



Expert Global

AN ALTEN COMPANY

Induction Program





About Expert Global Solutions



The foundation for Expert Global was laid in 1991. Over the years, we have grown serving Fortune 100 & Fortune 500 companies across the globe. Today, Expert Global is an ISO 9001:2008 certified company providing engineering and digital solutions to organizations worldwide.



At Expert Global, we integrate different technologies seamlessly to create solutions in order to maximize our client's business benefits. This makes us a trusted partner in the domains of Mobility, Special Purpose Machinery, Oil & Gas, Industrial Equipment & Marine.



We facilitate engineering & digitization in various asset-intensive and heavy engineering industries by transforming legacy data into digital equivalents by leveraging design & new age digital technologies.



To be regarded as a reputed Information Technology and Engineering Design Solutions firm providing high quality design and development services to customers around the globe.

Our mission is to deliver dependable, scalable and quality services in the field of Information and Technology & Engineering Design to enhance our customers business growth. We want to become their trusted partner of choice, adding value to their business.

Management Team



MR. NITIN SUVARNA
Associate Vice President
Engineering Solutions



MS. MITALI MISHRA
Head Digital Solution



MR. NITIN NALGIRKAR
Head IT Infra



MS. MEDHA DESHPANDE
Head IOT



MS. NEHA DESHKAR
Head Finance



MR. ONKAR DESHPANDE
Head HR



MS. MONICA PATIL
Senior
Operations Manager



SHYAM PANDE
DGM Engineering

Industries we are working with

— Industries



Paper & Packaging Solutions

The increasing consumer consciousness regarding sustainable packaging, as well as the strict regulations imposed by various environmental protection agencies

— Industries



Packaging Machinery

The changing customer preferences from using plastic based packaging to environmental friendly packaging is anticipated to drive the market for new packaging machinery.

— Industries



General Purpose Machines

Special purpose machines are designed and manufactured as per customer requirements and need. These machines are not included in the standard manufacturing agenda.

— Industries



Industrial Equipment

Industrial equipment product family has higher production volume and market compare to any machinery market globally.

— Industries



Oilfield Equipment

Expert Global has experience supporting Product Development, Engineering, Data Management, Digitalisation of large variety of Oilfield equipment

— Industries



Assembly Automation

Expert Global has right skills with Industry experinace to develop and support Automation Functionality.

Services offered

— What We Do



Digital

We facilitate digitization of operational information, making it easy for an organization to consume data, which in turn helps in effective decision making.

— What We Do



New Product Development

Delivering an effective product for the market along with company's in-house experts.

— What We Do



Engineering

We are one of the leading end-to-end engineering services & solutions company offering business value across the entire product lifecycle.

— What We Do



Contract Staffing

Specialised into identifying & providing Technical Talent across industries with the flexibility for our customers.

— What We Do



Aftermarket

Technical documentation experts about how an equipment operates, how it needs to be maintained & how its repaired.

— What We Do



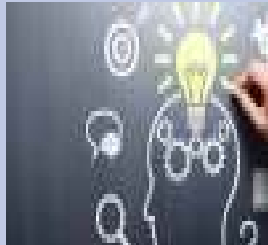
Supply Chain Management

At Expert Global, our Supply chain division is helping clients in USA & Europe to implement their sourcing plans and strategies in India.

Why work with us



**Great
work and
growth
opportunities**



**Work with
Talented
minds**



**An
Organization with
Excellent
Work
culture**



**Quick
resolution
to your
queries**



**Performance
Driven work
culture**



**Work life
balance**

Awards



Awarded IT Excellence Award

Awarded Best support partner of IBM

CISCO SMB Select

Maharashtra IT Award

Member of Confederation of Indian Industries(CII)

- In our constant endeavor to delight our customers with cost effective solutions. We have established several milestones and received

“Awards as well as Recognitions” from authorities all over the globe.

ISO 9001 - 2015 : Quality Policy

ISO 27001 Certification



CERTIFICATE

The Certification Body
of TUV SUD South Asia Private Limited
certifies that



Expert Global Solutions Pvt. Ltd.
T-11, STPI, MIDC, Chikalthana
Aurangabad - 431210, Maharashtra, INDIA

has implemented Quality Management System
in accordance with ISO 9001:2015
for the scope of

**Engineering Design Services, Software Development and
Implementation, Support Manpower Augmentation for IT.**

The certificate is valid in conjunction
with the main certificate from **2021-09-14** until **2023-01-31**
Subject to successful completion of annual periodic audits

The present status of this certificate can be obtained through TUV SUD website by scanning below QR code and by
entering the certificate number (without space) on web page. Further clarifications regarding the status & scope of
this certificate may be obtained by consulting the certification body at www.tuv.com

Certificate Registration No. **99 100 15052/01**
Date of Initial certification: **2014-02-01**
Issue Date: **2021-12-09** Rev. 01


Rahul Raj
Head of Certification Body
of TUV SUD South Asia Private Limited,
Mumbai
Member of TUV SUD Group







TUV SUD South Asia Pvt. Ltd. • TUV SUD House • Saket Naka • Andheri (East) • Mumbai - 400072 • Maharashtra • India





Certificate of Registration

INFORMATION SECURITY MANAGEMENT SYSTEM ISO/IEC 27001:2013

This is to certify that: **Expert Global Solutions Pvt Ltd (Multisite)**
Office1: Plot No. T-11, Software Technology Park, Chikalthana,
Aurangabad-431210
Office2: "Bhakti Ganesh" Business Complex, Second Floor, Office
No.201 & 202, Anand - Hingewadi Road, Wakad, Pune - 411007

With Certificate No. **KBAC1241988001**

and operates an Information Security Management System which complies with
the requirements of ISO/IEC 27001:2013 for the following scope:

**Engineering design, Technical documentation, IOT and Software Solutions including
support functions like IT infrastructure, HR, Administration and Finance**
This is as per Statement of applicability Version 1.4.

For and on behalf of KVQA:


Signed by:
Authorised signatory KVQA

1st Surveillance Due On: 05/07/2023; Final On: _____

2nd Surveillance Due On: 01/07/2021; Due On: _____

Date of Issue: 05, August, 2019

Valid Until: 02, August, 2022*


INDIAN ASSOCIATION
OF CERTIFICATION BODIES
01-900-MS

To Check the Status of the Certification body log on to www.eiaaci.org
E-48, Sector -05, Noida U.P India, Ph: 011-22111940, 22111941
Email: Admin@eiaaci.com
*Subject to successful completion of surveillance audits



Company Policies, Processes & Guidelines for Employees

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Zero tolerance to Sexual Harassment at Workplace

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Dress Code



Proper clothing, grooming, and personal hygiene standards contribute to build magnificent atmosphere for all employees and reflect the business image in professional way to customers and visitors. During business hours or when representing our company, you are expected to present a neat and clean appearance.

Applicability: This policy is applicable to all employees of EGS.

Guideline:

Formal Business Wear applies to all personnel on working days, starting **Monday to Thursday**. Formal ties and Business Suits to be worn appropriately when likely to be involved in customer meetings, demonstrations or presentations.

Informal Business Wear applies to all employees on **Friday & holidays**.

The following are examples of appearance that are not acceptable:

Ripped or torn clothing Colored hair, extreme hairstyle, Slipper or Chappal, Sportswear

HRMS

- Biometric attendance machines are installed at all offices. It is mandatory that all employees mark in - out on these machines.
- Front office/admin will register your fingerprints on the system on your joining date.
- Employees can also mark their attendance in HRMS system by logging into following URL:
<https://hrms.expertgs.com>
- For any queries in this regard pls contact the front office executive



- **HRMS System:**
 - Company Intranet Portal to assist employee
 - Employee Attendance & Leave balance status
 - Salary Slips- by Email
 - Salary Structure/ PF sheet
 - Personal Information
 - HR-related forms and links
 - Form 16/ITDF
 - Investment Declaration – to be updated from 05th to 20th of every month.
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- **Attendance :**
 - Salary Attendance: 21st to 22nd of the month
 - Offshore Employee: Biometric
 - Onsite Employee: HRMS
 - Salary is credited online on the **last day** of the month

Employee Benefits

- **Rewards and Recognition Policy:** We have a performance driven culture and believe that rewarding employees for their sincere efforts and significant contribution creates a motivated workforce.
- **Work-Life balance:** We strongly believe & act on proper work-life balance of employees & accordingly weekly offs or leave days are arranged.
- **Work From Home Policy:** The purpose of this policy is to enable employees and make them feel safer and engaged by providing them work from home facility if the situation demands.
- **Mediclaime Policy:** The Company would give coverage of 1 lac.
The policy would cover the employee + spouse + 2 children.
- **Educational Support:** Employee pursuing company work convergent educational course is aided with 50% of course fee or Rs. 10,000/- whichever is less at management's discretion
- **Salary Advance Facility:** Any Expert employee can avail Salary Advance facility amount up to 1.5 times of monthly CTC, with the approval of concerned manager. The concerned employee needs to issue the cheque payable to company without mentioning figure as a security purpose. Such advances are recovered in next 5 months salary. One advance can be availed at one time and the gap between 2 advances should be of 4 months.
- **Group Personal Accident Policy**

Every individual employee is insured from accidents from Bajaj Allianz General Insurance. Limit of this insurance ranges from Rs. 2,00,000/- to Rs. 5,00, 000/- as per eligibility criteria.

This policy covers:

- Temporary total disability
- Permanent partial disability
- Permanent total disability
- Death



Probation and Confirmation

- All the employees of Expert Global Solutions shall be on a 6 months of probation period.
- On successful completion of the said probation period, the HOD or reporting authority of the respective employee shall submit his/her performance review form to HR department for further process.
- After receipt of the performance review report from concern HOD or reporting authority, HR department shall provide letter of confirmation to all the eligible employees.

Leaves:

- Organization encourages employees to take leaves with prior approval from their reporting authorities to ensure work-life balance.
- A permanent employee is credited with 20 days of paid leaves during a financial year.
Earned leaves: 12
Casual leaves: 08
- For first 6 months, no EL's are applicable.
- For an employee on training/probation earns per quarter 2 CL Leaves.
- After confirmation, Leaves are credited quarterly: 5 leaves/quarter
- There will not be any Leave encashment, until and unless leave accumulation is beyond 36. In other words, only those leaves will be encashed which are beyond the limit of 36. E.g., if the leave balance is 40 at the end of the financial year, then 4 leaves will be encashed. $(40-36 = 4)$.

Training & Development

Vikrant Deshpande



Employee Engagement, Welfare and Training & Development

Internal & External Trainings:

1. Soft Skills & Business English
2. On Job Trainings/Customized module training programs/Regular brush up sessions.



Posh Awareness



POSH Awareness

Code Of Conduct



Code of Conduct

ESIC Awareness



ESIC Awareness

Social Media: Do's & Don'ts



Social Media :
Do's & Dont's

Accounts /Purchase

Accounts



PURCHASE



For Travel Advance, fill up “[Travel Advance Requisition](#)” sheet; get approved from your manager and submit to accounts by hand or email to get payment.



For submission of travel expenses, fill up “[Tour Voucher Master Copy](#)” sheet; enclose all bills; get approved from your manager and submit to accounts by hand or email to get payment.



For local conveyance reimbursement, fill up “[On Duty Petrol Expenses](#)” sheet get it approved from you manager after month-end & submit to accounts for payment.



For admin related purchase, contact Administration to arrange any type of approved purchase.

Paid Holidays at Expert Group



*At Expert Global Group, the following days are recognized as Company's paid holidays.

Sr.No.	Holiday	Date/Month, Weekday	Date/Month, Weekday	Date/Month, Weekday
		Aurangabad	Pune	Hyderabad
1	Pongal	---	---	15 th Jan 2023, Sunday
2	Republic Day	26 th Jan 2023, Thursday	26 th Jan 2023, Thursday	26 th Jan 2023, Thursday
3	Dhulwad	7 th Mar 2023, Tuesday	---	---
4	Ugadi/ Gudi Padwa	---	---	22 nd Mar 2023, Wednesday
5	Maharashtra Day/Labour Day	1 st May 2023, Monday	1 st May 2023, Monday	1 st May 2023, Monday
6	Independence Day	15 th Aug 2023, Tuesday	15 th Aug 2023, Tuesday	15 th Aug 2023, Tuesday
7	Ganesh Chaturthi	---	19 th Sept 2023, Tuesday	---
8	Gandhi Jayanti	2 nd Oct 2023, Monday	2 nd Oct 2023, Monday	2 nd Oct 2023, Monday
9	Dassara	24 th Oct 2023, Tuesday	24 th Oct 2023, Tuesday	24 th Oct 2023, Tuesday
10	Diwali - Laxmi Poojan	12 th Nov 2023, Sunday	12 th Nov 2023, Sunday	12 th Nov 2023, Sunday
12	Diwali - Padwa	14 th Nov 2023, Tuesday	14 th Nov 2023, Tuesday	---

- **Public Holidays falling on Saturday and Sunday to be compensated during Diwali Holidays.**
- **Onsite Team members shall follow client holiday schedule**

Performance Appraisal Guidelines

The appraisal cycle is performed twice a Year.

Employees joined in 1st half of the year: (Jan- June):Appraisal month is April.

For employees joined in 2nd half of the year :(July- Dec):Appraisal month is October.

Grievance Redressal Portal:

The Grievance redressal portal is available at HRMS for all employees, with the help of the platform one can communicate suggestions, feedback, queries, or complaint directly to the HR department, Management, or both.

The objective of this platform is:

- To process the queries, and grievances of the employees in a structured manner.
- To address and escalate the query to the right point of contact to ensure query resolutions within lesser turnaround.
- To cut off unwanted obstacles and provide easy accessibility to management for an immediate Grievance redressal or Help.
- To access status of queries (in form of dashboard) at any point of time.



Thank you