



# Employee Handbook

**NajSoft, Inc.**

## Welcome

Welcome to **NajSoft, Inc.**

Dear Employee:

You and NajSoft Inc have made an important decision: The Company has decided you can contribute to our success, and you've decided that NajSoft, Inc. is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a profitable relationship. The minute you start working here, you become an integral part of NajSoft Inc and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

As you will quickly discover, our success is based on delivering high quality products and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs, and doing whatever it takes. We do it by treating each other and customers with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Again, welcome!

## **Introduction & Description of Company**

*Wondering how to do things at NajSoft? This Handbook was created to help you understand some of the policies, guidelines, ethics and values that determine the choices we make day-to-day. While most handbooks tell you more about what you can't do at work, ours will tell you more about what you can do. It will convey the kind of work environment we are trying to create here together. As you read through this Handbook, you will find certain policies that create boundaries for us with the spirit of creating a workplace that is productive, safe and equitable.*

*It is important that you understand some of the legal implications of certain actions you or others may take. It would be impossible, not to mention impractical, to predict every workplace situation and create policy or guideline that tells you what to do. Instead, you will find what we consider to be the most important policies and guidelines, and we count on you to use reasonable judgment or get help from another member of the team about what to do in situations that are not covered here.*

*Change is inevitable. As a result, we may need to modify our policies in the future to respond to the evolving demands of our business environment as well as changes in the law. We will let you know about those changes if and when they occur and we will expect you to modify the way you conduct business accordingly.*

*Your suggestions on how to improve this Handbook are always welcome. Help us to consistently improve by sharing your thoughts!*



## **Confidentiality Agreement**

Information that pertains to NajSoft's business, including all non-public information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by NajSoft, Inc.

Please help protect confidential information - which may include, for example, trade secrets, customer lists and company financial information - by taking the following precautionary measures:

- 1 Discuss work matters only with other NajSoft, Inc. employees who have a specific business reason to know or have access to such information.
- 2 Do not discuss work matters in public places.
- 3 Monitor and supervise visitors to NajSoft, Inc. to insure that they do not have access to company information.
- 4 Destroy hard copies of documents containing confidential information that is not filed or archived.
- 5 Secure and confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a NajSoft, Inc. officer.

## **Conflict of Interest**

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of NajSoft, Inc.. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- 1 Having a financial interest in any business transaction with NajSoft, Inc.
- 2 Owning or having a significant financial interest in, or other relationship with, a NajSoft, Inc. competitor, customer or supplier, and
- 3 Accepting gifts, entertainment or other benefit of more than a nominal value from a NajSoft, Inc. competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from

negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to NajSoft, Inc..

## **Anti Discrimination & Harassment**

### **Equal Opportunity Policy**

NajSoft, Inc. provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

### **Policy Prohibiting Harassment and Discrimination**

NajSoft, Inc. strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

#### **Prohibited Behavior**

NajSoft, Inc. does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- 1 is made an explicit or implicit condition of employment
- 2 is used as the basis for employment decisions
- 3 unreasonably interferes with an individual's work performance, or
- 4 creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

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Employee Signature \_\_\_\_\_

- 1 repeated sexual flirtations, advances or propositions
- 2 continued and repeated verbal abuse of a sexual nature,
- 3 sexually related comments and joking, graphic or
- 4 degrading comments about an employee's appearance
- 5 or displaying sexually suggestive objects or pictures
- 6 including cartoons and vulgar email messages, and
- 7 any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender or sexual orientation.

### **Harassment by Nonemployees**

NajSoft, Inc. will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, clients and suppliers.

### **Complaint Procedure and Investigation**

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to HR. If that person is not available, or you believe it would be inappropriate to contact that person, contact reporting manager at Najsoft .

NajSoft, Inc. will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate NajSoft, Inc. in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise Afsar Hussain or any other appropriate member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

### **Retaliation**

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

**Training**

NajSoft, Inc. will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it.

**Employment at Will**

Unless expressly proscribed by statute or contract, your employment is "at will." All NajSoft, Inc. employees are at will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are required to provide 2 weeks of notice before terminating the employment with Najsoft. Any employment relationship other than at will must be set out in writing and signed by NajSoft 's HR

**Compensation & Work Schedule****Attendance & Punctuality**

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

**Performance Evaluations**

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted every 3 or 6 months, depending on Management decisions.

**Work Hours**

NajSoft, Inc. follows a work schedule of 40 hours per week. The normal workweek is Monday through Friday from 8:30am to 5:30pm or depending on the shift as per business need. Your supervisor or manager may establish alternative hours.

## **Conduct Standards**

### **Company Equipment and Vehicles**

When using NajSoft, Inc. property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to NajSoft, Inc. because of such mistreatment.

### **Company Property**

Please keep your work area neat and clean and use normal care in handling company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

You may not use any company property for personal purposes or remove any company property from the premises without prior written permission from Afsar Hussain.

### **Conduct Standards & Discipline**

NajSoft, Inc. expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contacts.

The Company reserves the right to discipline or discharge any employee for violating any company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that NajSoft, Inc. retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or lateness
- failing to follow instructions or Company procedures, or
- failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- falsifying an employment application or any other company records or documents
- failing to record working time accurately or recording a co-worker's timesheet
- insubordination or other refusal to perform
- using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- disorderly conduct, fighting or other acts of violence
- misusing, destroying or stealing company property or another person's property
- possessing, entering with or using weapons on company property
- possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on company property or on company time
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the Company's computer or software use policies, and
- being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its employees in any way.

### **Dating In the Work Place**

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Company, contact Afsar Hussain for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify Afsar Hussain immediately. No customer or employee of this company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, NajSoft, Inc.'s policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

## **Green Card (GC) Policy**

Najsoft will sponsor GC for the qualified employees as per the following Terms & Conditions:

- Najsoft holds 100% ownership on the GC process and sponsor to those employees who can stay and work with Najsoft during the life of GC process.
- Najsoft can withdraw/terminate the GC process immediately in the event employee exit Najsoft or due to any business circumstances for which employee has no rights to question.
- Employee must finish min one year with Najsoft to qualify for the GC process.
- Najsoft can sponsor GC for those employees who are committed to stay with Najsoft till the GC is approved.
- In the event any employee decided to leave Najsoft after the GC process has started and no matter whatever the stage the GC process is the employee has to compensate the expenses Najsoft incurred for marketing analysis and the amount of time and labor spent by Najsoft resources as per the below conditions.
  - ✓ If the employee exit before 2 yrs after GC process started then the employee will authorize Najsoft to deduct or compensate \$4000 either from the due salary or by check.
  - ✓ If the employee exit before 3 yrs after GC process started then the employee will authorize Najsoft to deduct or compensate \$3000 either from the due salary or by check.
  - ✓ If the employee exit before 4 yrs after GC process started then the employee will authorize Najsoft to deduct or compensate \$2000 either from the due salary or by check.
- By signing & initializing this handbook employee agreed to the terms & conditions of GC policy and employee handbook terms & conditions.

## **Dress Policy**

Appropriate office attire is required. Suppliers and customers visit our office and we wish to put forth an image that will make us all proud to be NajSoft, Inc. employees. Be guided by common sense and good taste. Specific standards may be required.

Business casual dress will be permitted on Fridays and business days that fall just before a

Holiday.

## **Drug and Alcohol Policy**

NajSoft, Inc. strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' and customers' confidence in our company.

### **Alcohol**

Employees are prohibited from using or being under the influence of alcohol while performing company business for NajSoft, Inc., while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite.

### **Illegal Drugs**

NajSoft, Inc. employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in NajSoft, Inc. facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

### **Disciplinary Action**

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

### **Searches**

NajSoft, Inc. may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any NajSoft, Inc. property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

### **Drug Testing**

NajSoft, Inc. may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

## **Zero Tolerance for Workplace Violence**

NajSoft, Inc. has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons of any kind onto company premises or to company functions. Any employee who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

## **Leave**

### **Time Off To Vote**

#### General

Employees who are eligible to vote but do not have sufficient time outside of regular working hours to vote in a statewide election, may request time off to do so. The time off will be without pay. Such time off will be granted at your supervisor's discretion.

#### California

Employees who are eligible to vote in an election and who do not have sufficient time outside of working hours to vote may request time off either at the beginning or end of work to do so.

No more than two hours off will be compensated, and you must give two days advance notice if you need such time off.

## **General Employment**

### **Reference/Background Checks**

NajSoft, Inc. conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

## **Termination, Resignation and Discharge**

### General

Unless expressly proscribed by statute or contract, employment with NajSoft, Inc. is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the Company, NajSoft, Inc. requests at least two week's notice. Failure to provide notice may lead to forfeiture of accrued vacation or other benefits at the discretion of NajSoft, Inc..

Any employee who is discharged by NajSoft, Inc. shall be paid only wages accrued to the effective date of the separation. If two week's notice is not served then Najsoft will deducted from the due salary and pay rest of it.

### California

Unless expressly proscribed by statute or contract, employment with NajSoft, Inc. is "at will" and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. If an employee resigns, NajSoft, Inc. requests the courtesy of at least two week's notice.

Any employee who is discharged by NajSoft, Inc. shall be paid wages and vacation accrued to the date of the separation.

### Corporate Communications & Technology

#### **Use of Company Communication Systems**

Because NajSoft, Inc. reserves the right to access any personal communication without prior notice, employees should not use company systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of the company's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use.

#### **Telephone Usage**

The telephone system (including voicemail) at NajSoft, Inc. is the property of the company and is provided for business purposes. NajSoft, Inc. may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the company's telephone system to be private.

#### **Personal Mail**

All mail delivered to the company is presumed to be related to company business. Mail sent to you at the company will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

## **Employee Benefits**

### **Medical Insurance**

NajSoft, Inc. offers Non-commission based employees may be eligible. For the sales or Business Development staff are not eligible for Medical Insurance as they get the commission on their sales or business bring to NajSoft. Commission based with a set base salary or sales staff are eligible for the Medical Insurance with their own pre-tax dollars and bears a substantial cost of this plan for the employee. Refer to the printed information from the insurance provider for details of eligibility and coverage or contact the Human Resources Department.

### **Vacation & Holidays**

#### **Holidays**

NajSoft, Inc. observes the following holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving and the day after  
Christmas and the day before

You will be paid for these holidays if you:

- are a full-time employee who has worked at least 6 months at the Company, and
- have worked the full day before and the full day after the holiday, unless time off has been approved in advance as vacation or personal days.

Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance.

Due to business needs, some employees may be required to work on company holidays. Your supervisor or manager will notify you if this may apply to you.

#### **Vacation**

Only active, full-time employees are eligible for paid vacation, and all vacation must be earned before being taken. You may not substitute pay for unused vacation unless you have your supervisor's written approval. Should a Company holiday occur during your vacation, you may add an additional day, either at the beginning or end of the vacation period, with your supervisor's approval.

NajSoft, Inc. reserves the right not to approve a vacation request if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, employees requests for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail.

