right to initiate appropriate disciplinary action, which may result in immediate termination of employment.

In the case of retirement, employees will be issued a relieving letter, and the Full & Final settlement will be processed in accordance with Company policy on the last working day.

Salary for the notice period, along with any pending arrears or applicable deductions, will be settled as part of the Full & Final settlement after the employee's last working day.

Leave encashment will be processed at the time of exit based on the employee's unused leave balance, in accordance with statutory requirements and the policy effective from 1st April 2026.



3. Work Hours, Attendance, Remote Work

I. Work Schedule

The standard workweek schedule is five days per week. (Monday through Friday). The official hours of work will be from **9:30 a.m. to 6:30 p.m.** (9 hours a day including lunch and tea breaks for an hour). Lunch breaks are usually taken between **12:30 pm and 2:30 pm.**

However, you may be required to work beyond regular hours, or at times outside normal working hours, whenever necessary for the effective performance of your duties or as per business requirements, not exceeding 48 hours per week.

II. Holidays

We have the following national holidays and some festival holidays of regional importance.

- a. Republic day – 26th January
- b. Independence Day – 15th August
- c. Gandhi Jayanthi – 2nd October
- d. May day – 1st May
- e. The festival holidays are prepared every year. You will be intimated of the festival holidays at the beginning of the year. You will be entitled for a total of **13 holidays** per calendar year.

III. Attendance Expectations

Employees are expected to maintain punctuality and adhere to assigned working hours.

Regular attendance is essential to ensure smooth team collaboration and business continuity.

Unreported or excessive absence, frequent late arrivals, or misuse of leave may result in

⚠ Important Note: Please note that three consecutive days of unreported absence will be viewed as a voluntary decision to leave the organization, and the company will process the separation accordingly.



IV. Remote Work

Any Remote work requests will be subject to **Lead approval**, which will be considered based on business needs and the best interest of the organisation. Employees are requested to inform their reporting lead of any additional Remote work requirements at least **two working days in advance**. While working remotely, employees are also expected to ensure proper internet/network connectivity and maintain a suitable working environment to avoid disruptions to work and communication.

V. Company assets

Unauthorized use of company property/assets/trademark without prior permission obtained from the leadership is strictly prohibited.

VI. Access Control System

- a. As the nature of our business demands absolute confidentiality, we have an access control system installed at the point of entry. It ensures that only we and our designate guests have access to our facilities. It is very easy to operate our access control system. Each employee is provided with an access card which when shown at the card reader unlocks the door.
- b. The ID card provided along with the access card must be brought to work every day. All are required to comply with the security checks at the workplace. Tailgating is not allowed. Only authorized corporate visitors are allowed access inside office. Visitors will be given visitor passes and always be accompanied by a staff. Personal visitors of staff should not be brought inside office unless authorised by the management.
- c. If any staff member loses his/her ID/access Card, it should be immediately brought to the attention of the HR department for them to take necessary action to issue a new/temporary ID/access Card. The ID/access cards are not transferable. Any misuse of the access card will be viewed seriously.



4. Employee Attendance Management – Atndnz Platform

I. Attendance Management – Atndnz Application

The Atndnz application is the official system used to record employee attendance, working hours, remote work, and leave information. All employees are required to use the application accurately and consistently.

You can download the application from the App Store or Play Store.

Purpose

The purpose of the Atndnz application is to ensure

- Accurate tracking of working hours
- Compliance with company attendance policies
- Timely and correct payroll processing

II. Applicability

This policy applies to all employees, regardless of role, designation, or work location, unless explicitly exempted by management.

III. Work from Office

- Employees must mark attendance by scanning the **QR code at the entrance** upon arrival.
- Employees must scan the **QR code at the exit** while leaving for the day.
- If an employee steps out during working hours, **Break mode** must be selected in the app.
- Upon return, employees may resume their working hours directly through the application.

IV. Remote Work

- **Prior approval** from the reporting Lead is mandatory before starting remote work.
- When working remotely (permanent, occasional, or for attending calls or completing pending work), **Remote Work** must be selected in the app.
- Employees must end the **Remote Work** status in the app upon completion of the workday.



V. Security behaviour during remote work

Employees working remotely are expected to adhere to all information security and data protection requirements, including avoiding the use of public Wi-Fi for official or client-related work, ensuring systems are locked when unattended, and preventing unauthorized access to company-issued devices, including access by family members or other third parties.

Facing Issues?

If you experience any issues with the Atndnz app

- Email **support-atndnz@offrd.co** and mark your reporting lead in CC.
- The support team will assist you, and your lead will remain informed about the issue.

Important Note

It is the responsibility of every employee to accurately mark **Work at Office, Remote Work, and Leave** in the Atndnz app. Non-compliance may impact attendance records and payroll processing.



5. Leave Policy

The purpose of this policy is to define the leave entitlements applicable to all permanent employees of SAT India. The Company observes all national holidays, and the annual holiday calendar is published and communicated to employees in December each year. The holiday list can also be obtained from the HR team. Employees are encouraged to utilize their entitled leave.

This policy applies to all employees, consultants, and contractors engaged with SAT and is governed by applicable country-specific laws, regulations, and labor legislation.

Employees are expected to plan out their leave considering the project commitments and priorities. All leave **MUST** be applied and approved through the Atndnz System. PL can be accumulated up to **30 days maximum**.

Leave Type	Eligibility	Days / Year	Carry Forward	Notes
Privilege Leave (PL)	All confirmed employees	15 days	Up to 30 days	Can be encashed on exit.
Maternity Leave	Female employees	As per statute	Not applicable	As per Maternity Benefit Act
Compensatory Off	All employees	As earned	Must be availed within 3 months.	6 hrs worked on holiday/weekend must be pre-approved by respective reporting Lead.
Leave Without Pay (LOP)	All employees	N/A	N/A	Deducted from salary.



I. Leave Management

- Leave requests must be submitted through the application to the Lead for approval or rejection.
- Once approved, the leave details should be updated in the Atndnz application.
- All leave entries must be recorded in the Atndnz system to ensure timely payroll processing. For any queries regarding leave balance, please contact the HR Team at hr@sequoiaat.com.

Note Please discuss your leave plans with your respective leads before submitting the request to your manager.

Usage Guidelines (Do's and Don't's)

Employees are expected to follow the application usage guidelines to ensure accurate attendance logging.

Do's 	Don't's 
Keep location services enabled during working hours.	Do not disable location services during working hours.
Ensure mobile data or network connectivity is active while logged in.	Do not turn off mobile data or network connectivity while logged in.
Ensure power-saving settings do not restrict the app's location or notification access.	Do not force close the Atndnz app after logging in.
Switch to Break mode when stepping out during office hours.	Do not leave the premises without marking Exit or switching to Break, as the system may trigger Auto Break.
On iOS devices, enable Precise Location.	
Resume work promptly in the app after returning from a break.	
Respond to app notifications in a timely manner.	



II. Compliance and Responsibility

- Employees are responsible for ensuring that their attendance data is accurate.
- Any misuse, incorrect logging, or repeated non-compliance may be reviewed by HR and management.
- Attendance data recorded in the Atndnz application will be considered final for payroll and compliance purposes unless corrected and approved.

Exceptions

Any exceptions to this policy must be approved in writing by HR or management.

For more information, please refer to the link given: [SAT Leave and Comp Off Policy.pdf](#)

Absence from work caused by political situations

The office will not declare a holiday in case of “hartals”, “bandhs” unless the government itself declares a holiday. In case any staff member is unable to come to work when the office is working, he/she must apply for leave or Work from home subject to eligibility of the same.

III. Leave without Pay

Leave taken beyond eligibility will be deemed as Leave without Pay and will be liable for deduction from the salary of the employee. Leave without pay may be granted at the discretion of the management. For purpose of computation, pay will be defined as 30 days salary for the month. Any leaves which are availed but unapproved will be considered as loss of pay (LOP).

Management reserves the right to declare any other day or days as paid or unpaid holidays without prior notice.



6. Employee Service Reward Program

As a gesture of appreciation for long-term commitment, SequoiaAT provides paid vacation benefits to eligible employees based on years of service, subject to policy guidelines, approvals, and statutory deductions.

I. Objective

SequoiaAT believes that taking time off is essential for maintaining creativity, focus, and overall well-being. We encourage all eligible employees to use this opportunity to relax, travel, and create memorable experiences returning recharged to achieve even greater goals together.

II. Purpose

At SequoiaAT, we value the dedication and commitment of our team members who have contributed to our shared success over the years. This policy aims to encourage employees to take time off to rest, travel, and rejuvenate, while recognizing their continued association with the company.

III. Overview

As a token of appreciation, SequoiaAT offers Paid Vacation Benefits to eligible employees based on their years of service. These benefits are designed to support personal well-being and work-life balance, allowing employees to enjoy meaningful time away from work.

IV. Employee Service Reward Categories:

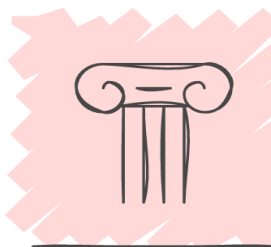
Employee Service Reward Categories



Rising Contributor
3 years of experience.



Trusted Contributor
5 years of experience.



Key Pillar
10 years of experience.



Legacy Builder
15 years of experience.



Contributor Categories		
	 Rising Contributor (3 Years)	 Trusted Contributor (5 Years)
Vacation Duration	2 days	5 days
Allowance	₹25,000	₹1,00,000
Validity	3 months	6 months
Encashment	40% (₹10,000)	40% (₹40,000)

For more details you can refer to [Employee Service Reward Program.pdf](#).

V. Conditions

- These vacation benefits are extended as a gesture of appreciation and are separate from regular earned or casual leave.
- The leave should be planned and pre-approved by the reporting lead, to ensure project does not get impacted.
- Bills submitted for reimbursement must be in the employee's name and supported by original itemized receipts on the vendor's bill / letterhead.
- Reimbursement will be considered only for expenses incurred during the approved paid vacation period under this policy and is subject to **Accounts/HR verification**.
- The amount will be processed through payroll and will be subject to TDS as applicable.
- Employees are strongly encouraged to take their vacation within the validity period to make full use of this benefit.



- Encashment beyond the 40% limit or after expiry of the validity period is not permitted.
- Not applicable for employees serving notice period.
- If the paid vacation is clubbed with weekends or company-declared holidays, such days will be considered as part of the paid vacation period under this benefit. No additional paid days will be granted.

Example

Case 1 Weekend An employee eligible for 2 days of paid vacation applies for leave from Friday to Monday, assuming that the weekend would not be counted as paid leave. However, as per the policy, when paid vacation is combined with weekends or holidays, such days are included in the paid vacation. Accordingly, the paid vacation will be considered from Friday to Saturday.

Case 2 Holiday An employee eligible for 5 days of paid vacation, applies for leave from Monday to the following Monday, where Wednesday is a company-declared holiday, assuming that the holiday and the weekend would not be counted as paid leave. However, as per the policy, when paid vacation is combined with weekends or holidays, such days are included in the paid vacation. Accordingly, the paid vacation will be considered from Monday to Friday.



7.Absconding

- Emergency leave must be informed via email to the reporting Lead and HR on the same day. Uninformed leave will be treated as Loss of Pay (LOP). Absence without prior intimation for three consecutive working days will result in a **formal notice requesting an explanation**, to which a response must be provided within five days. Failure to respond may lead to termination.
- Absence beyond 5 consecutive working days without notice may be treated as absconding.



8. Performance Management

I. Performance Expectations

At the time of joining, you will be explained your Job Description along with a set of expectations that the Company is looking for from you. This set of expectations will be made by your Lead.

II. Roles and Responsibilities

The Roles and Responsibilities of the employee will be specified by the Lead of the employee at the time of joining. Apart from the Roles mentioned initially, the Company may assign new Roles and Responsibilities to the employee as and when required.

III. Performance Evaluation

Your first performance review will be conducted at the time of your confirmation, which is upon completion of your probation period.

Please note the following guidelines regarding the confirmation discussion timeline:

Date of Joining	Confirmation Discussion Scheduled
On or before the 15th of the month	In the 6th month after your joining month
After the 15th of the month	In the 7th month from your joining month (after you complete six full months)

Examples

- If you join on **January 9**, your confirmation discussion will be conducted in **July**.
- If you join on **January 20**, your confirmation discussion will be conducted in **August**.
- Please note that you will become eligible for the performance bonus upon successful confirmation of your employment.
- The bonus payout, along with any applicable arrears, will be processed after your confirmation and will be based on the performance rating assigned by your reporting lead.



Compensation Appraisal

Compensation appraisal (salary revision) will be conducted upon completion of each year of service, calculated from the employee's date of joining.

The salary revision cycle will follow the employee's work anniversary each year.

Performance Bonus Performance bonuses are determined based on the annual appraisal ratings.

The rating reflects individual performance and directly impacts both the bonus payout and overall compensation. Salary revisions and increments may vary depending on the performance level achieved, ensuring a fair and performance-driven reward system.

Examples (Special Scenarios)

Example 1 – Standard Cycle

If an employee joins in **February**, their compensation appraisal will normally be conducted in **February of the following year**, and every year thereafter during the same month.

Example 2 – Maternity Leave During Appraisal Period

If an employee joins in **February**, their appraisal will normally fall in **February of the following year**.

If the employee proceeds on **maternity leave in December** and returns in **June**, the employee will need to complete the **remaining two months required to complete the full annual cycle**.

In this case, the appraisal will be conducted **after completion of the pending months**, which would be in **August**.

Example 3 – Extended Medical Leave

If an employee joins in **March** and their appraisal is scheduled in **March of the following year**, but the employee is on **extended medical leave from January to April**, the appraisal will be conducted **after the employee returns and completes the remaining pending months required to complete the annual service cycle**.

For instance, if the employee returns in **May**, the appraisal may be conducted **after the pending service period is completed**, such as in **July**.



All revisions will be subject to performance evaluation and management approval, in accordance with company policy.

Appraisal Process

HR will initiate the appraisal process by activating the appraisal forms through the Intranet application <https://intranet.sequoia.at/>.

The appraisal process consists of two mandatory sections that must be completed in sequence.

Step 1 Monthly Feedback and Evaluation (MFE)

Before proceeding to the self-appraisal section, the employee must first complete the **Monthly Feedback and Evaluation (MFE)** form.

- Employees are required to rate all relevant departments, including their Reporting Lead.
 - Constructive and professional comments must be provided to support the ratings submitted.
 - The MFE form must be fully completed and submitted before access to the next section.
-

Step 2 Strength and Weakness Evaluation (Self-Appraisal)

After submission of the MFE form, the employee must complete the **Strength and Weakness Evaluation** section.

- This section consists of **eight (8) questions**.
- Employees are required to provide detailed and thoughtful responses.
- Wherever possible, responses should be supported with relevant data, measurable outcomes, and performance metrics.



Please note

- The Intranet application currently does not support document attachments.
- If you have any supporting documents (e.g., reports, certifications, project summaries, or other relevant materials), they must be shared directly with your Reporting Lead via email.
- Please note that the number of questions and the level of detail may vary depending on the assessment tool utilized: <https://intranet.sequoia.at/>.

Reporting Lead Review

- Once the employee submits both sections, the Reporting Lead will review the responses.
- The Lead will complete the evaluation in the system in a timely manner.
- Formal feedback will then be shared with the employee.

All evaluations must be completed within the timelines communicated by HR and in accordance with company performance management guidelines.

IV. Promotions:

Based on your Performance Appraisals, accordingly you might be promoted to a senior position as decided by the Company.

V. Performance Improvement Plan (PIP)

If an employee's performance falls below the organization's expected level of performance objectives, he/she will be subjected to a Performance Improvement Plan for a period is typically **60 days**. An evaluation will be conducted post **60 days** of measurable metrics and lack of improvement or failure to scale to organizational standards will result in termination.



9. Workplace Basics & Discipline

SequoiaAT expects all employees to maintain professional behaviour, respect workplace standards, and uphold Company values. This section outlines basic workplace conduct, disciplinary expectations, and serious misconduct consequences

I. Clean Workplace

It is the duty of every employee to maintain a clean and tidy workplace in and around his/her desk and in the remaining places of the office.

II. Personal Appearance

Employees are expected to dress appropriately and maintain a professional appearance while at work.

III. Business Attire Guidelines

The Company follows a relaxed dress code under normal working conditions

For Men

- Business formal or smart casuals (full/half-sleeved shirts)
- Formal shoes or clean sports shoes/strap sandals
- Denim jeans and T-shirts are permitted if presentable

For Women

- Western business formal or smart casual attire
- Denim jeans and T-shirts are permitted if presentable

Client Visits

When attending client meetings, site visits, or official external engagements, employees must follow a strict formal dress code.

Inappropriate Attire

Rubber slippers or excessively casual clothing are not considered appropriate at workplace attire.



IV. Personal Belongings

Employees are advised not to bring valuable personal items to the workplace. The Company shall not be liable for loss or damage of personal belongings

V. Workplace Relationships

Employees must avoid relationships that create conflicts of interest, favouritism, or disruption. Company reserves the right to take appropriate action and/or exercise its discretionary power in such situations which may extend to appropriate disciplinary actions.

VI. Respectful Workplace Behaviour

Employees are expected to maintain cordial, respectful, and professional relationships with colleagues, supervisors, subordinates, clients, and partners.

The Company maintains a zero-tolerance approach toward harassment or inappropriate workplace conduct. Matters relating to sexual harassment are addressed separately under the Company's POSH & Workplace Conduct Policy.



10. Misconduct and Disciplinary Action

SequoiaAT expects employees to maintain the highest standards of integrity and professionalism. Any act of indiscipline, unethical conduct, or behaviour harmful to workplace harmony, Company reputation, or client trust may result in disciplinary action.

I. Examples of Misconduct

Misconduct includes but not limited to the following

Integrity and Professional Misconduct

- Falsifying or suppressing employment or Company information
- Dishonesty, fraud, or intentional misrepresentation
- Accepting or offering bribes or illegal gratification

Workplace Behavior

- Insubordination or willful slowing down of work
- Heated arguments, fighting, or attempts to injure others
- Misbehaving with clients, partners, or workplace agents

Attendance and Work Abandonment

- Failure to report to work without notification
- Unauthorized absence or walking off the job

Confidentiality and Data Misuse

Any unauthorized disclosure of Company or client information, breach of confidentiality obligations, or misuse of internal information shall constitute gross misconduct. The Company reserves the right to initiate disciplinary action, up to and including termination of employment, in accordance with applicable law and the Company's disciplinary procedures.



Misuse of Company Property

- Theft, damage, or unauthorized removal of Company assets
- Using Company services or property for personal gain
- Unauthorized entry into restricted areas

Safety and Substance Misconduct

- Smoking or possession/use of drugs or alcohol on office premises
- Carrying firearms or weapons at the workplace Supporting or assisting another employee in misconduct will also be treated as misconduct.

II. Zero Tolerance Behaviours

- Harassment
- Theft
- Violence
- Data breach

III. Progressive discipline

SequoiaAT follows a progressive discipline approach where appropriate, to provide employees with an opportunity to correct behavior.

Depending on the seriousness of the violation, disciplinary action may include

1. Verbal counseling or warning
2. Written warning
3. Final warning, suspension, or other penalties
4. Termination of employment

The Company reserves the right to skip steps in cases of serious misconduct.



IV. Termination for Serious Misconduct

In cases involving severe violations such as harassment, violence, theft, major breach of trust, or data breaches, the Company may, after due inquiry, terminate employment without warning.

All disciplinary decisions will be handled fairly, lawfully, and with proper documentation.

V. Grievance Redressal

A positive relationship between employees and supervisors is based on mutual trust, respect, and open communication. If an employee has a problem or grievance concerning the employment, the Employee should first discuss the issue or concern with his immediate supervisor. In most cases, these discussions can clear up any misunderstanding or conflict. If the Employee is not successful in resolving the concerns about his employment, work related grievances or any other unresolved issues; the Employee can approach the HR Department to address work- related problems or complaints fairly and without fear of reprisal.



11. Conflict of Interest & Company Asset Protection

Employees are expected to always act in the best interest of SequoiaAT and safeguard Company resources, assets, and intellectual property.

I. Intellectual Property Ownership

All work products, inventions, designs, technical documents, software code, research outputs, or materials created by employees during employment or using Company resources shall remain the intellectual property of Sequoia Applied Technologies, or Sequoia's clients subject to applicable laws and contractual obligations.

Employees must not disclose or use Company intellectual property outside the scope of employment.

II. Conflict of Interest

Employees must avoid situations where personal benefit interferes with professional responsibility.

Dual employment or engagement with competitors, vendors, clients, or third parties that create a conflict of interest is prohibited unless formally disclosed and approved.

III. Protection and Proper Use of Company Assets

All employees should take note that SequoiaAT is committed to take all measures for safeguarding, protecting and appropriately using its assets including but not limited to the sophisticated equipment, facilities and instruments, data, computer resources, trademarks, copyrights and all other tangible and intangible property of SequoiaAT. All Company assets are to be used for legitimate Company purposes only.

IV. Moonlighting and Secondary Employment

Employees are prohibited from engaging in any secondary employment, freelance assignments, consulting activities, or other business engagements that may create a conflict of interest or impact their responsibilities with the Company, without obtaining prior written approval from Management. The Company reserves the right to review and approve or decline such requests based on business interests, confidentiality obligations, and employee performance considerations.



12. POSH & Workplace Conduct

Prevention of Sexual Harassment at Workplace

SequoiaAT is committed to providing a safe, respectful, and inclusive workplace for all employees, free from harassment, discrimination, and inappropriate conduct.

The Company maintains a zero-tolerance policy towards sexual harassment at the workplace and is committed to compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("POSH Act"), as applicable.

This policy applies to all employees, trainees, consultants, interns, contractors, vendors, visitors, and any person associated with the Company workplace. For more information, please refer to the document [SAT POSH Policy-2026.pdf](#). At SequoiaAT, it is mandatory for all employees to complete the POSH assessment.

I. What Constitutes Sexual Harassment

Sexual harassment includes any unwelcome act or behaviour (whether directly or by implication), such as

- Physical contact or advances
- Demand or request for sexual favours
- Sexually coloured remarks or jokes
- Showing pornography or inappropriate content
- Any unwelcome verbal, non-verbal, or physical conduct of a sexual nature
- Messages, calls, emails, or online behaviour with sexual intent
- Any conduct that creates an intimidating, hostile, or offensive work environment
- Threatening, coercing, stalking, or intimidating another person to insist they engage in sexual acts.
- Demand or request for sexual Favours (either explicitly or implicitly), in return for (or a term or condition of) employment or a promotion.
- Sexual harassment may occur regardless of gender, seniority, or employment type.



II. Scope of Workplace

For this policy, “workplace” includes

- Company offices, sites, and premises
- Client/customer locations during official work
- Work-related travel and transportation
- Work-related social events, meetings, or gatherings
- Virtual or online workspaces (email, messaging, video calls)

Harassment through digital or remote channels is also covered under this policy.

III. Internal Complaints Committee (ICC)

To address complaints under the POSH Act, the Company has constituted an Internal Complaints Committee (ICC). Since committee membership may change from time to time, employees may contact the HR Department to obtain the most current details of the ICC constitution and reporting contacts.

Please refer the Internal POSH Committee members and find the link here: [POSH Committee - ICC.pdf](#)

The Internal Complaints Committee will comprise of the following four members

1. Presiding Officer/Chairperson Preferably a Senior Woman employee.
2. Members Two members from among employees (Not less than half of the ICC members shall be women).
3. External Member - From an NGO or association committed in dealing with the issues related to sexual harassment (from civil society or legal background who has Sound grasp and practice of the legal aspects/implications).



IV. Reporting a Complaint

- Employees are encouraged to report incidents promptly
- Complaints can be submitted to HR or ICC (written or assisted)
- Complaints should be made within **3 months** of the incident
- All complaints will be handled with strict confidentiality

V. Inquiry Process

- All complaints will be acknowledged and investigated fairly
- Both parties will be given an opportunity to be heard
- The ICC will complete the inquiry within defined timelines
- Recommendations will be shared with management for action

VI. Disciplinary Action

If misconduct is proven, actions may include:

- Warning or written apology
- Suspension or termination
- Salary deduction or withholding benefits
- Counselling or corrective training

VII. Confidentiality & Non-Retaliation

- All proceedings will remain confidential
- Retaliation against complainants or witnesses is strictly prohibited

VIII. False Complaints

False or malicious complaints may lead to disciplinary action. However, lack of evidence does not imply a false complaint.



IX. Employee Responsibility

All employees must:

- Maintain respectful behaviour
- Avoid inappropriate conduct (verbal, physical, or digital)
- Support a safe and inclusive workplace

X. Support & Contact

Employees can reach out to the HR team for any support, clarification, or assistance related to POSH matters.

Important Note

Sexual harassment is a serious violation and may result in strict disciplinary action, including termination and legal consequences.



13. Confidentiality & Data Security

SequoiaAT is committed to preserving the trust of its customers, employees, partners, and stakeholders. Protection of privileged, confidential, or proprietary information is vital to the interests and success of SequoiaAT. For Security awareness overview, please refer to [00 ISLSF-Quick-Reference](#) [For detailed information on the various subsections, you may review the overview document thoroughly.]

I. Confidential Information

Definition of Confidential Information

For this handbook, “Confidential Information” includes, but is not limited to, any non-public information relating to

- Customer and Client Data
- Customer/client names, contact details, and account information
- Client project requirements, specifications, deliverables, or contracts
- Customer business data shared during engagements
- Employee and HR Information
- Personal employee records (salary, medical details, identification documents)
- Performance reviews, disciplinary actions, or HR investigations
- Internal employee communications and organizational data
- Technical and Intellectual Property
- Source code, software designs, algorithms, architecture, and models
- Engineering methods, research results, product roadmaps, prototypes
- Technical documentation, credentials, access keys, passwords
- Business and Financial Information
- Pricing, invoices, vendor contracts, financial reports
- Internal strategies, business plans, marketing or sales pipelines



All such information, whether in written, verbal, electronic, visual, or any other form, is automatically considered Confidential Information unless explicitly stated otherwise by Sequoia.

II. Employee Obligations

Unauthorized disclosure, distribution, electronic transmission, copying, or misuse of Confidential Information is strictly prohibited. Employees must

- Use Confidential Information only for legitimate COMPANY purposes
- Disclose such information only to individuals authorized to access it for business or legal reasons
- Exercise special precautions when transmitting information via email, internet, cloud platforms, fax, or portable devices
- Employees shall not share Confidential Information with any third-party including friends, family members, vendors, or external organizations without prior written approval.
- Employees must **not discuss, disclose, or share details related to their salary, compensation structure, bonuses, performance ratings, or appraisal outcomes** with other employees or external parties. Such information is strictly confidential and must be always treated with discretion.

III. Meetings and Internal Discussions

All company meetings, discussions, and internal communications are confidential. Employees shall not, unless authorized in writing by management

- Record meetings using audio/video equipment
- Share internal discussions externally

IV. Technical and Client Confidentiality

During employment, employees may gain access to sensitive technical and business information belonging to the COMPANY and its clients, including methods, processes, designs, financial data,



customer lists, and proprietary systems. Employees are required to maintain strict confidentiality throughout and after their employment.

Any breach of confidentiality may result in disciplinary action including immediate termination and/or legal proceedings under applicable laws.

V. Non-Disclosure Agreement

Each employee is required to sign a Non-Disclosure, Non-Compete, Proprietary and Confidential Information Agreement prior to joining. Any violation of confidentiality obligations will be treated as serious misconduct.

VI. Client and Third-Party Confidentiality Agreements

In addition to the Company's internal confidentiality obligations, employees may, during their employment, be required to sign Non-Disclosure Agreements (NDAs) or confidentiality undertakings directly with Sequoia Applied Technologies' customers, clients, vendors, or business partners. Employees acknowledge and agree that

- Such client-specific NDAs form an integral part of their professional responsibilities,
- They are fully bound by the confidentiality terms, restrictions, and obligations contained in those agreements, and
- Any breach of such client confidentiality commitments will be treated as a serious violation of Company policy, and may result in disciplinary action, termination, and/or legal proceedings, in addition to any liability arising under the client agreement.

Employees must exercise the highest level of care while handling any customer-owned or customer-shared confidential information, including technical documents, product specifications, project data, or proprietary systems.

VII. Access Restrictions

To maintain confidentiality and protect sensitive and confidential data of Sequoia and its employees, the following access restrictions are applicable

- The sensitive and confidential documents pertaining to the employees including but not limited to physical copies of personal folders and other HR records may be stored in the HR storage folders/rack. Access to such HR storage folders/rack is strictly restricted and only the Directors, HR and the employees authorized by the Management are allowed access.



- Softcopy and hard copy of the HR and Finance department shall be maintained with strict secrecy with necessary firewalls and access restrictions as deemed fit by SequoiaAT from time to time.
- SequoiaAT strictly views gaining unauthorized access as a grievous misconduct and shall act against such employees including termination without notice.
- Access to the Server room is strictly restricted to Directors, System Administrators or the employee authorized by the management of the Company.

VIII. Return of Company assets/property

In the event of separation from Sequoia Applied Technologies, the Employee shall be obliged to surrender all Company assets or property including but not limited to work products, equipment, assets, software data and information which are in the possession and control of the employee including but not limited to

- Identification badges
- Office/building keys
- Office/building passes/parking stickers
- Computers, electronic or voice mail codes
- Intellectual property (written materials, work products) In the event of any violation of the above said guidelines the employee shall be liable for penal action by SequoiaAT Applied Technologies.



14. IT, Communication and AI Systems

I. Responsible use

Sequoia provides employees with access to computers, laptops, servers, software, email systems, internet connectivity, telephones, mobile devices, messaging platforms, and other technological resources to support business operations.

Safeguarding these resources is of utmost importance, as the Company relies extensively on technology to conduct its daily business and meet its obligations to customers, employees, and stakeholders.

All such systems are the sole property of SequoiaAT and must be used only in a manner consistent with

- Company policies and ethical standards
- Applicable privacy and cybersecurity laws
- Professional conduct expectations
- Commitments to clients and the public

The primary objective of this policy is to protect Company, customer, and employee information, safeguard system integrity, and maintain confidentiality.

II. Ownership, Confidentiality & Monitoring

All information and data stored, transmitted, received, accessed, or contained within Company systems — including emails, internet usage, files, and communications — remain the sole property of Sequoia Applied Technologies.

Employees acknowledge that

- Company systems may be monitored, reviewed, or audited at any time
- There is no expectation of personal privacy when using Company technology resources
- Unauthorized access or use of Company information is strictly prohibited

Employees are strictly prohibited from copying, deleting, formatting, forwarding, transmitting, or sharing Company data with any unauthorized person or third party, including but not limited to friends, family members, vendors, or unrelated employees.



III. Acceptable Use Guidelines

Employees, trainees, and associates must use Company systems responsibly and primarily for legitimate business purposes.

Employees must

- Access only those files, systems, and communications required for their job role
- Maintain professional standards in all digital communication
- Protect devices, passwords, and accounts from misuse
- Use technology resources in ways that do not conflict with Company interests

Limited personal use may be permitted only if it does not interfere with work responsibilities, productivity, or Company security.

IV. Access Control & Security Responsibilities

Access to Company systems is controlled through unique user IDs, passwords, and other authentication mechanisms.

Employees must

- Keep all passwords confidential and secure
- Never share login credentials with anyone
- Immediately report suspected breaches or loss of devices
- Follow all cybersecurity measures implemented by the Company

Any attempt to bypass security controls will be treated as serious misconduct

V. Prohibited Activities

The following activities are strictly prohibited

- Attempting to bypass or disable Company security measures
- Accessing another employee's documents, emails, or accounts without approval



- Sharing confidential Company or client information without authorization
- Installing personal, unauthorized, or unlicensed software or tools
- Downloading offensive, illegal, obscene, or inappropriate material
- Installing computer games or non-business applications
- Using external email services for Company work without permission
- Copying or transferring Company data/software to personal devices or external storage without written approval
- Altering hardware configurations without authorization
- Using Company systems for commercial solicitation, political causes, or non-work-related activities

Violations may result in disciplinary action up to and including termination and legal proceedings.

VI. Email, Internet & Communication Standards

SequoiaAT provides email and internet access to facilitate smooth business communication.

Employees are expected to

- Check official emails regularly and respond promptly
- Use clear and professional subject lines
- Apply “To”, “Cc”, and “Bcc” responsibly, especially in client communications
- Maintain respectful language and professional etiquette
- Avoid unnecessary forwarding of complete email chains
- Proofread communications before sending
- Ensure instant messaging, calls, and video meetings are conducted professionally

All electronic communication sent from Company systems represents SequoiaAT and must reflect appropriate business standards.

Personal use of Company email systems is strictly prohibited.



VII. Use of Artificial Intelligence (AI) Tools

SequoiaAT encourages responsible and ethical use of AI tools to enhance productivity, innovation, and quality of work.

However, employees must ensure that AI usage complies fully with confidentiality, security, and client obligations. At SequoiaAT it's mandatory for all the employees to complete AI policy. For more Information about AI policy, you can refer to [Sequoia AI Policy-v1.0.pdf](#).

Employees must

- Use only Company-approved AI tools for official work
- Ensure all AI-generated output is reviewed and validated by a human before use
- Take full responsibility for accuracy, compliance, and appropriateness of AI outputs
- Never upload, input, or share any confidential or proprietary information into AI systems, including
 - Source code and software designs
 - Client/customer data
 - Technical documentation or architecture
 - Employee personal records
 - Internal business plans or pricing information

Use of AI tools that compromise confidentiality or violate client agreements is strictly prohibited.

VIII. Enforcement and Violations

Any misuse of Company IT systems, internet resources, communication platforms, or AI tools may result in

- Revocation of system access
- Disciplinary action under the Company's misconduct policy
- Immediate termination in severe cases
- Legal action if Company or client data is compromised



The Company reserves the right to take appropriate action as deemed necessary to protect its systems, data, employees, and clients.

IX. Training obligations:

Employees are required to complete all mandatory training programs assigned by the Company, including Security Awareness Training, within the stipulated timelines communicated by the organization.



15. Social Media

I. Social Media and Online Conduct Policy

Sequoia recognizes that social media is widely used for personal and professional networking. Employees are expected to use social media responsibly and in a manner that protects the Company's reputation, confidentiality, client commitments, and workplace harmony.

This policy applies to all employees, trainees, and associates when

- Using social media during working hours or on Company devices
- Referring to the Company, its employees, clients, or projects online
- Representing Sequoia in any official capacity

II. Confidentiality and Restricted Information

Employees must not post, disclose, or share any confidential or proprietary information through social media platforms, including but not limited to

- Client/customer information or project details
- Internal business plans, financials, or strategies
- Employee personal or HR-related information
- Technical designs, source code, architecture, or Company intellectual property

Employees must obtain prior written authorization before sharing any non-public Company news, announcements, or work-related content online.

III. Personal Use of Social Media at Work

Limited personal use of social media may be permitted during work hours provided it

- Does not interfere with productivity or job responsibilities
- Does not distract colleagues or disrupt the workplace
- Is not accessed through restricted or insecure means

Excessive personal use may lead to restriction of access or disciplinary action.



Employees should ensure that personal social media activity does not appear as official Company communication.

IV. Professional Conduct and Respectful Communication

Employees must not use social media too

- Post defamatory, offensive, discriminatory, or harassing content
- Engage in online arguments that may harm workplace relationships
- Spread rumors or false information about the Company, colleagues, or clients
- Damage the image or credibility of SequoiaAT Applied Technologies

Online harassment or misconduct involving colleagues, customers, or partners may result in disciplinary action under the Company's workplace conduct policies.

V. Representing the Company on Social Media

Only employees formally authorized by management may

- Speak on behalf of the Company
- Manage Company social media accounts
- Respond to client or media inquiries online
- Publish official Company statements

Employees representing SequoiaAT must

- Communicate respectfully and professionally
- Share accurate and verified information only
- Follow all confidentiality, branding, and intellectual property guidelines
- Avoid commenting on matters outside their role or expertise

VI. Social Media Groups and Internal Discussions

Employees may not create unofficial groups, pages, or communities using the Company name, logo, or client/project references without management approval.



Company policies, internal communications, client matters, or management discussions must not be shared publicly or on unofficial forums.

VII. Violations

Violation of this social media Policy may result in

- Formal warnings or disciplinary action
- Suspension or termination for serious breaches
- Legal action if Company or client confidentiality is compromised



16. Way Forward

Your work with SequoiaAT has a full potential for enriching your Professional Life which in turn will be beneficial for the Company in achieving its Goals. Keep in mind that through your employment, you are a vital resource of Sequoia Applied Technologies. We value you for who you are. Hopefully, this handbook will help you understand what is expected of you, your avenues to find out more information as well as outlining some of the advantages and benefits of employment with SequoiaAT Applied Technologies.

“Coming together is a beginning, keeping together is progress and working together is success”.

Note and Disclaimer

This handbook is not intended to create a contractual obligation and does not alter the at-will nature of employment, unless governed otherwise by law or written agreement.

SequoiaAT reserves the right to modify and/or review the provisions of this policy, to comply with applicable legal requirements, internal policies, or with a view to modify the provisions of this policy to the extent deemed necessary by the office from time to time.