



# entigrity

## POLICIES & CULTURE

(2nd April 2022)

# LEAVE POLICY - 2022

- Leave Calendar is for April to March.
- **Entegrity Responsibility**
  - 10 Paid Holidays (Paid Time Off Public Holidays)
  - 12 Paid Leaves (Vacation) granted (Over and above Paid Holidays)
  - 3 Paid Leave are credited every quarter.
  - Leave Encashment is Allowed Every Year.
  - 13 weeks Paid Maternity Leave
  - 2 weeks Paid Paternity Leave
- **Client Responsibility**
  - Client Not Responsible for Paid Maternity or Paternity Leave.
  - Client Not Responsible for any leave encashment.
  - Client Responsibility
    - 8 Paid Public Holidays (Paid Time Off)
    - 10 Days Paid Vacation
  - 3 Paid Vacation days are credited every quarter.

## PAID HOLIDAY LIST 2022 - AHMEDABAD/RAJKOT/VADODARA

| DATE (MM/DD/YYYY) | 10 PAID HOLIDAY LIST 2022  |
|-------------------|--|
| 01-01-2022        | New Year   |
| 01-14-2022        | Makar Sankranti - 1 (Multiple Festivals of Harvest in India and Kite Flying Celebration) |
| 01-15-2022        | Makar Sankranti - 1 (Multiple Festivals of Harvest in India and Kite Flying Celebration) |
| 07-04-2022        | Independence Day - 4th of July   |
| 08-11-2022        | Rakshabandhan (Festival Celebrating relationship of Brothers/Sisters)                    |
| 08-12-2022        | Additional Day Given this year to plan long weekend holiday                              |
| 08-19-2022        | Janmasthmi (Birthday Festival of Lord Krishna)   |
| 10-24-2022        | Diwali   |
| 10-25-2022        | Gujarati New Year Celebration  |
| 12-25-2022        | Christmas Celebration  |

# **SPECIAL MEDICAL LEAVE**

- Medical Emergency (Staff Accident or Ailment or Hospitalization)
- Situation prevents staff to work.
- 3 months paid leave or actual time to recover whichever is lesser.
- No cost to client.

# **SPECIAL SITUATION OF WORK FROM HOME (WFH)**

- Only if Approved by Client.
- Applicable in case of Medical Emergency or Female Staff Pregnancy.
- Applicable to female staff completed at least 1 year and would like to WFH post pregnancy. (Upto 1 year)
- Employee and Company provides additional declaration of compliance and security.
- WFH is not a normal practice and neither we approve/encourage the same unless otherwise required.

# SHIFT TIMINGS & OVERLAP

- Shift Timings shall be confirmed in staff confirmation by client.
- 9 hours Shift Timings.
- 1 hour break time (Lunch/Dinner/Coffee).
- 8 hours work time.
- 4-5 hours of Overlap.
- Occasional Overtime are not chargeable.
- Regular Overtime(Specially during tax season) chargeable at the same rate.

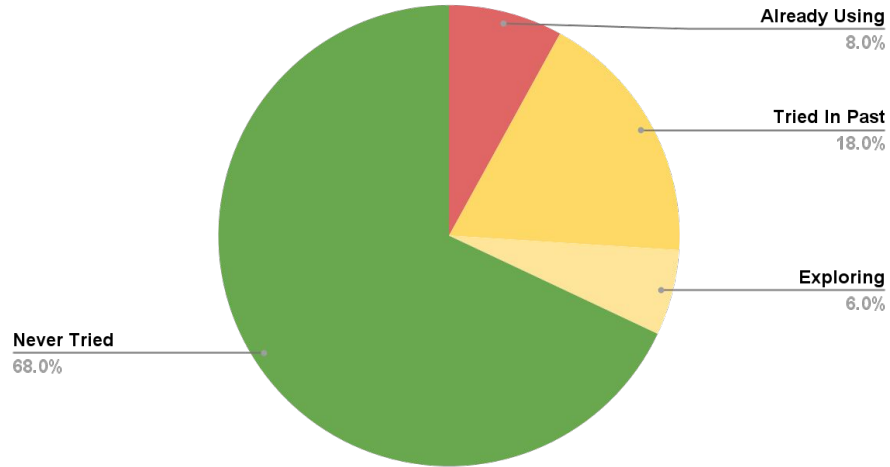
# MEDICAL INSURANCE - 2022

- Coverage Upto 3 Lacs.
- Floater Policy - For Self, Spouse + 2 Kids.
- Maternity Cost Covered (Upto 40K).
- All Employees covered.
- Compaid Paid Preventive Health Check (Twice a year)

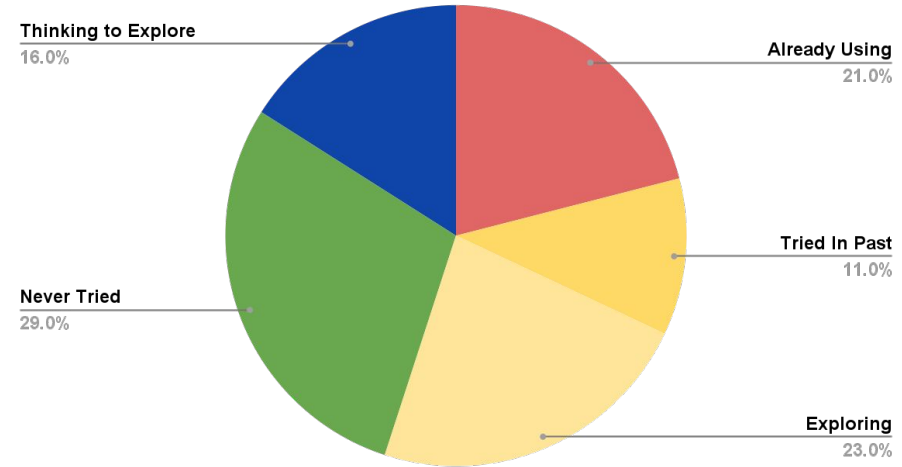
# **STAFFING CHALLENGES IN INDIA**



## OFFSHORING PRE-PANDEMIC



## OFFSHORING POST-PANDEMIC



Source: IFAC Survey

# ECOSYSTEM IN INDIA

- *Big 4 have expanded their Hiring.*
- *Big Corporations are expanding their operations.*
- *Dozens+ Institute of CPA,EA,CMA.*
- *Can Appear for CPA/EA from India.*

# HIRING BY BIG 4 and CONSULTING FIRMS

- *Big 4 Hiring Fresh Graduates ([Link](#))*
- *Deloitte to Double their Workforce in India in 2 to 3 years ([Link](#))*
- *Deloitte Plan to hire 40000 staff in Hyderabad in India ([Link](#))*
- *Deloitte Hiring Chartered Accountants ([Link](#))*
- *EY Hiring 14000 staff in India ([Link](#))*
- *EY Leases 115,000 space in India for Expansion ([Link](#))*
- *Cognizant IT Major Hiring ( 21-22 33K and 22-23 50K) ([Link](#))*

# CHALLENGES

- *Dearth of Talent*
- *High Attrition.*
- *High Salary Expectations.*

# ATTRITION

| Year | Attrition |
|------|-----------|
| 2018 | 6.1%      |
| 2019 | 6.3%      |
| 2020 | 8.1%      |
| 2021 | 12.1%     |
| 2022 | 18.6%     |

**WHAT ARE POSSIBLE SOLUTIONS TO THIS  
CHALLENGES ?**

# SOLUTIONS

- *Retaining Talent throughout the year and not just season.*
- *Continuous new learning for staffing.*
- *Better work culture and policies.*
- *Salary better than market standards.*
- *Recruitment Terms relaxed (2 month notice period and 2 years minimum commitment)*

# OFFICES IN INDIA

- 3 Offices in Ahmedabad City (Upto 1500 Seating Capacity)
- 1 Office in Vadodara City (Upto 200 Seating Capacity)
- 1 Office in Rajkot City (Upto 100 Seating Capacity)
- 1 Office in Indore City (Upto 100 Seating Capacity)
- Opening Soon in Jaipur City (Upto 100 Seating Capacity)
- Opening Soon in Cochin City (Upto 100 Seating Capacity)
- Opening Soon in Pune City (Upto 100 Seating Capacity)



# CROSS TRAINING POLICY - 2022

- No Cost to Client.
- Backup.
- Quick Replacement & Onboarding.
- Smooth transition.
- Build extra capacity.
- Increases workforce sustainability.
- Easy to manage exceptional situation.

# TECHNICAL MANAGER - 2022

- Experienced Manager - Managing 70 to 80 associates.
- Help's Onboarding a Staff. (1-5 weeks)
- Technical Hand Holding. (1-5 weeks)
- Periodic Review calls. (Weekly or Bi Weekly)
- Ensure your directions or feedback is being followed
- Goto Person for Associate in case of Technical Questions.
- **Enabler and not a Reviewer.**

# FEES REVISION - 2022

- Appraisal Cycle - April.
- Yearly Fee Revision.
- Mutually Approved.
- Increment only if there is fee revision.
- You provide us with his feedback on PEP Score Monthly. (Parameters)
  - Work Attitude
  - Additional Skills Acquired.
  - Proactiveness.
  - Communication.
  - Work Quality.
  - New task taken.
  - Team contribution.
  - Flexibility.
- Typically fees revision is anywhere from 5% to 20% (Depending PEP Score)

# INFLATION & INTEREST Rate

| Year | Inflation | Interest Rate |
|------|-----------|---------------|
| 2018 | 3.10%     | 7.30%         |
| 2019 | 5.40%     | 6.40%         |
| 2020 | 7.50%     | 5.10%         |
| 2021 | 7.15%     | 5.87%         |
| 2022 | -         | 6.09%         |

Interest Rate Source: [www.worldgovernmentbonds.com](http://www.worldgovernmentbonds.com)

Inflation Rate Source: [www.rbi.org](http://www.rbi.org)

# BONUS

- Company pay bonus over and above base compensation as per its policies.
- Extra bonus paid by client 100% goes to staff.
- Client cannot directly transact with staff members (Financially or Otherwise).

# SECURITY PROTOCOLS & PRACTICES - 2022

- No Mobile Phones in Work Area.
- Paperless work Area.
- Disabled USB.
- No Pen and Printers in Work Area.
- Monitored Internet Access.
- No Personal Emails or Social Media.
- Firewall Protection
- Multi-Factor Authentication - Facilitated.
- Key Card Based Access.
- 24X7 CCTV Surveillance.
- GDPR Compliant - ISO 27001 Certified
- Cyber Security Insurance
- E & O Insurance
- Robust IT Policy

# MUTUAL CONFIDENTIALITY

- All Terms of Agreement shall be Confidential.
- Strict Communication Protocol for Client Privacy.
- All Internal Compensation policies and structures shall remain confidential.
- All personal details of the employee shall remain confidential.
- Entigrity shall take all reasonable steps to maintain confidentiality and data protection of it's client and staff members.

# **BUILDING CULTURE OF LEARNING AND DEVELOPMENT**



# CULTURE OF LEARNING & DEVELOPMENT

- Minimum 10 credits of L&D a month.
- Unlimited Access with myCPE, CCH, Checkpoint, Udemy, Surgent.
- Access to 10,000+ hour Latest Content.
- All Levels : Basic, Intermediate, Advance.
- 100+ Certificate Courses.
- Sponsorship of CPA and EA to staff.
- In 2021-22 - (21/CPA & 39/EA)

# L&D TRAINING CONTENT (TAX & ACCOUNTING)

| <b>TAX Topics Content</b>             | <b>Hours</b> |
|---------------------------------------|--------------|
| Basic Individual Tax/Business Tax     | 100+         |
| Tax Resolutions                       | 40+          |
| International Taxes                   | 100+         |
| Partnership Form and Taxes            | 100+         |
| S Corporation Form and Taxes          | 100+         |
| Tax Planning (Individual)             | 100+         |
| Tax Planning & Tax Credits (Business) | 100+         |
| State and Local Taxes                 | 40+          |
| Real Estate Taxes                     | 50+          |
| Trust and Estate                      | 80+          |

| <b>Accounting &amp; Advisory Topics Content</b> | <b>Hours</b> |
|---|--------------|
| Accounting Fundamentals                         | 50+          |
| Forensic Accounting                             | 40+          |
| Business Valuation                              | 40+          |
| CFO Advisory                                    | 100+         |
| FP & A  | 100+         |
| Data Analytics                                  | 70+          |
| Payroll   | 100+         |
| Fund Accounting                                 | 10+          |
| ESOP Accounting & Compliance                    | 20+          |
| Software Learning Modules (40+ Modules)         | 50+          |

# L&D TRAINING CONTENT (AUDITING & ASSURANCE)

| Topics                                 | Hours |
|--|-------|
| Basic Staff Training (Auditing)        | 50+   |
| Intermediate Staff Training (Auditing) | 50+   |
| Advance Staff Training (Auditing)      | 50+   |
| SSARS (Review and Compilation)         | 10+   |
| US GAAP                                | 30+   |
| SOX Courses                            | 40+   |
| Employee Benefit Plan Auditing         | 40+   |
| Non-Profits                            | 40+   |
| Single Audit                           | 10+   |

| Topics                             | Hours |
|------------------------------------|-------|
| Governmental Accounting & Auditing | 40+   |
| SEC Compliance                     | 20+   |
| Internal Audit / IT Audit          | 100+  |
| COSO Framework                     | 20+   |
| IFRS                               | 30+   |
| SOC Audit & Reporting              | 20+   |
| Peer Review                        | 10+   |
| Fraud & Forensics                  | 100+  |
| Audit Software Modules             | 10+   |

## L&D TRAINING CONTENT (OTHERS)

| Topics                  | Hours |
|-------------------------|-------|
| Quickbooks (All Levels) | 50+   |
| Excel (All Levels)      | 100+  |
| Business Development    | 30+   |
| Management Leadership   | 50+   |
| Microsoft Office        | 10+   |
| Google Sheets Content   | 4+    |
| Power BI                | 4+    |
| Cryptocurrency & Taxes  | 10+   |
| Construction Auditing   | 40+   |

| Topics                  | Hours |
|-------------------------|-------|
| Employment Law          | 20+   |
| Personal Development    | 50+   |
| Six Sigma Certification | 30+   |
| Cybersecurity           | 30+   |
| Equity & Investing      | 30+   |
| Retirement Planning     | 50+   |
| Finance                 | 100+  |
| HR Courses              | 100+  |
| Software Modules        | 50+   |

# **ROLE OF YOUR ACCOUNTING MANAGER**

# DEDICATED ACCOUNT MANAGER

- Staff Directly Works under your Control and Management. However Account Manager will help you with
  - Billing Queries.
  - Staff Evaluation.
  - Staff Replacement.
  - Leave Approvals.
  - Bonus.
  - Overlap Queries.
  - Shift Time Changes.
  - Overtime
  - Price Revision.
  - Staff Productivity/Quality Issues.
  - Communication Issues.
  - Non-Compliance/Violations.
  - Staff L & D.
  - Such Other Matters.

# INTERNAL STAFF ROTATION POLICY - 2022

- Once in 2 Years.
- Want to move in Different Segment/Higher Level work.
- Getting Offer Outside.
- 3 Month Transition Mandatory.
- Client Informed in Advance.

# EVENTS - 2022-23



# EVENTS - 2022-23

- **CALENDAR & FESTIVAL EVENTS (Ahmedabad)**
- Entigrity - मकरसंक्रांति (Kite Festival) - Jan '23
- Entigrity - रंगरसिया Holi Celebration (Color Celebration) - Mar '22
- Entigrity - शक्ति - Women's Day - Mar '22
- Entigrity - Grand Annual Meet - April '22
- 2 Days Outing - Managers Outing - May' 22
- Entigrity सफरनामा (Half Day Outing) - June '22 & Dec '22
- Independence Day Celebration - Aug' 22
- Entigrity - मटकीफोड़ (Janmashtami Celebration) - Aug' 22
- Entigrity गरबा (Navratri Celebration) - Sept '22
- Diwali पूजा & Lunch (Diwali Bash) - Oct '22
- Halloween - Oct' 22
- Entigrity जलसा (Family Gathering) - Nov' 22
- Entigrity Masterchef
- Kids at Work

# EVENTS - 2022-23

- **SPORTS EVENTS (Ahmedabad)**
- EPL 2023 (Ongoing Weekend Cricket Tournament) - May 22 - Jan 23
- Entigrity - खेल महाकुंभ: (A week long event twice a year multiple sport competition) - June' 22 and Nov ' 22
- Table Tennis Tournament - May' 22 and Oct' 22
- Volleyball Tournament - July' 22 and Dec' 22
- Chess Competition - Aug' 22
- Carrom Championship - Sept '22
- Badminton Championship - Oct '22

# EVENTS - 2022-23

- **ONGOING EVENTS (Ahmedabad)**
- Entigrity - शानदार शुक्रवार - *Once a Month Fun Friday*
- Entigrity कलाकार - *Featuring an Artist in You.*
- Entigrity शुक्रगुज़ार - *Monthly Awards & Appreciations.*
- Entigrity - ध्यान - *Everyday 10 minutes Meditation. (Twice a Week)*
- Entigrity - Wellbeing Initiative.
  - Health/Fitness/Diet Counselling
  - 15 minute online session once/week. (Tips)
- Teamwise (Outing/Movie/Lunch)
- Entigrity - नुक्कड़ - *Twice a Month - Friday Happy Hour*

# OPEN FEEDBACK POLICY - 2022

- Every Staff Can Give Ideas and Feedback for our Policies and Culture.
- Being Young company this helps us in Improving our working culture, condition and inculcate right values.
- Dedicated Committee which captures ideas and policies and monitors its implementation.

# CSR INITIATIVES

- **Food Distribution :** Our Team of Volunteers Distribute 250 Food Kits a week. Typically this food kit will have a 1 week grocery for family of 4. (Started in May 2020, So far distributed 10,000+ Food kits)
- **1 Child Education for 1 Staff of Company:** For Every staff you hire we shall sponsor 1 underserved and deserving Child education. (Started in March 2022, Aim to sponsor 500 children by December 2022 and 2000 children by December 2023)

A dark, moody photograph of the New York City skyline, featuring the Freedom Tower and other skyscrapers. The sky is filled with dark, heavy clouds, and several birds are seen in flight. The water in the foreground is dark and calm.

# Thank you!