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India:
Office# 211,212 Apex,
Amanora Mall, Hadapsar, Pune

Date : 08 May 2025

To,

Sakshi Gujarathi,

I am pleased to offer you the position of Back Office Executive with Omni Edge Marketing

You will be working during (09:30 PM to 06:30 AM). You will receive compensation of Rs 3,00,000 p.a. CTC.

By accepting this offer, you agree to give a minimum of one year of Commitment to the company and agree to adhere to our HR Policy. Your start date will be 12th May 2025.

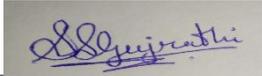
Welcome to the team and we look forward to work with you. Please sign below and return the letter to me .

Sincerely,

A handwritten signature in blue ink that reads 'Sachin Devi'.

Sachin Devi PhD
President & CEO
Omniedgimarketing.com

I accept this position as described above.

Signature: _____

Date: 08th May 2025

Name: Sakshi Gujarathi

HR Policy

It is vital to the organization for all employees to have reliable attendance. Absenteeism and tardiness negatively impact our ability to provide client services effectively. This policy aims to establish the requirements for reporting absences, to provide guidelines for handling tardiness, early departures, and unscheduled absences, and to outline employees' need to adhere to established work schedules to maintain efficient, effective operations throughout the organization.

Effective Date

This policy will be effective from January 1st, 2024. As an organization grows, this policy will be updated.

Business Days

1. The official work week is from Monday to Friday.
2. However, you will be asked to work on Saturday if
 - You have pending assignments (We want you to complete all assignments between Monday to Friday).
 - You are not following instructions given by your manager.
 - You have taken more than one leave in a month.
 - You need additional training to perform your duties effectively. Saturday is training day!
 - Only during the first month of employment, you will be asked to work from Monday to Saturday. This will give you ample time to understand our protocols and review training notes.
 - If you do not work on Saturday, that Saturday will be marked as unpaid leave, and you will still be called the following Saturday to fulfill your obligation.

Probation Period

It is understood and agreed that the first ninety days of employment shall constitute a probationary period during which the Employer may, in its absolute discretion, terminate the Employee's employment for any reason without notice or cause.

Notice Period

You are required to serve a notice period of one month. This condition is applicable from the commencement of employment, including during the first three months which constitute the probationary period.

In cases where an employee is unable or chooses not to serve the mandated one-month notice period, a compensatory clause will be invoked. The employee will be required to pay compensation equivalent to one month of salary towards training provided to you. Additionally, you are required to pay any legal fees associated with this. This clause is intended to mitigate the impact of sudden departures on the organization.

Commitment Agreement

In the event of the Employee resigning from the Company during the Commitment Period, the Employee agrees to reimburse the Company for training expenses amounting to Rs. 1,00,000 (Rupees One Lakh Only) and applicable legal fees at actual. This sum shall be payable to the Company within thirty (30) days of the Employee's resignation.

Leave Applications

Leave Notification:

- **Primary Method:** All employees are required to submit their leave requests through the company's online portal. This ensures a streamlined process for tracking and approval.

Paid Leaves Policy:

- In accordance with our commitment to employee well-being, each team member is eligible for one paid leave each month. This policy allows for a cumulative total of 12 paid leaves annually. These leaves can be utilized as sick leave or casual leave, based on the employee's discretion and need.
- For efficient planning and minimal disruption to workflow, employees are required to submit their leave applications through the company portal at least one week before their anticipated absence. This advance notice is crucial for the team's smooth operation and ensures adequate coverage during the employee's absence.

- The granting of leave is contingent on the availability of accrued vacation days in the employee's account. While we strive to accommodate all leave requests, approval is subject to current project demands and team needs. Managers are encouraged to work collaboratively with their team members to ensure fair and flexible leave planning.

Penalty Leave:

- In light of the unpredictability of emergencies, we urge our employees to judiciously manage their paid leave. Understanding that emergencies do occur, we also advise retaining some paid leave specifically for health emergencies.
- To ensure the responsible use of our leave policy and to prevent its misuse, we have implemented a system of penalty leaves.
 - Under this system, for each additional day of leave taken beyond the permissible limit in a month, one penalty leave will be charged.
 - This means if an employee takes more than their allocated leave in a given month, they will incur one penalty leave for each extra day taken.
 - It is important to note that this penalty leave policy applies even in cases where an employee has received prior approval for their leave from a manager. This policy is in place to maintain a balance and ensure that the leave system is utilized with due consideration. Approval from a manager does not exempt an employee from the penalty leave policy.

This policy is designed to maintain fairness and encourage thoughtful use of leave, ensuring its availability for genuine health and well-being needs

Uninformed Absence: We understand that unforeseen circumstances may sometimes lead to unplanned absences from work. In such situations, we kindly request all employees to follow the procedure outlined below:

- **Notification:** If you need to be absent from work for any reason, please make every effort to notify your immediate supervisor and HR as soon as possible. This notification should include the reason for your absence and an estimated duration of your leave. If you do not provide an estimated duration, only the day when you informed your absence will be considered as the notification date.
- **Uninformed Absence for More Than 2 Days:** In cases where an employee is absent from work without prior notification for a continuous period of more than two days, it will be considered a breach of company policy.
- **Consequences of Uninformed Absence for More Than 2 Days:**
 - **Resignation Without Notice:** The employee's unplanned absence for more than two days will be regarded as a voluntary resignation from the company without serving the required notice period.
 - **Salary Deduction:** The employee will be required to pay compensation equivalent to one month of their current salary. This amount must be paid before the final settlement and is intended to mitigate the impact of sudden departures on the organization.
- The penalty leave policy, as mentioned above, is applicable.

Sick Leaves Policy:

- **Leave Entitlement:** The policy integrates sick leave within the overall leave structure, with employees entitled to 12 days of combined casual and sick leave per year.

- **Notification and Reporting:**

- **Immediate Notification:** Employees are encouraged to notify their supervisor or the HR department as soon as possible in the event of illness. However, it is understood that immediate notification may not be feasible in certain circumstances.
- **Designated Contact:** In cases where an employee is unable to notify due to the severity of the illness, a family member or friend may inform the company on their behalf.
- This notification should include the reason for your absence and an estimated duration of your leave. If you do not provide an estimated duration, only the day you informed your absence will be considered the notification date.
- **Regular Updates:** For extended sick leave, regular updates by either you or your designated contact must be provided in every 2 days. This is to facilitate project management and work redistribution.
- **Uninformed Absences Clause:** If an employee or their designated contact fails to provide updates every 2 days during an extended sick leave, the "uninformed absences" clause will be applicable.
- The penalty leave policy clause, as mentioned above, is applicable.

Return to work policy: This Returned to Work Policy outlines the procedures and expectations for employees on sick or uninformed leave who are ready to return to work. This policy aims to ensure a smooth transition back into the workplace, address the need for documentation, and manage the reassignment of projects and leave status during the transition period.

Providing Documentation

- **Sick Leave:** Employees returning from sick leave must provide a medical certificate or doctor's note confirming their fitness to return to work. The certificate should include the medical condition's start and end date and the doctor's contact information.
- **Uninformed Leave:** If you have a valid reason to take uninformed leaves, then management may consider you to join again, provided that you have substantial documentation to support your claim. Employees returning from an uninformed leave must provide a written explanation for the leave, including the reason for the absence, duration, and any relevant requested documentation.

Reassignment of Projects

- **Project Assessment:** Upon receiving the documentation, the HR department and the employee's immediate supervisor will assess the impact of the employee's absence on ongoing projects and team workload.
- **Reassignment:** If necessary, projects will be reassigned to other team members to ensure the smooth continuation of work in the employee's absence. The returning employee will be assigned new projects or integrated into ongoing projects as determined by their supervisor and HR.

New Joining Date

- The new joining date for the returning employee will be determined based on the assessment of their readiness to return to work and the availability of suitable projects.

- The employee will be informed of their new joining date in writing, including any modifications to their work schedule if applicable.

Unpaid Leave Period

- The days between the employee's original return date and the new joining date will be considered as unpaid leave

Non-compliance

- Failure to comply with the documentation requirements or other aspects of this policy may result in disciplinary action, up to and including termination of employment, depending on the circumstances.

Tardiness

- Any employees coming late or leaving early (after a grace period of 5 minutes) for more than 1 time in a month will be marked as half day unpaid leave for the said day.

Confidentiality

Extremely important: You are NOT to discuss any of your projects with anyone (including your office colleagues) without prior authorization. Breach of confidentiality will result in immediate dismissal.

Termination

If you have misrepresented your skills during the interview or if you exhibit unprofessional behavior, then we reserve the right to terminate immediately without pay.

Salary

Salary is paid on the 10th of every month. This gives our HR team to calculate incentives, benefits, compensation, etc. Your first salary will be released on the 10th of the following month after completion of 30 days of service.

Holidays

List of holidays will be published in the employee portal.

Please note that depending on the needs of the company you may be required to come on these holidays and you will receive compensatory days in exchange for working on your holidays.

Date	Day	Holiday Name
1-Jan-2025	Wednesday	New Year's Day
26-Jan 2025	Sunday	Republic Day - Indian Holiday
01-May 2025	Friday	Labor Day - Indian Holiday
26-May-2025	Monday	Memorial Day
4-Jul-2025	Friday	Independence Day
15-Aug 2025	Friday	Independence Day - Indian Holiday
1-Sep-2025	Monday	Labor Day (US- Holiday)
02-Oct 2025	Thursday	Gandhi Jayanti - Indian Holiday
27-Nov 2025	Thursday	Thanks Giving Day
25-Dec 2025	Thursday	Christmas Day

Client First Policy

- We have achieved our reputation because of our world-class result-oriented service. It is expected that you are available outside the business hours if the need arises.

Screenshot monitor

- You must login and logout on screenshot monitor as per your shift time.
- You must spend a minimum of 8 hours of working time on a screenshot monitor.
- You must remain logged in to the screenshot monitor at all times while you are in the office.
- You must have 90% activity level on screenshotmonitor.

- If screens of screenshot monitor are duplicate screens and present any evidence of non-working time, then those screens will be deleted and will not be accounted towards working time.
- Your start time and end time from screenshot monitor will be used as login and logout time.
- It is your responsibility to ensure that screenshotmonitor is working on your computer. If there are any technical problems then it is your responsibility to solve any technical problems. If you can not solve technical problems then inform your manager and HR and take the day off and this will be counted as LWP

If any of the above criteria are not met then your half-day's salary will be deducted for each day of non-compliance. Your reporting manager, may consider your productivity and waive these penalties.

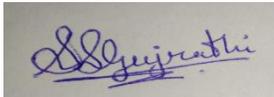
- Logging into someone else's screenshot monitor will result in immediate termination.
- Any tampering with screenshot monitor settings will result in immediate termination.

Work From Home

- You must have the entire setup ready to be eligible for work from home (computer, high speed internet (at least 10 Mbps speed), noise cancelling headphone, screenshotmonitor, etc.)
- It is your responsibility to solve any technical problems. If you can not solve technical problems then inform your manager and HR administrator and take the day off. HR will mark your day as "unpaid leave"

I have read the terms and conditions of this HR Policy and confirm my acceptance of the same.

Signature:



Date: 08th May 2025

Name: Sakshi Gujarathi