



EMPLOYEE POLICY & GUIDELINES

Accounts On Track Solutions (ATS)

Effective Date: 01 January 2026

1. Minimum Pay Policy

- Freshers (Non-CA background): ■18,000 per month
- Freshers (CA background / CA Inter): ■25,000 per month
- 1–2 Years Experience (Non-CA background): ■25,000 per month
- 1–2 Years Experience (CA background / Articleship completed): ■30,000 per month

The above amounts represent the minimum payable salary. Actual pay may be higher based on role, skill level, performance, and client responsibility.

2. Salary Revision & Growth Policy

- Salary revision cycle: Once every six (6) months
- Performance-based evaluation
- Approximately 50% of employees may double their compensation within two (2) years, subject to sustained performance

3. Working Days & Attendance Benefits

- Total working days: 24 per month
- Employees maintaining minimum attendance of 22 out of 24 working days are eligible for two (2) Work From Home (WFH) days

4. Leave Policy

- Women Employees: Three (3) leaves per month comprising One (1) Casual Leave and Two (2) Sick Leaves
- Other Employees: Two (2) leaves per month comprising One (1) Casual Leave and One (1) Sick Leave

5. Dress Code Policy

- Mandatory full formal business attire
- ATS identification to be worn during client visits

6. Client Visit Policy

- Minimum one (1) client visit per week for client-facing roles

7. Team Engagement & Outings

- Team outing once every two (2) months

8. Professional Conduct & Confidentiality

- Confidentiality, professionalism, and adherence to internal processes are mandatory

9. Policy Governance & Amendment

- This policy is issued as a board-level governance document
- ATS reserves the right to amend this policy as required

Issued by: **Accounts On Track Solutions (ATS)**

www.accountsontack.com