

Dear Team,

We are glad to welcome you to Bottle. We have 5+ years of experience working in the space of Artificial Intelligence, Behavioral Economics, and the Internet of Things to create products in the domain of personal and financial behavior. We work in technological solutions in areas such as Digital Payments and Alternative Finance. Our main goal is to help companies with market intelligence platforms to better understand the dynamics of Consumer Behavior trends and for people like us, we are creating a Personal Finance Management Product. We want to design an ecosystem of products relevant to finance and retail- experience in a secured environment developed entirely by Bottle in and for Nepal. Bottle represents a consolidation of the most innovative ideas and solutions that aims to change the market rapidly due to the size, talents, absence of legacy system, focus, and other factors. Furthermore, we are set to launch our partnerships with various notable firms in Nepal ushering in Technology and Design. As part of the team, you will discover that the pursuit of growth is truly a rewarding aspect of your career with Bottle.

This employee handbook contains the key policies, goals, benefits, and expectations of Bottle and other information you will need as part of our team. It shall be used as a ready reference as you pursue your career with Bottle. The success of Bottle is determined by our success in operating as a unified team. We encourage you to earn the trust and respect of our partners where you are deployed and to whom we serve. Bottle wants every employee to succeed in their job and assist in achieving personal and organizational goals.

Welcome aboard! We look forward to your contribution.

About Bottle

Our Story

Based in Nepal, Bottle is an R&D-centered company and consumer product development over technologies such as Artificial Intelligence and the Internet of Things along with research in the field of Urbanism and consumer behavior this all is implemented in designing core products for its partners and towards its rich vision of Payment Intelligence Platform. A fusional platform for Payment services and Market Intelligence made of end-to-end Hardware and Software Suite. Incorporated in late 2018, we employ 47 individuals (As of January 2023) in the diversified role of Machine Learning, UX Design, Interaction Design, OS/Software Development, Industrial Design, and Hardware/Firmware Development. Our goal is to create eco-systems of beautifully made products, to do such we have collaborated with a few yet influential brands in Nepal under anonymous projects rebuilding the entire customer interactive architecture of their respective services, amongst all the partners we share the trait of Analytics, Payments, Customer Centered Design, and Urban Crowd. Our approach to design is about the customer and the services one is interacting with, the problems that arise during the transition we believe can be solved by designing products by embedding advanced technologies and creative station on top of a brand personal already perceived as a pioneer. This is very much reflected in our approach to partnership and product development thus far

Employee Management

Joining Formalities

It is required to ensure that the details of your personal records are accurate in Bottle's Employee Database at all times for all official purposes and to reach you immediately for any urgent communication.

You shall be required to acknowledge the induction checklist at the time of joining. Some of the important aspects described in the checklist are given below:

You are required to,

1. Provide complete information about your personal and professional details to the People Ops Team and hand over the following documents to the People Ops concerned.
 - Bank account opening form
 - Background check form/ Police Verification Form (If required)
 - Pan Card copy, Passport Copy (If required), Citizenship Copy
 - NDA
2. Submit 4 passport-size color photographs, two of which would be utilized to open your bank account, and two for the employee's personal file.
3. We shall be opening a corporate savings account to which the salary shall be credited every month.
4. Send the documents to the onboarding personnel

Bottle expects employees to promptly notify of any change in name, home address, telephone number, mobile number, marital status, or any other pertinent information.

Resignation Process

For Regular Employees:

If you wish to resign from your position, you are required to provide written notice at least 20 days (about 2 and a half weeks) in advance.

For Interns and Employees on Probation:

If you are an intern or have not yet completed your probationary period, you must provide a written notice at least 7 days in advance.

NOTE

Upon giving notice of your resignation, you are responsible for properly handing over your duties to a designated colleague or supervisor. The office will continue to manage your employment until your handover is complete. During the notice period, you are expected to finalize all pending tasks and ensure a smooth transition; as such, no leave will be granted. Your release date will be confirmed based on the notice period you provided and the completion of your handover responsibilities.

By Employer

Bottle can terminate the contract of any consultant/associate/employee under any of the following (but not limited to) circumstances.

1. Obtaining reports of unsatisfactory performance from the project manager.
2. Conviction by any criminal court for any offense involving moral turpitude.
3. Involvement in any activity which adversely affects the confidentiality or secrecy of information pertaining to partner business or that of Bottle.
4. Damaging or destroying a partner's property viz., database, material, equipment, and inappropriate use of Bottle or partners' communication system.
5. Unauthorized or improper use of leave of absence, excessive or unauthorized absenteeism, or tardiness.

Working Schedule

Working Hours

Bottle operates on standard office timing. Employees are required to report to work on all regular working days. Normally employees work on a regular shift. If for some reason, employees must work on other shifts, the respective reporting authority shall communicate the changes in advance.

Attendance/Timesheet

Your salary payment is based on attendance and the approval of timesheets.

Work Timings

All full-time employees must work at least 40 hours per week, excluding breaks and lunch. Bottle's official work hours are from 10:00 am to 6:00 pm, Monday to Friday, with a 1-hour lunch break.

Leave Policy

Employees of Bottle are provided with a variety of leave arrangements (paid and unpaid) that enable them to balance work with rest and recreation, family responsibilities, and other specific purposes. A safe and healthy workplace enables and encourages staff members to take breaks from their employment and provides them with an opportunity to refresh themselves away from the work environment.

All employees are entitled to accrue and take leave in accordance with the New Nepali Calendar, which gets updated every Fiscal Year. This policy seeks to clarify the employee's entitlements and obligations in relation to leave and define policy positions for those matters not governed by legislation.

You should give proper notice to the Company before you take any form of leave;

abuse of leave entitlements (including, but not limited to, sick leave) will be regarded as misconduct and can result in disciplinary action—if for any reason you have insufficient leave, please speak to your manager or People Ops manager; If you have any questions about your leave entitlements, please speak to your supervisor.

Leave Notice Periods

- 2 days in advance for 1 day leave
- 3 days in advance for 2-3 days leave
- 10 days in advance for 4-7 days leave
- 15 days in advance for 8-15 days leave
- 20 days in advance for above 15 days leave

Leave without the stated advance notice could be taken as unauthorized leave unless the supervisor justified it.

Annual/Casual leave

- Employees shall be entitled to 12 days' paid leave in a year, one day for every twenty working days.
- This leave shall be encased annually at the end of the fiscal year and will not carry forward.
- Sandwich leave will be counted as deducted from your leave balance.

Sick Leave

- Employees shall be eligible for 8 days of paid leave in a year.
- Proper clinical paper is to be presented for the leave exceeding 2 days at a time.
- This leave shall not be encased annually.

Maternity Leave

- Employees shall be eligible for 14 weeks' leave in total before and after pregnancy (60 days fully paid and 38 days unpaid).
- Maternity leave must start 2 weeks prior to the due date.
- This leave shall be entitled to a maximum of two times during service tenure.
- Employees must complete at least 1 year of service to be eligible.
- If a female employee gives birth to a deceased child or suffers a miscarriage during or after her seven-month pregnancy, she shall get leaves as if she had a normal delivery.

Paternity Leave

- Employees are entitled to 15 days of full paid leave.
- This leave shall be entitled to a maximum of two times during service tenure.
- Where the mother dies before the completion of sixty days of the birth of her child, the employee whose wife has died may take paid leave for the remaining period for taking care of the child.

Mourning leave

- Employees, after completing the probation period, shall be provided with 13 days of mourning leave in case of the demise of a spouse, children, parents, or unmarried siblings. In case of the demise of grandparents, mother-in-law
- her-in-law, 5 days of mourning leave shall be provided. All mourning leaves shall be considered paid leaves

Eligibility

Employees of Bottle are eligible for leave from the date of joining:

But Conditions

Eligibility for leave encashment requires that he/she must complete at least one year of service.

However, interns and employees on probation are granted 1 day of leave per month with no encashment option.

Procedure for Applying for Leave

The Individual can request their leave through email to their supervisor and cc to Teams/ hr@bottle.com.np The available leave balance is to be checked, and prior approval / proper approval is to be obtained from their respective supervisor/manager. Their respective supervisor/manager can either grant or disapprove the leave. Bottle's People Ops will treat the approved leave for recordings and subsequent processing.

Absence from Duty

1. When an employee takes off from duty without prior leave approval or without proper intimation under certain unavoidable circumstances, then those days shall be treated as absence from duty.
2. The days of absence shall be treated under Loss of Pay.
3. If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in-between), official correspondence from the People Ops department will be sent to him/her asking to report to duty and to provide an explanation for his/her absence.
4. Based on the inquiry any action deemed fit will/would be taken by the management.

If there were no responses from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and recorded accordingly.

Salary Distribution

Salary Payment and Bank Credits

The salary date is the 10th of every Nepali month. However, the salary may be credited earlier or later than the 10th, in which case you will be notified via email. Additionally, attendance records and salary slips will be emailed to you every month.

The salary shall be credited to your corporate savings bank account and the salary slip shall be emailed to you in case of need. We recommend you download and print a copy of your pay slip for any future reference.

Performance Appraisal

An appraisal will be purely performance-based and to the supervisor's appraised and his/her feedback about the employee.

Employee Benefits

If employees leave the company, their policy coverage will end on the day they separate from the company.

Lunch

The company's designated lunch hours shall be 1 hour, and employees may take a lunch break between 1 PM to 2 PM.

BYOD (Buy Your Own Device) Incentive

The company shall provide an allowance of Rs 1500/- per month to those using their personal laptop for official purposes, to compensate for the depreciation of their devices.

Deductions

TDS on Salary In the light of the Employer's obligation to deduct Tax at source, suitable documentary proof must be made available for rebates/ exemptions, to ensure that there is compliance with the Law of the Land.

Dashain Bonus

A Dashain Bonus equivalent to one month's basic salary will be given during the Dashain festival. However, employees must have completed 12 months of service to be eligible for the full bonus. If an employee has not reached 1 Year but Completed six months in that case, the bonus will be paid on a pro-rata basis according to the length of their service.

The declaration form will not be accepted without obtaining the correct Permanent Account Number (PAN).

Working from Home Policy

Working from home is not a standard option and only applicable in specific cases.

Conditions for Working from Home:

Health Issues: Employees who are unwell but able to work may request to work from home for health reasons.

Emergency Situations: Remote work may be permitted in case of personal emergencies or unforeseen situations.

Special Projects: In certain circumstances, employees may be allowed to work from home on specific projects or tasks with prior approval.

Company Approval: All requests to work from home must be approved by the employee's supervisor or manager.

In all cases, the decision to allow remote work is at the company's discretion, and employees may still be required to come into the office as needed.

Confidentiality

You will have to maintain confidentiality associated with your work and breach of this will attract very stern disciplinary action. In the course of your tenure with Bottle, you may come across information that is perceptive in nature. Such information would include adaptation or variation of designs, drawings, processes, methods, material specifications, business plans, and commercial or technical information of the company, or its partners, associates, and prospects. You should treat such information with confidentiality and should not disclose or discuss the same with anyone in the company or outside, for gain or otherwise. In precise instances, on the persistence of the company's partners, you will be asked to sign an additional Intellectual Property Rights (IPR) agreement.

In addition to the code of conduct and Ethical policy, certain basic guidelines have been prescribed by Bottle.

Bottle will not tolerate sexual advances, actions or comments, racial or religious slurs or jokes, or any other comments or conduct that, in the judgment of Bottle management, creates, encourages, or permits an offensive or intimidating work environment.

Other prohibited conduct, because of its adverse impact on the work environment, includes:

- Threats or violent behavior.
- Possession of weapons of any type.
- Use of recording devices, including cell phone cameras and web cameras, except as authorized by management.
- Use, distribution, sale, or possession of illegal drugs or any other controlled substance, except for approved medical purposes.
- Being under the influence of illegal drugs, controlled substances used for non-medical purposes, or alcoholic beverages in the workplace.

If management finds that your conduct on or off the job adversely affects your performance, that of other employees, or the partner's legitimate business interests, you will be subject to disciplinary action.

During such escalations, the disciplinary committee would investigate the issue to understand the gravity of the issue and the impact due to unprofessional acts. Depending on the impact, the disciplinary action is subject to vary between issuing a warning or temporary suspension or termination. Bottle would not endure any employee more than three warning memos, which could also lead to termination.

Our Expectations from You

Being a part of Bottle, we expect you to be the person who knows what is best for the company. As an Employee, we honor certain commitments toward the organization:

- Commitment towards achieving business objectives
- Continuous enhancement of skills and ability
- Maintain daily logs in Redmine to ensure accurate tracking of project progress and task completion.
- Abide by organizational policy/ norms
- To uphold and foster organizational values
- To honor the concept of mutual growth
- To function effectively as a team
- Carry personal and job esteem

Bottle looks forward to achieving ambitious goals and growing to great heights with its employees. We emphasize that our strength and success lies in the ability and commitment of our employees.