

	Lifebound Technologies Pvt Ltd	Version No.	V1
		Format No.	LBTPL/HR/21
		Reviewed By.	Karan Mehta (Founder)
		Prepared By.	Aishwarya Nair (Senior HR)

Employee Handbook

Introduction

Welcome to Lifebound Technologies Pvt Ltd! This handbook is designed to provide you with an understanding of our policies, procedures, and expectations. We are committed to creating a positive work environment where everyone can thrive.

1. Company Values and Vision

- **Vision & Core Value Statement:** Our vision is to create medical products that are reliable, socially responsible, and data-ready for the future of smart healthcare. We believe in creating a robust core technology that bridges the gap between clinicians and patients.

2. Employment Policies

- **Equal Opportunity Employment:** We are committed to providing equal employment opportunities to all employees and applicants.
- **Non-Discrimination Policy:** Discrimination based on race, colour, religion, sex, national origin, age, disability, or any other legally protected status is not tolerated.
- **Anti-Harassment Policy:** We maintain a zero-tolerance policy towards harassment in the workplace.

3. Code of Conduct

- **Professionalism:** Employees are expected to always conduct themselves in a professional manner.
- **Confidentiality:** Protecting company and client information is a top priority.
- **Conflict of Interest:** Employees must avoid any situations where personal interests conflict with the interests of the company.

4. Work Hours and Attendance

- **Work Schedule:** Our standard work hours are 09:00 am to 05:30 pm. While we value punctuality, we also recognize the importance of flexibility, especially as a startup. We believe in a flexible work schedule that aligns with project timelines, work requirements, and deliverables.

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- **Attendance:** Regular attendance is crucial. Employees must inform their Supervisors & the HR in advance if they are unable to attend work.

5. Leaves and Visitors Policy

- **Annual Leaves:** Employees are entitled to 21 annual leaves per year, which are credited on a pro-rata basis. These leaves are only available after the completion of the probation period, which could be 6 months or 1 year, as agreed upon at the time of joining with the supervisor and HR. The leave cycle runs from April to March each year.
- **Leave Carry Forward:** Unused leaves can be carried forward to the next leave cycle but cannot be encashed. If an employee leaves the company before the mid-year, any accumulated leaves will be nullified.
- **Salary Calculation:** The number of days worked is calculated on a 26-day basis. If all entitled leaves are exhausted, no further leaves will be granted unless for emergencies or medical reasons, which must be aligned with the supervisor and HR. Any additional leave taken beyond the entitled leaves will result in a deduction from the salary on a per-day basis.
- **Probation Period and Interns:** During the probation period, no leaves are provided, and salary is deducted on a per-day basis for any absence. Interns are not entitled to any leaves, and their salary will be reduced for each day of absence.
- **Visitors Policy:** Employees are allowed to have visitors at the workplace, but visits must be pre-approved by the supervisor and should not disrupt the work environment. Visitors should adhere to all company policies and maintain confidentiality regarding any company-related information they may encounter during their visit.
- **Late Staying Protocol:** If an employee needs to stay late at the office, whether male or female, it should be communicated in advance to the supervisor. This is to ensure proper arrangements can be made and to avoid any disruption to the office environment. Safety and security measures will be taken as necessary with one more employee.

6. Compensation and Benefits

- **Compensation** Your salary is composed of the following components:
- **Basic Salary:** This forms the foundation of your salary and is the basis for calculating other components and benefits.
- **HR Special Allowance:** An additional allowance provided to support your living expenses.
- **Books & Periodicals Allowance:** This allowance is provided to encourage continuous learning and professional development by covering the cost of books and periodicals.
- **Benefits:** [Overview of benefits such as health insurance, retirement plans, etc.]
- **Leave Policy:** Employees are entitled to [insert leave details, e.g., annual leave, sick leave, maternity/paternity leave].

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Benefits: In addition to your salary, we offer a few benefits aimed at supporting your day-to-day work and well-being:

- **Travel Reimbursements:** We reimburse travel expenses based on actual costs incurred for Work-related travel.
- **Flexible Work Hours:** Recognizing the dynamic nature of our work, we offer flexibility in working hours to accommodate project timelines and personal needs.
- **Learning & Development Opportunities:** Although we're a growing company, we encourage employees to seek opportunities for professional growth through workshops, online courses, and other learning resources.

7. Performance and Development

- **Ongoing Performance Assessment:** As a startup, we place a strong emphasis on regularly assessing performance to ensure that outcomes are meeting expectations. This allows us to stay agile and responsive to the dynamic needs of our projects.
- **Annual Increment Performance Reviews:** Annual performance reviews are conducted to assess employee performance, provide feedback, and discuss goals that align with the company's objectives. These reviews are crucial in determining annual increments, and based on this alignment, we make decisions regarding appraisals.

8. Health and Safety

- **Workplace Safety:** We are committed to maintaining a safe and healthy work environment for all employees. Safety is a shared responsibility, and everyone is encouraged to actively participate in ensuring a secure workplace.
- **Workstation Ergonomics:** We encourage the setup of ergonomic workstations to prevent strain and injury. If you need assistance in setting up your workspace, please contact the HR department.
- **Health and Wellness:** We support a healthy work-life balance and encourage employees to take breaks, manage stress, and seek support when needed. If you experience any health issues that affect your work, please inform Supervisor & HR so that appropriate accommodations can be made.
- **Reporting Incidents:** Any workplace accidents, Harassment injuries, or unsafe practices should be reported immediately to HR or your Supervisor. Prompt reporting ensures that we can take corrective action to prevent future incidents.

9. Disciplinary Procedures

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- **Conduct Violations:** Any violations of company policies or unethical behaviour may result in disciplinary action.
- This can range from a formal warning to more severe measures, including termination, depending on the nature and severity of the violation. Examples of conduct violations include, but are not limited to:
 - Repeated tardiness or absenteeism
 - Insubordination or failure to follow instructions
 - Theft or misuse of company property
 - Harassment or discrimination
 - Violations of confidentiality or data security

Disciplinary Process: In cases of conduct violations, the following steps may be taken:

- **Investigation:** An investigation will be conducted to understand the circumstances and gather relevant information.
- **Discussion:** A discussion with the employee will be held to address the issue and provide an opportunity for the employee to respond.
- **Action:** Based on the findings, appropriate disciplinary action will be taken, which may include 1st verbal 2nd written warnings, 3rd suspension, or termination or Performance Improvement Plan for 6 months.

Grievance Procedure: Employees are encouraged to raise concerns or grievances through the appropriate channels without fear of retaliation. The grievance procedure involves:

- **Reporting:** Submit your concerns to your immediate Supervisor, HR department, or through the designated grievance mechanism which is through your HR portal or email channel.
- **Review:** The grievance will be reviewed promptly and impartially.
- **Resolution:** Efforts will be made to resolve the issue fairly and effectively. You will be kept informed of the progress and outcome.

10. Termination and Exit Procedures

Termination: Termination of employment may occur due to various reasons, including but not limited to:

- Performance issues or failure to meet job expectations
- Conduct violations or unethical behaviour
- Company restructuring or redundancy
- Resignation or voluntary departure

Notice Period:

- **For Employees:** The standard notice period for termination initiated by the company or the employee is 90 days.

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- **During Probation:** For employees under probation, the notice period is 2 weeks. If performance is not satisfactory, the company may terminate employment within the probation period with a 2-week notice.

Probation Period: All new employees undergo a 6-month probation period. Performance reviews will be conducted during this time. If performance does not meet the required standards, employment may be terminated with a 2-week notice period.

Termination or Resignation Procedures: The process for termination or Resignation generally includes the following steps:

- **Notice of Termination:** Employees will receive a formal notice of termination outlining the reasons for termination and the effective date. For voluntary resignations, a notice period of 90 days is required unless during the probation period, where a 2-week notice applies.
- **Exit Interview:** An exit interview will be conducted to discuss the reasons for departure, gather feedback, and address any final questions or concerns.
- **Return of Company Property:** Employees must return all company property, including keys, equipment, and documents, by their last working day.
- **Final Pay:** Upon termination, employees will receive their final pay check, which will include payment for the monthly worked salary. Please note that there is no leave encashment benefit available. Only the salary for the days worked will be provided.
- **Benefits:** Details regarding the continuation or cessation of benefits will be provided, including information on retirement plans, gratuity and leave encashment.
- **Confidentiality:** Employees are reminded of their obligation to maintain confidentiality regarding any sensitive company information even after their departure.

Voluntary Resignation: If an employee chooses to resign, they should provide written notice as per their contract or company policy. During the probation period, a 2-week notice period is required. For employees not in probation, the standard 90-day notice period applies.

Exit Checklist: A checklist will be provided to ensure that all necessary steps are completed before the employee's departure. This includes returning company property, completing any outstanding tasks, and ensuring that all administrative matters are finalized.

11. Communication and Transparency

- **Open-door Policy:** We maintain an open-door policy where employees can freely communicate with management, share ideas, and provide feedback without barriers.
- **Regular Updates:** The leadership team regularly communicates company progress, goals, and challenges to ensure everyone is aligned and informed.

12. Ownership and Accountability

- **Empowerment:** We empower our employees to take ownership of their projects and responsibilities. This means being accountable for your work and delivering results with minimal supervision.

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- **Decision-Making:** Employees are encouraged to make decisions within their scope of work. We value initiative and trust our team to make informed choices that benefit the company.

13. Company Culture and Values

- **Innovation and Creativity:** We encourage all employees to think outside the box and bring innovative solutions to the table. Everyone's ideas are valued, and we foster a culture where creativity is celebrated.
- **Collaboration:** Teamwork is at the heart of our success. We believe in open communication, mutual respect, and the power of working together to achieve our goals.
- **Agility and Adaptability:** As a startup, we operate in a rapidly changing environment. Flexibility and the ability to adapt quickly are crucial, and we expect our employees to embrace these qualities.

14. Social Media Policy

- **Responsible Use:** Employees are expected to use social media responsibly, especially when representing the company or discussing work-related matters. While personal use of social media is permitted, it should not interfere with work responsibilities or productivity.
- **Confidentiality:** Do not share any confidential or proprietary information about the company, its clients, or its partners on social media. This includes trade secrets, business strategies, financial information, and personal data of colleagues or clients.
- **Respectful Communication:** Employees should maintain professionalism when discussing the company or colleagues online. Avoid posting anything that could be considered offensive, discriminatory, or harmful to the company's reputation.
- **Endorsements and Representations:** Employees should not imply company endorsement of personal viewpoints or opinions. Any official communication or representation of the company on social media should be approved by the appropriate department.
- **Disciplinary Action:** Violations of this policy may result in disciplinary action, up to and including termination.

16. Sexual Harassment Policy

- **Zero Tolerance:** The company has a zero-tolerance policy towards sexual harassment in the workplace. All employees are expected to maintain a work environment that is free from harassment, discrimination, and any form of inappropriate behaviour.
- **Definition of Sexual Harassment:** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile or offensive work environment.
- **Reporting Procedure:** Employees who experience or witness sexual harassment should report it immediately to their director, supervisor, HR department, or through designated reporting channels. All reports will be handled with sensitivity and confidentiality.

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- **Investigation and Action:** The company will promptly investigate all reports of sexual harassment. If the investigation confirms that harassment has occurred, appropriate disciplinary action will be taken, which may include termination of employment.
- **Support and Resources:** The company is committed to providing support to victims of sexual harassment, including access to counselling services and assistance in reporting the incident to legal authorities if necessary.
- **Awareness:** Regular Awareness on sexual harassment prevention and awareness will be provided to all employees to ensure a respectful and safe work environment.

17. Equal Employment Opportunity Policy

Policy Overview & Purpose

At Life bound Technologies, our Equal Employment Opportunity (EEO) policy embodies our commitment to fostering a culture of equity, inclusion, and diversity. This policy is essential to creating a productive and supportive work environment, where everyone feels valued, respected, and empowered to contribute effectively.

Scope

This policy applies to all employees, job candidates, contractors, stakeholders, partners, and visitors associated with Life bound Technologies.

Equal opportunity is essential for everyone, but it holds particular significance for underrepresented groups who have historically faced systemic barriers. While Life bound Technologies does not guarantee employment or promotions for individuals within these groups, we are dedicated to providing fair and unbiased opportunities by proactively addressing both conscious and unconscious biases in our processes.

This policy also includes the provisions mandated in the *The Rights of Persons with Disabilities (RPWD) Act, 2016-17*.

Policy Elements

As an equal opportunity employer, Lifebound Technologies commits to offering equitable hiring, career development, and benefit opportunities to all, without discrimination based on factors including:

- **Age**
- **Sex / Gender**
- **Sexual Orientation**
- **Ethnicity / Nationality**
- **Religion**
- **Disability**
- **Medical History**

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Our equal employment opportunity policy is built on both preventive and affirmative measures to ensure fairness across all employment aspects, including:

- Hiring
- Training
- Performance Evaluation
- Compensation and Benefits Administration
- Separation

Our Human Resources (HR) department is responsible for periodically evaluating company practices to ensure they remain unbiased and inclusive. Should biases be identified, we will take immediate action to refine our policies, provide necessary training, and support any potential victims of discrimination. Lifebound Technologies strives to offer a work environment where everyone's rights are recognized and respected.

Actions

Lifebound Technologies actively fosters a fair and diverse work environment through the following initiatives:

- **Inclusive Communication:** Ensuring all signage, documents, and internal and external communications use inclusive language that reflects our commitment to diversity and respect.
- **Accessible Workspaces:** Modifying physical spaces and virtual platforms to be fully accessible to individuals with disabilities, enabling everyone to contribute to their full potential.
- **Supportive Policies:** Offering parental leave, flexible work arrangements, and family care support to accommodate a variety of personal needs.
- **Merit-Based Employment Practices:** Hiring, training, and evaluating employees strictly based on job-related criteria, ensuring fair and objective processes across all stages of employment.
- **Cultural and Religious Observances:** Allowing employees to observe cultural, religious, or national holidays beyond the company's official schedule, fostering an environment that respects individual beliefs.
- **Diversity and Inclusion Training:** Providing regular training on inclusive communication, unconscious bias, and diversity awareness, empowering our employees to contribute to a welcoming workplace.

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- **Open-Door Reporting:** Implementing an open-door policy to facilitate the easy and confidential reporting of any discrimination or harassment concerns, ensuring all voices are heard.

Grievance Procedure

All supervisors and managers are expected to adhere to EEO practices, ensuring decisions are based on objective, non-discriminatory criteria. Compliance with this policy is mandatory at all times.

Employees are encouraged to report any complaints or concerns regarding workplace discrimination or harassment to the HR department or the Diversity, Equity, and Inclusion (DEI) Council, DEI Champion, Internal Committee, or any designated officer as applicable. Lifebound Technologies treats all grievances, including any form of retaliation, with the utmost seriousness and is committed to conducting timely, fair investigations.

This policy is prominently displayed on our intranet, corporate website, and office notice boards.

The Head of HR, has been appointed as the Liaison Officer to oversee the recruitment, support, and accommodation of employees with disabilities, ensuring that all necessary facilities and resources are provided.

18. Anti-Discrimination Policy

Philosophy

Life Bound Technologies is committed to providing a workplace free from discrimination. We value a workplace where each individual is respected and treated fairly. The company will not tolerate discrimination against any applicants, employees or independent contractors by managers, co-workers, customers, vendors, agents or any other third parties.

Policy Overview & Purpose

Our anti-discrimination policy outlines the measures we take to prevent discrimination and protect our employees, customers, and stakeholders from harmful and offensive behaviours. This policy underlines our dedication to fostering a safe and positive work environment for everyone.

Our organization adheres to all anti-discrimination laws, including [Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA)]. We expressly forbid any offensive conduct (e.g., derogatory remarks about colleagues based on gender or ethnicity).

Scope

This policy is applicable to all employees, contractors, visitors, customers, and stakeholders.

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Policy Elements

Discrimination is any adverse action or attitude directed at an individual due to characteristics, such as race and gender. Other characteristics include:

- **Age**
- **Religion**
- **Language**
- **Ethnicity / Nationality**
- **Disability / Medical History**
- **Marital Status**
- **Pregnancy / Maternity / Paternity**
- **Gender Identity / Sexual Orientation**

Discrimination and Harassment

At Life bound Technologies, our commitment to diversity and inclusion is deeply ingrained in our culture. We uphold zero tolerance for any form of discrimination or harassment, ensuring that all employees, contractors, interns, and volunteers experience a safe and respectful workplace. We aim to proactively identify and eliminate biases that can contribute to a hostile or uncomfortable environment.

While not exhaustive, the following are examples of what we consider discriminatory actions:

- **Unjust Disqualification in Hiring:** Disqualifying qualified candidates based on gender, race, or other protected characteristics.
- **Biased Promotions:** Overlooking employees for advancement without valid, documented reasons, particularly based on personal characteristics.
- **Inappropriate Communication:** Making derogatory or insensitive comments related to gender, race, or other characteristics in person or over electronic communications.
- **Unprofessional Conduct:** Sending communications or engaging in behaviour that disparages someone's background, beliefs, or personal characteristics. Employees who harass their colleagues will undergo our disciplinary process, which may include reprimands, demotion, or termination, depending on the severity of the offense.

Any employee found engaging in discriminatory or harassing behavior will be subject to our disciplinary procedures, which may include corrective training, demotion, or termination, depending on the severity of the offense.

We understand that some discriminatory actions may arise from unintentional bias. If unintentional discrimination is identified, Life bound Technologies will provide support, training, and guidance to

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help the employee adjust their behaviour. However, continued non-compliance with our values may lead to further disciplinary action.

Actions to Prevent Discrimination

Our proactive approach to ensuring fairness includes:

- **Inclusive Job Advertising:** Using inclusive language in job descriptions and including Equal Employment Opportunity (EEO) statements.
- **Clear and Fair Employment Criteria:** Establishing objective, job-related criteria for hiring, promotions, and rewards to eliminate bias.
- **Equitable Compensation:** Providing compensation and benefits based solely on position, seniority, qualifications, and performance, with no regard for personal characteristics.
- **Accessibility Accommodations:** Ensuring that our workplace and work processes are accessible to individuals with disabilities.
- **Transparent Decision-Making:** Requiring managers to document decisions regarding team members and job candidates to uphold accountability.

In addition to these measures, we continuously refine our hiring practices to reduce bias, incorporate structured interviews, and implement blind hiring processes where applicable.

Reporting Discrimination

If you experience or witness discriminatory behaviour, report it to HR (or your manager) promptly. Our HR department is dedicated to addressing all claims, investigating concerns thoroughly, and determining appropriate disciplinary actions. Severity will be considered, with responses ranging from formal reprimands to termination for severe or repeated offenses.

Addressing Discrimination Complaints

Life bound Technologies approaches every discrimination complaint with seriousness and confidentiality. Our procedures include:

- **Pattern Analysis:** Identifying patterns by examining similar complaints, assessing whether issues are systemic.
- **Data Monitoring:** Monitoring key metrics to identify potential biases in hiring, promotion, and daily operations.
- **Discreet Information Gathering:** Conducting confidential interviews and obtaining relevant information to ensure a fair assessment of each situation.

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19. DEIA Compliance Checklist

The Scheduled Castes and The Scheduled Tribes (Prevention of Atrocities) Act, 1989

1. **Non-Discrimination:** Ensuring no discrimination against employees based on caste.
2. **Awareness Programs:** Conducting regular training and awareness programs to educate employees about the rights of SC/ST individuals.
3. **Complaint Redressal Mechanism:** Establishing a mechanism for reporting and addressing complaints related to atrocities against SC/ST employees.
4. **Support and Protection:** Providing necessary support and protection to SC/ST employees who face atrocities.
5. **Liaison Officer:** Appointing a Liaison Officer to oversee the implementation of the Act within the organisation.

The Equal Remuneration Act, 1976

1. **Equal Pay for Equal Work:** Ensuring that male and female employees receive equal remuneration for performing the same or similar work.
2. **Non-Discrimination in Recruitment:** Avoiding discrimination in recruitment, training, and promotion on the basis of gender.
3. **Maintain Registers:** Maintaining records and registers showing remuneration details for male and female employees.
4. **Complaint Mechanism:** Establishing a process for employees to file complaints regarding unequal remuneration.

The Transgender Persons (Protection of Rights) Act, 2019

1. **Non-Discrimination:** Ensuring no discrimination against transgender persons in employment, promotion, and other workplace practices.
2. **Inclusive Policies:** Developing and implementing policies that support the inclusion of transgender persons in the workplace.
3. **Sensitisation Programs:** Conducting regular sensitisation programs to educate employees about the rights and needs of transgender persons.
4. **Facilities and Amenities:** Providing necessary facilities and amenities, such as gender-neutral restrooms, for transgender employees.

The Maternity Benefit Act, 1961

1. **Maternity Leave:** Providing 26 weeks of paid maternity leave to female employees going through maternity, 12 weeks paid leave to adopting (less than 3 months old child)/commissioning mothers

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2. **Crèche Facility:** Establishing a crèche facility for children of female employees if the organization employs 50 or more employees.
3. **Nursing Breaks:** Allowing nursing breaks for new mothers to nurse their children.
4. **Health Benefits:** Ensuring maternity health benefits are provided to female employees.
5. **Non-Discrimination:** Ensuring no discrimination against women on the grounds of pregnancy or maternity leave.
6. **Medical bonus:** Every woman is entitled to maternity benefits under this Act and shall also be entitled to a medical bonus.

We are ensuring proper record is maintained and annual returns are filed.

The Rights of Persons with Disabilities Act, 2016

At Life bound Technologies, we are dedicated to fostering an environment where individuals of all abilities can thrive. Our commitment to accessibility, inclusivity, and respect for persons with disabilities includes the following measures:

1. **Accessibility:** Ensure that all workplace environments, including physical spaces and information technology systems, are fully accessible for persons with disabilities.
2. **Non-Discrimination:** Guarantee equal treatment in hiring, promotions, and all workplace practices, regardless of disability.
3. **Equal Opportunities Policy:** Develop and implement a comprehensive Equal Opportunities Policy for persons with disabilities. We will:
 - Register this policy with the Chief Commissioner or the State Commissioner for Persons with Disabilities as required.
 - Display the policy prominently, both on our website and in accessible areas within our offices.
4. **Record-Keeping:** Maintain accurate records of employees with disabilities, as specified by the governing rules, to ensure accountability and support.
5. **Liaison Officer:** Appoint a dedicated Liaison Officer (applicable if the establishment has 20 or more employees) to oversee recruitment and ensure adequate facilities and support for employees with disabilities.

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6. **Barrier-Free Office Spaces:** Design and modify office spaces to ensure they are accessible and barrier-free. New buildings will be planned and constructed in compliance with accessibility standards to ensure certification and compliance.
7. **Assistive Devices:** Provide necessary assistive devices and support systems to enable employees with disabilities to perform their roles effectively.
8. **Grievance Redressal:** Establish a dedicated grievance redressal mechanism for individuals with disabilities (applicable to establishments with 20 or more employees) to address any complaints related to discrimination.
9. **Sensitization Programs:** Conduct regular sensitization and training programs to educate employees about the rights, accommodations, and needs of persons with disabilities.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Lifebound Technologies is committed to a safe and respectful workplace for everyone, free from any form of sexual harassment. Our policies and practices are designed to protect and empower our employees through the following steps:

1. **Internal Complaints Committee (ICC):** Establish and register an Internal Committee to address complaints related to sexual harassment. The ICC will operate transparently and confidentially to uphold the rights of all parties involved.
2. **Policy on Sexual Harassment:** Develop and enforce a strict anti-sexual harassment policy. This policy will be displayed prominently on our website and at visible locations within the workplace (such as notice boards) to ensure awareness.
3. **Awareness and Training Programs:** Conduct regular awareness sessions and training programs focused on preventing sexual harassment, empowering employees with the knowledge to recognize, prevent, and report harassment.
4. **Confidentiality:** Maintain confidentiality throughout the complaint process to protect the privacy and dignity of those involved.
5. **Prompt Action:** Ensure immediate response and resolution for any complaints of sexual harassment, safeguarding a secure and respectful workplace environment.
6. **Thorough Inquiry:** Investigate complaints of sexual harassment in accordance with the provisions of the Act, ensuring fair and unbiased inquiry processes.
7. **Annual Return:** File an annual return as required by state-specific regulations to document compliance with the Act.

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20. Acknowledgment

By reviewing and adhering to the policies outlined in this handbook, you are agreeing to follow the guidelines and procedures of Life bound Technologies. This handbook serves as a valuable resource for understanding our company's expectations, values, and the terms of your employment.

We encourage you to thoroughly familiarize yourself with the content provided, as it is intended to support a positive and productive work experience for all. Should you have any questions or need further clarification, please reach out to your Director, Supervisor, or the HR department.

Thank you for your commitment to upholding the values of Life bound Technologies.

