Induction Program

WhiteSnow Software Consultancy Pvt Ltd

2020

Introduction to terms and conditions:

1. Probation Period:

- Probation period: 6 months
    - Work from home- allowed in special conditions with management's approval
- Observations on overall performance,
- Team collaborations
- Every Saturday you will get the task and it will be reviewed by the team leader on Monday (for freshers)
- Office timings: You have to reach office before 10:15 AM
- Attend stand up meetings - Every day. If you are not present then you will miss this meeting.
    - About Culture: Freedom, Passion, and Respect for people.
- During the probation period, you are allowed only 3 leaves which you can request with prior notice to your team leader/manager/HR
    - Your leaves may or may not get approved based on business requirements. If you have planned work then only your team leader/manager can make a decision on your leave request.

2. Performance Tracking Factors

- Documentation
- Following standard practices given by the team
- Completion of job-relevant online courses
- Daily reporting
- Communication within the team, with the client, etc
- Innovation in work
- Learning and sharing
- Teamwork
- Proactivity (in communication and work)

3. How to apply for a leave

- It is necessary that leave/s are scheduled in advance and in a manner that balances both the individual's desires and Company's need for appropriate coverage on teams and projects.
- All employees should get email approval (both) from their Supervisor with the HR Team marked on CC for their casual/planned/sick leaves.

Planned and Unplanned Leaves

- Any leaves which have been informed and applied to email prior to the specified date of leave will be considered as planned leave.
  Example: If an employee wants to take a leave on 12-May-2020, the following needs to be done:
  The employee should have the Team Leader informed 24-48 hours i.e. 10th or 11th May 2020 about the leave requirement.
- The employee should drop an email on or before 12th May 2020. If he fails to do so or applies the leave post 12th May 2020 it will be considered as Unplanned Leave.
- The Respective Team Leader/ Reporting Authority has decision making power to either approve a requested leave by the employee as Paid or Unpaid basis on the business requirements. Team Leader/ Reporting Authority can exercise this right as the response on the email of the requested leave.

Points to be noted

- It is not a certainty that all your leave requests will be granted, it is strongly recommended that you obtain approval for leave plans before making travel bookings. Out of courtesy to your co-workers, please notify your supervisor immediately of any change in your leave plan.
- Any leave plan which is for more than a day should be intimated at least 10 days in advance to the Supervisor with HR on a copy in the mail in the format given above. The company will not be responsible for any travel booking cancellations in case if the leave gets unapproved due to work requirements.
- Your every immediate and unplanned leave must be communicated to the entire team on whatsapp group of your respective team

- If an employee is unable to come to the office due to unforeseen circumstances like torrential rains leading to floods, earthquakes, landslides, the employee should inform it to the entire team
- The salary is credited in the employee's salary account by the 5th of every month.
- What's app official groups are meant to share important news, updates about the company, share leaves or incidents while coming to the office or broadcast something important and related stuff and not anything like social media or normal friends group

- Groups:

    1. Your own project group

    2. Whitesnow official group

    3. And their respective groups

4. How to make expense claims

- Send mail to/Janhvi and keep Jayesh, your manager in cc. janhavi.k@whitesnow.com
- Write a short description of the expense.
- Attach bill/payment information//GST invoice of the expense.
- Send for approval.

5. Rules governing working hours, expected behavioral standards, dress code

This should be explained by the direct manager to the employee on the day of joining.

Working Hours- Flexible working hours

Dress Code- Casual. Formal as and when required.

Employee behavior standards-

- Employees need to be aware of the rules and regulations as well as behavior standards and what is expected of them in the organization.
- Do not behave irrationally at the workplace. Managers need to make employees aware of the values, ethics, responsibilities, and how they should behave at the workplace.
- Treat everyone as one.

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- Female colleagues need to be treated with respect. Passing lewd comments, harassing them, and making obscene remarks are not at all acceptable at the workplace.
- Do not disclose confidential information to anyone.

6. Company policies, practices, objectives, and regulations

7. Onboarding process:
- The onboarding process should happen within one week of joining.
- Collection of documents
- Creating mail id
- Give the machine to the employee
- Offer letter

Introduction to the Team:

1. About the CEO- Jayesh Kitukale

2. Team introduction
    a. Aarohi Kulkarni - Axonator Product Manager and Customer Solutions Architect
    b. Gaurav Bagul - Cloud Architect for Axonator and Services
    c. Vinay Kardile - Customer Success Manager/ Mobile Solutions Consultant/ Digital Transformation Specialist

3. A basic introduction to the different departments within the company

a. **Solutions Development Team:** They use Axonator platform to build apps for clients under the guidance of VK and AK
b. **Quality Team:** Responsible for quality assurance
c. **Engineering Team:** Build awesome products
d. **Sales & Marketing Team**: Responsible for SEO and digital marketing activities. Graphics designer Shubham and Content writer Sandeep belong to this team.
e. **Whitesnow Talent Acquisition Team**
f. **Finances**

Trainings:

1. Training #1

About our product- Axonator
[About Axonator](#)

Axonator core value
[The Axonator Core Values & Ideology](#)

2. Training #2

English Communication, writing and reporting

[English Writing & Grammar Rules](#)

[Communication Guidelines](#)

Reporting:
Your reporting manager will let you know the process of reporting.
Initially send daily email to Jayesh keeping other team members in CC

3. Training #3

Training related work, explained by the direct reporting manager.
The manager should allocate a guide who will help technically and other things to the new employee.

Candidate feedback form:

[Induction Program Feedback Form](#)

After completion of induction training, this form should be signed by the employee and manager and submitted to HR.