



# HR POLICY DOCUMENT

February 2021

# SAPIO

## ANALYTICS

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## **1. About this document**

A brief about the HR processes as well as policies of the organization has been tried to encompass in this document. It also mentions about the key values and vision of the organization followed by how Sapio wishes to ensure the growth of each and every member of the organization. Furthermore, the document enlightens of the laws and regulations with regards to public health and safety as well as discrimination and sexual abuse.

## **2. About Sapio**

### **2.1. Overview:**

We provide data driven decision support systems to policy makers helping them make appropriate decisions and policies.

Our raison d'être is creating nation-building products that can positively impact lives. Our focus is on impacting change as we believe that revenue will follow in its wake. This is at the core of our corporate ethos.

Policies need to be supported by data, and governments across the globe have now started to realize this need. A set of universal products, backed by artificial intelligence and machine learning that can automatically contextualize solutions on a granular level, solve this need.

We started as a government advisory firm, believing we can make the maximum impact possible when we work at the policy level. Our work has now expanded exponentially while retaining a common core for all products, and has become all-pervading in its scope giving it universality as our domains encompass not just Governments, both at the national and state level in India, but also selected private sectors, heritage and cultural institutions, charitable organizations, and other NGOs, all connected to our end goal of impacting lives using data.

### **2.2. The four pillars that define Sapio's Mission are: -**

1. Range of products with a common base of citizen focused A.I.
2. Strong business and government relationships and institutional tie-ups
3. Dovetail insights from domain experts who understand governance and citizens
4. Ability to synergize with other organizations thereby pioneering a robust ecosystem

Together, these 4 pillars coupled with the help of new age technologies will help us deliver our stated goal.

The more domains we work on, and the more inter-connected data algorithms we create, the further we move ahead of any potential competitor, establishing ourselves as the numero uno in

the sector. We are creating a futuristic solution that is changing the way the world operates now, effectively forming a much more intelligent world.

Governments in India have lauded us for our innovations and contributions, and we are now gearing up to bringing these technology solutions to governments across the globe.

### **2.3. Core Values:**

- Transparency
- Flexibility
- Creativity
- Accountability
- Growth

At Sapio, we encourage each and every member to be part of one big Sapio family. We intend to create a culture of harmony, integrity and openness. We believe that individual's growth is directly linked to organization's growth. Thus, we intend to promote the culture of ownership wherein all the members are encouraged to be owner of the organization and therefore, we never address anyone as an employee of the organization but a member.

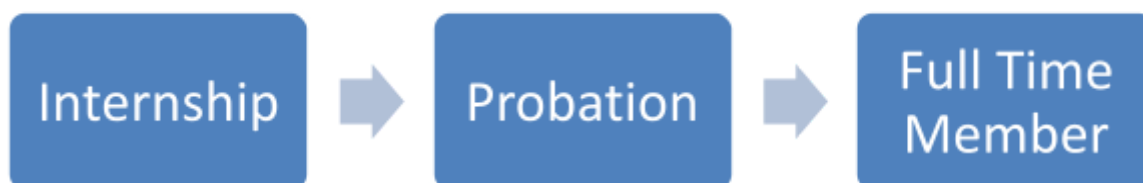
Flexibility is another area which we have inclined our interests on. More details shared on the 'working hours' session.

### **3. Member life cycle**

At Sapio, we follow the internship model by providing opportunities to tech as well as non-tech individuals to execute live projects as well as test the student with their interpersonal and technical skills. Their interpersonal skills such as:

- Leadership
  - Motivation
  - Self-Driven
  - Flexibility
  - Commitment
  - Sentiment towards creating a social impact
  - Ability to perform under pressure
  - Creativity
- are tested on a regular basis.

Since, we are building a company, we intend to get only the best out of the best, atleast not in the technical set but in the interpersonal skill set. We would love to evaluate all our members on the key ability to learn and adapt. Also, since the vision of the organization is to create an impact, a social impact thereby, making a difference in lives of number of peoples. With this vision in place, the satisfaction of achieving the same can only be visualized until the right team is deployed to it. A mere interview and certain rounds of question is an injustice to understand a human being. Therefore, our member life cycle process is defined in a slightly different manner. Any one who would love to be a part of this family will need to go through the three stages:



### 3.1. Part Time Internship\*

Time Commitment: A minimum of 20 hours a week of commitment is required to be eligible for this opportunity.

Minimum Tenure: 2 months

Compensation:

For the initial two months, there won't be monetary compensation, however, the following benefits shall be availed by the intern:

- Entitled to receive a certificate of completion
- Access to Sapio Alumni Network

Based on the performance, the intern could also be compensated and benefited from:

- Monthly incentives and cash vouchers
- Certificate of Excellence
- An offer to join the Company for a full-time employment

Monetary compensation shall not be provided unless the company and the intern mutually decide to switch over to Full Time Internship opportunity.

\*although, we do not encourage the part time internship however, it is designed for certain roles considering the limited availability of the candidate. Post completion of the part time internship, we seek individuals to complete full time internship prior to shifting to 'Probation' role.

### **3.2. Full Time Internship**

Time Commitment: A minimum of 35 hours a week of commitment is required to be eligible for this opportunity.

Minimum Tenure: 2 months

Compensation:

For the initial two months, there won't be monetary compensation, however, the following benefits shall be availed by the intern:

- Entitled to receive a certificate of completion
- Access to Sapio Alumni Network

Based on the performance, the intern could also be compensated and benefited from:

- Monthly incentives and cash vouchers
- Certificate of Excellence
- An offer to join the Company for a full-time employment

### **3.3. Probation**

Pre-requisite: Only the interns who have completed successfully the above-mentioned full time internship are eligible for this category.

Time Commitment: A minimum of 35 hours a week of commitment is required to be eligible for this opportunity.

Minimum Tenure: 2 months

Compensation:

Based on the performance during the internship period, monetary compensation shall be decided by the HR team after careful consideration of the skillset and the output. It shall however, lie in the range of INR 5000 to 10000 for the first 2 months. However, if the academic commitments is yet to be fulfilled, the monetary compensation remain the same until the completion of academic fulfilment.

Post completion of academic fulfilment, the employment status shall be converted into full time employment. The CTC for the same would be decided by the Management Committee.

### **3.4. Full Time Membership**

Time Commitment: A minimum of 40 hours a week of commitment is required to be eligible for this opportunity.

Compensation:

The monetary compensation shall be decided by the management.

## **4. Break up of CTC (cost to the company)**

The CTC of the full-time employee will comprise of the following components:

1. Fixed Monthly Salary
2. Quarterly Performance Bonus
3. Development Budget

'X' would be the monthly fixed salary

20% performance bonus – Performance of all the employees would be evaluated at the end of each quarter and thus, bonus (maximum being 20% of fixed salary) shall be credited at the end of each quarter

Development budget – One month salary shall be provided to all the employees for learning new skills. However, it shall come into force after completion of 11 months with the organization (internship / probation period included)

Therefore, the salary structure would be such that

$$X + 0.2X + X/12 = \text{CTC offered} / 12$$

Consider an example with CTC being INR 5 lac per annum.



Particular	Amount in INR	Comments	Total Annual Amount
Monthly Fixed Salary	32469	Fixed monthly salary	389628
Quarterly Bonus (based on performance)	19481	20% of the bonus shall be credited on every quarter based on the performance	77925.6
Development Budget	32469	On 11th moth of joining the organization, a development budget equivalent to a month salary would be allowed	32469
<b>Total Annual Salary</b>			<b>500022.6</b>

## 5. Compensation Structure

Designation	Compensation (Fixed Monthly)	CTC (Fixed + Performance Bonus + Development Budget)	Position	Criteria
SD (Intern)	Experience	NA	Fresher / Intern	On-Going Academic Commitments Fresher
SD (Trainee)	5K to 10K	NA	Fresher / Intern	Experience (unpaid internship)
SD 1	30K to 40K	4.5L to 6L	Entry level	Engineering (Bachelors)
SD II	40K to 50K	6L to 7.5L	Senior Level	Engineering (Bachelors) Experience (1 yr minimum) Masters Qualification (preferable)
Analyst (Intern)	Experience	NA	Fresher / Intern	On-Going Academic Commitments Fresher
Analyst (Trainee)	5K to 10K	NA	Fresher / Intern	Experience (unpaid internship)
Analyst (Non-Developer)	15K to 30K	2.5L to 4.5L	Entry level	Bachelors in any other field than Engineering Fresher
Analyst (Technical / Product)	30K to 40K	4.5L to 6L	Entry level	Engineering (Bachelors)
Sr Analyst (Non-Developer)	40K to 50K	6L to 7.5L	Senior Level	Bachelors in any other field than Engineering Experience (1 yr)

				minimum) Masters Qualification (preferable)
Sr Analyst (Technical / Product)	40K to 50K	6L to 7.5L	Senior Level	Engineering (Bachelors) Experience (1 yr minimum) Masters Qualification (preferable)
Leaders	50K to 70K	7.5L to 10.5L	Leadership Level	Masters Qualification Experience (3 years)

## 6. Application Process

All the applicants are required to visit our website [www.sapioanalytics.com](http://www.sapioanalytics.com) and understand as much as possible about the organization and the projects, prior to application. The application can be submitted through our 'Careers' Page on the website at <https://www.sapioanalytics.com/careers/>.

Post completion of the application, you shall receive email from our HR team within 48 hours about your status. If your application is approved, you shall be sent a link for interview. Post completion of interview, results shall be announced within 24 hours via email. For certain special cases, the timeline may vary.

## 7. Evaluation Process

Fortnightly evaluation shall be done by the HR to understand the performance and feedback of the team members as well as the project managers. The evaluation shall comprise of the following components:

- Speed
- Commitment
- Uniqueness (logical thinking)
- Passion (intent to create an impact)

In addition to this, attendance shall be taken into account. Casual leave of 1 day per month is allowed for any intern unless anything above that is approved by the management.

Timeliness of evaluation and report generation (2<sup>nd</sup> and 4<sup>th</sup> week):

- Friday – Evaluation done by the project managers

- Saturday – Report being analysed by the HR
- Sunday – Feedback sent to interns and members

Similarly, the components on which the interns shall provide feedback for the team members:

- Commitment
- Leadership
- Comments (if any)

Any intern scoring below 2.5 and their team leader scoring above 4, the team member would be asked to terminate their internship.

Any intern scoring between 2.5 to 4 shall be provided an opportunity to communicate with the management and their concerns for under performance would be reviewed.

Any interns scoring between 4 to 5 shall be classified as super interns and consistent performance would allow their internship to convert into a full time placement opportunity.

Right from hiring to building a life time relationship, there are multiple phases of evaluation. Although, we follow the principles of ‘being a family’, we ensure that the performance doesn’t affect rest of the members of the organization. Also, during the entire life cycle, we would ensure that each and every moment of working with Sapio is a growth moment for the members.

## **8. Attendance mechanism**

Although, we do believe in the flexibility, attendance and task tracking is essential to ensure optimized contribution from all the team members. Therefore, we operate on ‘Kreidly’ for managing the human resources. Team members are requested to punch in their log in time on the system. Details shall be shared in orientation. However, please note that attendance will be one of the key components which will help the management determine performance appraisal.

## **9. Leave mechanism**

Again, flexibility helps builds creativity, discipline helps planning. Thus, all the members are required to send a mail to [hr@sapioanalytics.com](mailto:hr@sapioanalytics.com) for any leave that they intend to take, 10 working days in advance. Rest leave mechanism stands customized according to the nature of employment and shall be conveyed separately whenever required.

## **10. Working hours**

There are no fixed working hours. As Sapio is an organization spread across different parts of the globe, we intend to keep the hours flexible. However, we are more task oriented. Therefore, tasks need to be completed irrespective of the number of hours as well as timings.

## **11. Health, Safety & Security**

At Sapio, we are committed towards safety and security of all the members of the team. Therefore, the management shall be responsible to ensure that a safe and healthy workplace environment is provided to all the team members. Due to the ongoing pandemic, it has been suggested to practice 'Work from Home' till 31st March 2021.

It is the duty of each member to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, members must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by the authorities.

Furthermore, in order to ensure that mental health is also safeguarded, the management ensures to provide a counselling service to all the team members wherever required. The members can reach out to [hr@sapioanalytics.com](mailto:hr@sapioanalytics.com) and we'll get back to you immediately on the same.

Similarly, we strictly follow the POSH (Prevention of Sexual Harassment) at our workplaces. More details on the same could be read at: <https://wcd.nic.in/sites/default/files/Sexual-Harassment-at-Workplace-Act.pdf>