



**WELCOME TO BARRACUDA NETWORKS (INDIA) PRIVATE
LIMITED**

'Prestige Blue Chip Software Park' Block II, Level III, (3rd floor)

Opp. Christ University, 9 Hosur Road, Bangalore- 560 029

Karnataka, India

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1.0 WELCOME TO BARRACUDA NETWORKS (INDIA) PRIVATE LIMITED

We are excited to have you join the Barracuda Networks team. We believe you can contribute to our growing business. We also believe we can work together to help you further develop your professional career.

Barracuda Networks is committed to excellence in all aspects of our business. As a member of our team, we hope you will discover this pursuit of excellence as a rewarding part of your experience here.

The success of Barracuda Networks is dependent on how well we each do our jobs and come together as a unified team. We work hard to earn the trust and respect of people around us – potential and existing customers, partners, vendors, and colleagues – so these people will make the decision to work with us, to select our products and services, to help make us all successful.

This handbook contains information that will help you be successful at Barracuda Networks. We want to recognize the contributions of our employees. If you have concerns about the policies herein contained, please discuss with your manager or a representative of the Human Resources department.

As you embark on your career at Barracuda Networks, I also encourage you to think creatively and make any suggestions for improvement.

Welcome aboard - We look forward to working with you.

Hatem Naguib, CEO/ Rohit Aradhya, VP- MD (India)

2.0 BARRACUDA NETWORKS (INDIA) PRIVATE LIMITED

It is the policy of the company that there shall be no abuse, harassment, or unjustifiable discrimination on the grounds of religion, caste, sex, marital status, or language. Any behavior that contravenes this code shall be regarded as a breach of conduct and will result in serious disciplinary action.

3.0 PREFACE

This handbook is designed to help you understand the Human Resource policies and procedures in effect at BARRACUDA NETWORKS (INDIA) PRIVATE LIMITED. It is to assist and help you get introduced to our procedures and systems.

4.0 COMPANY PROFILE & OVERVIEW

Barracuda Networks Inc. built its reputation as the worldwide leader in content security appliances by offering easy to use and affordable products that protect organizations from email, Web and IM threats. Barracuda Networks has leveraged its success in the security market to offer networking products that improve application delivery and network access as well as world-class solutions for message archiving, backup and data protection. Barracuda Networks' product portfolio includes: Barracuda E-mail Security Gateway, Barracuda Web Security Gateway, Cloud Generation Firewall, Barracuda Web Application Firewall, Barracuda SSL VPN, Barracuda Load Balancer, Barracuda Link Balancer, Barracuda Message Archiver, Barracuda Backup Server portfolio. Combining its own award-winning technology with powerful open source software, Barracuda Networks solutions deliver easy to use, comprehensive security, networking, and data protection products. Barracuda Central, an advanced 24/7 operations center manages data centers for all service-based offerings and works to continuously monitor and block the latest Internet threats.

5.0 MAKING THINGS EASIER FOR YOU...

1. On your first day of employment with Barracuda, please submit to HR copies of the documents which are specified in the employment agreement Providing these documents is mandatory.
2. India Payroll will get in touch just before the 1st payroll is processed with regards to Provident Fund, Universal Account Number (UAN), Gratuity Nomination Form, Employees State Insurance (only if applicable)
3. In case you need to open a new Bank account, our Finance team will coordinate in this regard.

4. Upon you joining Barracuda, the following items will be available for you at your workplace:

- Access to a Computer, Telephone (based on the nature of job), Email ID
contact it_requests@barracuda.com in case you need anything related to IT
- Stationery – Contact - Admin Executive;

6.0 GENERAL HUMAN RESOURCE POLICIES & GUIDELINES

6.1 PERSONAL RECORDS

The Human Resource department keeps records of all employees. It is important that these are kept up to date. As an employee of Barracuda, you will have to notify the HR team from time to time if there are any changes that needs to be updated in your personal file viz., change of address, marital status, addition of new born, additional educations acquired etc.

6.2 CONFIDENTIALITY & INVENTION ASSIGNMENT

Every employee, on joining, is required to sign **Proprietary Information & Invention Assignment Agreement** and confirms to keep confidential all business strategies, goals, objectives, and other data available / collected from time to time.

You are requested to maintain strict confidentiality and not to disclose any company information to third parties. This may include your colleagues, and the information needs to be shared strictly on a **Need to Know** basis.

If you are uncertain about the work that needs to be kept confidential, please check with your Manager before acting on the same

6.3 YOUR SAFETY

Your safety is of utmost importance to us. All employees must ensure and maintain safety standards by using safety devices and adhering to precautions. Please use adequate measures to ensure safety of our fellow employees, equipment, and property.

6.4 IDENTITY CARD

All employees will be issued a photo-ID card, which they are expected to carry in person while on duty, either inside or outside the office premises. This card must be made available for inspection, any time.

The card is non-transferable and is to be surrendered on separation. In case of loss, please report the same to HR Department immediately via Email to the email alias which is HR_APAC@barracuda.com to enable us to take measures to prevent misuse of the ID card.

The Company does not encourage its employees to tail gate the access. Visitors must be addressed in reception area only. No visitors are allowed in our workplace or on company property unless authorized by your department manager.

6.5 ATTENDANCE AND WORKING HOURS

All employees are expected to be available at work premises during the normal work hours. Any deviation from normal work hours needs to be informed and approved by the reporting manager, with information to HR Team as well.

Attendance of employees will be tracked by In time/Out time by your access card swipes. Employees are required to swipe in /swipe out every time he/she walks in/out.

This is imperative for your Manager and other colleagues to conduct their work schedules to maintain a healthy working environment. It is important that any flexibility in terms of work hours does not hamper the business of your team and the interests of the company.

Frequent late coming or a poor attendance record will adversely affect the performance of the team and the employee. Unauthorized/unexplained absence is not expected/accepted from our employees.

If, for some reason, you need to utilize your unplanned leave, we request you to contact your Reporting Manager & HR immediately and inform regarding your absence at work. You will have to record your leaves utilized on the company's time and absent management portal. It would be the responsibility of your Manager to ensure that your leaves are recorded and approved on the company's time and absent management portal.

The general working hours for BARRACUDA NETWORKS (INDIA) PRIVATE LIMITED would be from 09.00 hours to 18.00 hours or 10.00 hours to 19.00 hours with a lunch break of an hour as it suits to the employee. The different timings are proposed so that the traffic issues that exist in Bangalore are overcome. There shall be some employees working in shifts on a regular basis.

6.6 DRESS CODE

We expect all employees to be in business casual dress.

6.7 TELEPHONE USE

It is expected that the telephone usage is primarily for the business-related calls. Personal use calls should be limited and please use your discretion on the time spent on non-business communications.

6.8 BUSINESS ETHICS

You are advised to entirely avoid any conduct that may be interpreted as unethical, either in appearance or in fact. In general, situations representing a conflict of interest include but are not limited to accepting gifts, money or special favors from a business associate; having an undisclosed conflicting outside job or affiliation; or using Company's name, property, equipment or facilities for personal gain.

6.9 HARRASMENT POLICY

Barracuda Networks (India) Private Limited prohibits any form of harassment at the workplace.

Purpose: To affirm Barracuda Networks (India) Private Limited a commitment to a respectful work environment for all employees.

Statement of Policy: We are committed to provide a work environment free of unlawful harassment. The Company's anti-harassment policy applies to all persons involved in the operation of the Company including job applicants, employees, independent contractors, managers, or any vendor or customer at work or in a work-related situation. Harassment in employment on the basis of gender, race, color, national origin or ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, veteran or marital status, pregnancy, childbirth or related conditions, or any other basis protected by federal, state or local law or ordinance or regulation is unlawful. The company does not tolerate harassment in the workplace or in a work-related situation, and harassment is a violation of the Company's policy.

Where Harassment Occurs: Harassment can occur in the workplace itself, or outside of the workplace in a situation that in some way is connected to work, e.g. delivery trips, off-site meetings, business trips, and any other employer sponsored event.

Types of Harassment: Company will not tolerate any form of unlawful harassment. Unlawful harassment in employment may take many different forms and includes, but is not limited to, the following behavior which is prohibited:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, or comments
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race, or any other protected basis
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation, using any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination

Sexual harassment, which is prohibited under these laws includes unwelcome sexual advance, requests for sexual favors, harassment directed at an employee because of gender, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made whether explicitly or implicitly a term of condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

NOTE: If you have any questions about what constitutes prohibited harassment or inappropriate conduct, ask human resources or a member of management for guidance

Notification: If you feel that you are being harassed or subjected to any form of inappropriate conduct related to work, or if you observe work-related harassment or inappropriate conduct, you are required to immediately notify a person holding the title of Manager (or above), or a member of human resources. Notifying Barracuda of

conduct that violates this policy is essential. We cannot resolve a harassment issue unless we know about it. No employee will be disciplined for making a good faith report of conduct implicated by this policy.

Response: Every complaint will be investigated as promptly as possible under the circumstances. Barracuda Networks (India) Private Limited will initiate corrective action depending on the outcome of the investigation. The Company prohibits employees from interfering with, or in any way hindering, the Company's enforcement of this policy. Complaints of harassment will be treated with as much confidentiality as is reasonable, consistent with the need to conduct an adequate investigation and response.

Compliance: It is incumbent upon all employees to prevent and deter harassment. If you become aware of harassment in your work area, or elsewhere in the company, you must do everything you can to stop it, whether a complaint has been made. All employees have a responsibility to cooperate in the investigation of a harassment complaint.

Disciplinary Actions: Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Please direct questions regarding this policy to Human Resources

6.10 SUBSTANCE ABUSE

Being under the influence of alcohol or drugs or improperly using medication impairs judgment. Such behavior puts us and others at needless risk and threatens our Company's reputation.

Accordingly, Barracuda Networks (India) Private Limited prohibits the use, possession, distribution, sale and consumption of alcohol, unauthorized drugs, and controlled substances in its work environment.

6.11 SMOKING

For the health and comfort of all employees, Barracuda Networks (India) Private Limited provides a smoke free work environment. As a rule, smoking is prohibited anywhere in the company location.

6.12 CODE OF CONDUCT

We expect all employees to behave in a manner befitting you, the organization, inside and outside the office premises. We expect high standards of behavior, discipline and compliance to rules, regulations, norms etc. of the Company.

MISCONDUCT

An employee who violates acceptable standards of behavior/code of conduct may be subject to disciplinary action including termination. The extremely serious step of dismissal is never taken without a careful consideration of all the facts, circumstances, and gravity of the misconduct.















To help clarify the Company's position and to avoid misunderstanding, you are requested to note that certain activities, as listed below but not limited to the same, are not acceptable and shall constitute misconduct. This is only an indicative list and not an exhaustive one.



Breach of the Non-disclosure and Non-Compete agreement signed between each employee and company



Unauthorized possession and/or improper accounting, duplication, and /or sale of company material

-  Disclosure of confidential or classified information to unauthorized persons
-  Deliberate misrepresentation to obtain employment
-  Habitual late coming or going earlier than stipulated time without approval and unauthorized absence
-  Not reporting for work without information for more than 3 days at a stretch
-  Possession or use of liquor or narcotics in the Company premises or reporting to work under influence of either
-  Unauthorized removal of Company's or its employee's property
-  Willful destruction of the Company's or its employee's property or any acts of sabotage
-  Disorderly or indecent conduct, while on duty towards customers, suppliers, co-workers, and the public
-  Failure or refusal to carry out reasonable instruction of superiors or deviation from standard operating procedures
-  Inciting others to commit breach of law and/or company's rules and regulations
-  Conviction by court of law for a crime
-  Misrepresentation of health status for absence
-  Possession or carrying or use of firearms or any type of weapon on company premises
-  Any other acts of similar nature

6.13 DISCIPLINARY PROCEEDINGS

If an employee fails to follow or violates any Rules and Regulations of the Company or indulges in Misconduct:

In the absence of a satisfactory explanation and/or if he/she fails to take steps to stop committing such violations, the same will be viewed seriously and necessary disciplinary action will be initiated. The acts or omissions which will be treated as misconduct are as per the guidelines of (KAR Industrial Employment (Standing Orders) Rules.

Such disciplinary actions would include but not be limited to the following:

- Suspension without salary

- Stoppage or deferment of any increment in the salary of the employee with or without cumulative effect
- Demotion to a lower grade/scale/position
- Recovery, from the salary of the employee the whole or part of the monetary loss caused to the Company by the negligence of the employee
- Combination of the above punishments
- Discharge from services without notice or payment in lieu thereof
- Dismissal from services

7.0 EMPLOYEE BENEFITS

It is the policy of **Barracuda Networks (India) Private Limited** that all employees are provided benefits as mandated by the laws of land. To this effect we have provided the employees flexibility to tailor some of the benefits to the maximum advantage to them, within the confines of law.

7.1 GROUP PERSONAL ACCIDENT (GPA) INSURANCE

SCOPE OF COVERAGE

All permanent full-time employees are covered under a Personal Accident Insurance Policy from the date of joining. This policy covers 24 * 7 hours and the employee are insured against unfortunate death or against accident which can result in proportionate disability (temporary or permanent).

PURPOSE

The Personal Accident Insurance Policy is against the following:

- Loss of Life
- Injury
- Loss of Income due to an accident (On or Off duty)

TIE UP FOR THE POLICY

We have currently tied up with The New India Assurance Company Ltd. for the Personal Accident Insurance Policy. The insurance premium period renewal would be in the month of October each year.

COVERAGE AMOUNT

Maximum coverage for the Group Personal Accident insurance is 1.5 times the TEO, with a minimum of INR. 10 Lakhs

FEATURES

- 24 hours coverage is provided under the policy i.e. any accident on or off duty at any time (and anywhere in the world) will be covered
- In case of an unfortunate event of death of an employee, the nominee will be paid 100% of the capital sum insured (Minimum of 10 lakh Rupees), subject to submission of documents mandated by the Insurance Company.

- Weekly Benefits: In case of an employee being temporarily disabled, he or she gets a weekly benefit of up to a maximum of Rs. 5000/- (Rupees Five Thousand only) per week (up to a maximum of 104 weeks or until certified fit by the doctor; whichever is earlier)

CLAIM PROCEDURE

- Immediate Information needs to be given to the Finance / HR
- Standard set of documents required for Personal Accident Claims which would include claim form, claim bill, Attending physician statement part of the claim form, detailed note of the incidence, Absence certificate, Employee ID card, FIR for road accident, driving license and vehicular documents, mandatory in case the injured / deceased was driving the vehicle
- Claims can be made under temporary disablement, Permanent Partial disablement / Total disablement
- For Fatal claims police report, MLC report, Postmortem report, Death certificate, Inquest, and spot Panchanama

7.2 GROUP MEDICAL COVERAGE (GMC) INSURANCE- MAIN

SCOPE OF COVERAGE

All permanent full-time employees including their spouse, .

- Coverage Insurance Policy. Minimum 24 hours of hospitalization (admission) is needed to claim under this policy. The only exception is for Cataract surgery which can be done as out-patient.

PURPOSE

To cover the hospitalization expenses of employees their spouse, dependent children, parents, or parent in laws

TIE UP FOR THE POLICY

We have currently tied up with The New India Assurance Company Ltd. for the Group Medical Coverage (GMC) Policy. The insurance premium period renewal would be in the month of October each year.

COVERAGE AMOUNT

Maximum coverage for the Group Medclaim Coverage insurance per employee is INR 600,000/- per annum family floater, Sub Limit for Parents or Parent in laws the maximum that is covered is INR. 300,000/- by the Insurance Company.

PROCESS & CLAIM PROCEDURE

- Pre admission process: In case the surgery is planned at an approved hospital and the employee goes through a settlement claim process or non-cashless then it is advisable to intimate the Insurance Company on the same as per the below link provided-

<https://www.rakshatpa.com//>

Raksha TPA Services Pvt. Ltd. - TPA / Insurance Company would generate a claim number which would be handy. The claim intimation is not applicable in case the employee goes through a cashless claim. We encourage employees to get their claims settled through reimbursement process.

- On admission: The Hospital would first check if the patient has a pre-approval under reimbursement (pay the hospital and employee claims from the Insurance Company through Barracuda) OR cashless claim. In case the settlement is by paying the Hospital let the hospital know the claim number. In case the employee goes through the cashless claim the claim number is not required, the Hospital would take the necessary approval from the TPA / Insurance Company and go ahead with the next process.
- If you go for a settlement claim / reimbursement process then, within 25 days from Discharge Date the claim needs to be submitted in the claim form to the Insurance Co. which is available on the Health India web site (link in the preceding para) duly filled in along with all relevant supporting as listed below. It is advisable to employees to register their claim on-line and mention / attach the claim number when they submit the claim along with the following documents
- Original Medical Certificate by a registered doctor (the form is provided by the insurance company)
- Original Bills and Prescriptions
- Original Pathology Reports
- Original Discharge Summary
- All original relevant Medical documents related to the hospitalization should be submitted to the Insurance Company.
- Kindly note that **Duplicate bill copies** of the above documents if submitted would be treated as '**non valid or in-complete claim**' and the same is liable for rejection of claim.
- There could be exception for duplicate bills submission. Forward all such duplicate bills to India Finance who would do a first round review before sending to the Insurance Co.
- The Final decision on such bill's approval **lies with the Insurance Company**.
- Copy of the claimant's (if not a patient) + employee 's ID like PAN, Aadhaar self-certified needs to be attached with the documents mentioned above
- For complete details on the claim process kindly visit the TPA's web site <https://www.rakshatpa.com//>

TIME REQUIRED TO SETTLE THE CLAIM

- 2 - 3 weeks if all the required documents are in order as per the Insurance Co. have been submitted from the date of filing the claim with the Insurer. This may however take longer if there are queries related to the hospitalization or treatment from the Insurer Company
- In case of any reference to the panel of Doctors by the Insurance Company, then the settlement of claim would be at the sole discretion of the Insurance Company.

7.2A GROUP MEDICAL COVERAGE (GMC) INSURANCE- TOP UP POLICY

SCOPE OF COVERAGE

All permanent employees their spouse, dependent children, parents, or parent in laws* who are covered in 7.1 are covered under the GMC Top Up Policy.

- Coverage Insurance Policy. Minimum 24 hours of hospitalization (admission) is needed to claim under this policy. The only exception is for Cataract surgery which can be as out-patient.

PURPOSE

The Top Up Policy will kick in once the main policy is exhausted to cover the hospitalization expenses of employees their spouse, dependent children, parents, or parent in laws

TIE UP FOR THE POLICY

We have currently tied up with The New India Assurance Company Ltd. for the Group Medical Coverage (GMC) Policy. The insurance premium period renewal would be in June of the year

COVERAGE AMOUNT

Maximum coverage for the Group Medisave Coverage insurance per employee is INR 400,000/- per annum family floater, Sub Limit for Parents or Parent in laws the maximum that is covered is INR. 200,000/- by the Insurance Company.

PROCESS & CLAIM PROCEDURE

The claim process would be the same as explained in the GMC Main policy

7.3 GROUP TERM LIFE (GTL) INSURANCE

SCOPE OF COVERAGE

All permanent full-time employees are covered under Group Term Life Insurance (GTL)

PURPOSE

To take care of your immediate family member as nominated by employee (includes spouse /parents) in case of death of the employee

TIE UP FOR THE POLICY

We have tied up with Exide Life Insurance Co. Ltd for Group Term Life (GTL) Insurance Policy and the renewal is in October each year.

Coverage Amount:

Maximum coverage for the Group Term Life Insurance is One time of the Total Employee Opportunity (TEO).

CLAIM PROCEDURE

- On the death of the employee the Company would send a claim along with the necessary documents to the insurance company and the lump sum amount would be paid by the Insurance Company to the nominee that has been declared by the employee to Barracuda and the payment would be settled via Barracuda Networks (India) Private Limited

7.3A GROUP NO FAULT POLICY LIABILITY INSURANCE

SCOPE OF COVERAGE

Due to the Covid-19 pandemic, the Barracuda India Management decided to take a No-Fault Policy Liability Insurance

PURPOSE

To take care of your immediate family (includes spouse and dependent children) in case of death of the employee

TIE UP FOR THE POLICY

We have tied up with Go Digit General Insurance Co. Ltd for the Group No Fault Liability Insurance Policy and this is valid for a year ending on May.

Coverage Amount:

The Group No Fault Liability Insurance with a minimum of INR 15 Lakhs to maximum of INR 35 Lakhs

CLAIM PROCEDURE

- On the death of the employee the Company would send a claim along with the necessary documents to the insurance company and the lump sum amount would be paid by the Insurance Company to the nominee that has been declared to Barracuda and the payment would come through Barracuda Networks (India) Private Limited

7.4 CRITICAL ILLNESS (CI) INSURANCE

SCOPE OF COVERAGE

All permanent employees are covered under Critical Illness policy

PURPOSE

- Covers the following Critical Illnesses
- First Diagnosis of Cancer
- End Stage Renal Failure
- End Stage Liver Disease or

Occurrence for the first time either or cardiovascular or cerebrovascular event, or related surgical procedure, more specifically described below:

- Stroke
- Myocardial Infarction
- Coronary Artery Bypass Graft
- Heart Value Replacement

Undergoing for the first time of the following surgical procedure specifically described below:

- Major Organ Transplant

Undergoing for the first time of the following surgical procedure, more specifically described below:

- Paralysis

TIE UP FOR THE POLICY

We have tied up with HDFC Ergo General Insurance Co. Ltd for the Critical Illness Policy.

Coverage Amount:

Maximum coverage for the Critical Illness is INR 500,000 per cover and covers only employees and the policy is renewed during October each year

CLAIM PROCEDURE

- Employees would intimate Barracuda Networks (India) Private Limited who in turn will coordinate with the Insurance Company for the claim. Barracuda Networks (India) Private Limited would release the claim amount once received from the Insurance Company. For further details you can get in touch with the Finance Department.

7.5 PROVIDENT FUND

The Company operates a recognized Provident Fund, which is administered by Office of the Regional Provident Fund Commissioner. Indian Citizens will be eligible to participate in the fund from the date of joining. Each month the employee will contribute a sum equivalent to 12% of your basic salary, as mandated by law. The company also contributes an equivalent amount to the fund.

EMPLOYEE PENSION FUND

Part of the Employer's Provident Fund contributions (8.33% of basic salary, subject to a maximum of Rs. 1,250/- per month) goes into to the Employee Pension Fund operated by the Government of India. This scheme provides for pension benefit to the employee after retirement or on the death of the employee to the Nominee or Legal Heirs.

EMPLOYER'S DEPOSIT LINKED INSURANCE SCHEME

To provide life insurance benefits to the employees covered under the PF scheme contributions are made by the Company. Benefits under this scheme are payable only on the death of an employee to his / her nominee(s) as per the Provident Fund rules applicable.

7.6 EMPLOYEE FLEXIBLE BENEFIT PACKAGE UNDER FLEXIBLE PAY

THE POLICY

- Flexible Benefit Package (FBP) is a program which offers you to claim tax shelter on certain claims
- The annual cycle for this is **April to March** of every year

ELIGIBILITY

- You are covered under FBP if you are a full-time employee

THE SCHEME

- You have an annual maximum budget under FPB equal to your Flexible Pay as mentioned in the Cost to the Company (CTC)
- You can plan your FBP in any of the following ways
 - You can spend this amount or less on allowable expenses and claim reimbursement
 - Underutilized FBP will be paid at the end of the tax year as taxable salary (payable along with March salary of that Financial Year)
- You can re-plan your FBP during the year *only* if there is a change in your salary status due to
 - Salary Revision
 - Promotion
- There are limits that are set under various heads. These limits are based on what the management thinks is reasonable and explainable to the tax authorities.

RESPONSIBILITY

EMPLOYEE

- Maintain Proper Records
- Submit only the eligible expenses
- Justify claims to the tax authorities in case of enquiries/audits

EMPLOYER

- Administer the plan
- Offer Guidance and advice to the employee if and when requested

ELEMENTS OF FLEXIBLE BENEFITS PLAN

This can be changed only at certain timeframes subject to conditions highlighted earlier

* Only Original bills must be provided for all expenses claimed as below

* Note that bills dated within the financial year of April to March only will be reimbursable

* All the reimbursement claims shall be submitted within the due date intimated by E-Mail every month from Finance department.

READY RECKONER: FBP ELEMENTS & GUIDELINES

<u>Elements</u>	<u>Limits/Guideline (per annum)</u>
LEAVE TRAVEL ASSISTANCE (ONLY FOR TRAVEL IN INDIA)	75,000 or 20% of annual basic, whichever is lower.
TELEPHONE OR MOBILE & INTERNET EXPENSES	Upper limit based should be a reasonable justifiable expenditure. India Finance Dept. would be final deciding body for fixing the limit. At present the maximum would be INR 2,750/- p.m.
Vehicle Maintenance (Car Only) (self-owned vehicles ONLY)	Fuel, maintenance, insurance. <i>Limit will be based on the distance between office and residence</i> for fuel reimbursement, remaining reimbursement would be based on reasonable maintenance & insurance. India Finance Dept. would be final deciding body for fixing the limit which would be in conformity with the Indian Income Tax Rules.

7.6.1 LTA (LEAVE TRAVEL ASSISTANCE)

- You can avail an amount under FBP towards LTA for travel within India for availing Tax exemption.
- Employee would need to take *FIVE (5)* working days as leave, during the financial year submit the relevant attachments like train tickets Air tickets, Railway Ticket, along with boarding pass to avail tax exemption.
- You may claim tax exemption twice in a block of 4 (FOUR) years as per Income Tax Rules
- The current block of 4 Years for LTA is (2022 to 2025)

7.6.2 TELEPHONE, MOBILE & INTERNET EXPENSES

ELIGIBILITY

- This is applicable across all salary grades
- The reimbursement will be only of Bills that are in the name of the Employee restricted to one connection per employee and only post-paid bills can be claimed.
- The upper limit on the reimbursable expense will be based on the personal pay of the employee subject to a sum of INR 2,750/- p.m. (including taxes applicable) however India Finance Dept. would be final deciding body for fixing the limit.

7.7 EMPLOYEE REFERRAL SCHEME

Barracuda Networks India Pvt Ltd. encourages referral policy for full time employees. Employees who wish to refer their friends or acquaintances who have interest to work at Barracuda are given preference provided they pass all rounds of interview. If you know anyone who might be interested in joining the Barracuda Networks (India) Private Limited family, please get in touch with HR or share the resumes to Referrals@barracuda.com

THE SCHEME AND IS APPLICABLE TO ALL CANDIDATES REFERRED AFTER THIS DATE.

All employees in Barracuda Networks (India) Private Limited are eligible to participate in this program. The referral bonus will not be applicable for:

- VP level and above
- Talent Acquisition staff and related HR staff
- Managers/ Team Leads or individuals involved in the hiring processes or hiring decision of the referred candidate
- Summer hires, interns, casual employees, and other temporary employees or contractor
- Employees whose referrals were identified through their participation in recruiting programs (e.g. job fairs, college recruiting events)
- Employees who terminate from Barracuda prior to the time of award payout

For every candidate referred recruited and upon joining, the referred employee will be eligible for the bonus as per the referral guidelines notified for that period.

Please refer the referral policy to know more about the details.

7.8 LEAVE POLICY

ELIGIBILITY

All employees of BARRACUDA NETWORKS (INDIA) PRIVATE LIMITED, Bangalore.

POLICY GUIDELINES

The following guidelines and procedures shall be applicable in respect of leave entitlement for all the employees.

All leave shall be granted at the agreement of the Management and nothing shall limit the discretion of the Management to refuse, revoke or curtail leave as the exigencies of work may require.

7.8.1 ANNUAL LEAVE

ELIGIBILITY

All permanent employees of Barracuda Networks (India) Private Limited are eligible

- Leave will be calculated from January to December every year
- If you have joined in the middle of the year, your leaves will be pro-rated accordingly. Leaves are calculated from date of you joining until December 31 of that year

ENTITLEMENT

- You are eligible for 21 days of earned leave for each calendar year, prorated at the beginning of each month, and credited to the employee
- For those who have joined in between the year Annual leave will be prorated
- Earned leave of 21 days is exclusive of official and weekly holidays
- Leaves availed over and above the entitled will be considered as Loss of Pay, however this is at the discretion of the management

ACCUMULATION

- A maximum of 16 days of earned leave can be carried forward from one year to the other year. Leaves will be calculated proportionately for Employees who have joined during the 1st year
- An employee can accumulate a maximum of 40 days at any point of time. At the end of the year remaining leaves gets lapsed if unutilized.

PROCESS:

Employees need to send an email to the Reporting Manager **and** IndiaPTO_Team@barracuda.com when you have an unplanned leave. Upon return to work one would need to apply in the company's time and absent management portal.

- under the leave module.
- Planned leave needs to be updated in wiki by all the members of the Engineering team.

When leave is planned, kindly apply leave through the company's time and absent management portal.

- portal. The system would generate an automatic email to IndiaPTO_Team@barracuda.com with a copy to the Reporting Manager.

ENCASHMENT

- Subject to availability **only at the time of separation** from Barracuda Networks (India) Private Limited

7.8.2 SICK LEAVE

ELIGIBILITY

- All employees of the company are eligible to avail sick leave

ENTITLEMENT

- You are eligible for 5 days of sick leave in a calendar year
- For those who have joined in between the year the sick leave entitlement will be prorated.
- Sick leave of 3 or more days needs a medical certificate from a registered medical practitioner, clearly indicating his/her registration number on the certificate

ACCUMULATION

- Sick leave cannot be carried forward to the next calendar year and will lapse at the end of the year.

PROCESS:

- In case of sick leave the employee has to intimate, by email sent to IndiaPTO_Team@barracuda.com . Only in case of emergency, an employee can intimate via phone or SMS or WhatsApp message, to the Reporting Manager and /or HR of their absence before the work timings (at least 2 hrs. prior to their work timing)

On return to work one would need to apply on the company's time and absent management portal.

ENCASHMENT

Sick leave cannot be encashed.

7.8.3 MATERNITY LEAVE

(As per Maternity Benefit Act, 1961 (Central Act w.e.f 01-11-1963) to be read with Maternity Benefits (Amendment) Act 2017, No. 6 of 2017)

ELIGIBILITY

- Expecting women employees are eligible to avail maternity leave.
- Expecting women employee should have worked for a period not less than 80 (Eighty) days in the 12 (Twelve) months preceding the date of her expected delivery.

ENTITLEMENT

- Paid maternity leave entitlement for the first two 2 children is 26 (Twenty-Six) weeks of which 8 (Eight) weeks shall precede the expected date of delivery.
- Paid maternity leave entitlement in case you already have 2 children on joining, then it is 12 (Twelve) weeks of which 6 (Six) will precede the expected date of delivery.
- Adoption leave and Surrogacy leave: Entitled for Leave up to 12 (Twelve) weeks for women employee or commissioning mother who adopts a child below the age of three months from the date the child is handed over to the adopting mother or the commissioning mother as the case may be.
- Work from Home under Maternity Benefits Amendment rules: In case where the nature of work assigned to a woman is of such nature that she may work from home, the employer may allow her to do so after availing the maternity benefit for such period and on such condition's as the employer and the woman employee may mutually agree.
- As per Section 9 of the Maternity & Benefits Act, in case of miscarriage, leave entitlement is of 6 weeks, post the date of such an event and needs to be certified by a registered medical practitioner, who has been treating the employee.
- Leave for illness arising out of pregnancy, delivery, premature birth of child, or miscarriage. A woman suffering from illness arising out of pregnancy, delivery, premature birth of child or miscarriage shall, on production of such proof as may be prescribed, be entitled, in addition to the

period of absence allowed to her under section 6, or, as the case may be, under section 9, to leave with wages at the rate of maternity benefit for a maximum period of one month.

- Maternity leave cannot be adjusted against one's any other leave balances.
- Flexibility in these leaves will be only with a written approval and at the discretion of the Management.

PROCESS

The women (pregnant) employee must intimate her Manager / HR and inform the date from which she will be utilizing her maternity leave benefit not exceeding a date later than 8 or 6 weeks as explained in the earlier para from the date of expected delivery. Section 6 of the Maternity Benefit Act states that the failure to give notice shall not disentitle a woman of maternity benefit or any other amount under this Act if she is otherwise entitled to such benefit or amount and in any such case an inspector may either of his own motion or on an application made to him by the woman, order the payment of such benefit or amount within such period as may be specified in the order.

8.0 PURPOSE

The objective of this policy is to lay down the procedures to be followed, in the event of separation of an employee from the services of the Company, so as to ensure that the process of exit is smooth and in full compliance with the law and where the Company's & Employee's rights and interests are protected.

8.1 SCOPE

This policy is applicable to full time permanent employees of all **BARRACUDA NETWORKS (INDIA) PRIVATE LIMITED**.

8.2 EXIT PROCESS

8.2.1 An employee must communicate their intent to resign from the services of **BARRACUDA NETWORKS (INDIA) PRIVATE LIMITED** in writing to his/her immediate manager. We recommend you talk to your Manager first before placing your resignation letter.

8.2.2 This policy supersedes any notice clauses that may have been mentioned in the appointment letter. All employee except for Sales team, must serve a notice period of 60 days' notice. Only for Sales team the notice period is 30 days. Notice period will be applicable from the date of resignation sent to employee's manager.

8.2.3 Upon acceptance of resignation, the Company- under normal circumstances -will insist on full notice period to be served.

8.2.4 In case the Company feels that it would be in interest of the Company if the employee did not serve the notice period, the Company may waive notice period

8.2.5 An employee is not entitled for any leave during notice period

8.2.6 In case the employee leaves to join a direct competitor or in case of a company initiated separation on reasons of misconduct or ethical violation, then the notice period will be decided by the Company and no notice pay will be due to the employee

8.3 SETTLEMENT OF DUES

HR and Finance will work together to determine the dues to/from an employee and inform him/her accordingly

9.0 HOW AND WHEN YOU ARE PAID

Salaries for all employees are paid monthly and payment is released on the last but one work business day of that month. If a weekly or public holiday fall on the pay day, salaries are paid on the previous working day.

Payment is made by transfer into the individual's Bank Account. Employees including new joiners are given the option to have the salaries at the Bank of their choice.

9.1 DEDUCTIONS FROM PAY

Legislation requires the following deductions, where applicable, to be made from your salary.

- Income tax Act 1961 (wherever applicable)
- Contributions towards E P F & E P S under the Employees Provident Fund & Miscellaneous Provisions Act 1952 and Employees' Pension Scheme 1995
- Contributions towards ESI (only if applicable) under the Employees State Insurance Act 1948
- Professional Tax under the Karnataka Tax on Professions, Trades, Callings and Employment Act 1976.

For your convenience, deductions may also be made, with your written consent for Voluntary Provident Fund.

If you are an Income Tax assessee , you are advised to furnish all necessary details in the prescribed format to the Finance department to effect the correct deduction.

9.2 PAYROLL

Barracuda Networks (India) Private Limited uses the company's time and absent management portal to process the payroll. Each employee is given access to this with user ID and generally the user ID would be the Employee Number and the password is unique to each employee. For first time users, the Finance department would provide the password for logging into the company's time and absent management portal which needs to be changed upon employee logging in.

The link to the company's time and absents management portal which is currently Greythr: <https://barracuda.greythr.com/>

The company's time and absent management portal has the following modules which the employee can access:

Pay slips

- Pay slip
- Reimbursement Pay slip

Salary

- Reimbursement Statement

- YTD Summary
- PF YTD Statement
- IT Statement
- IT Declaration
- IT Calculator

Leave – All leave applications Annual / Sick leaves need to be applied through the company's time and absents management portal (which currently is barracuda.greylhr.com)

Miscellaneous

- Documents
 - Pay slip year followed by month wise
 - Form 16 year wise
 - Hand Book
- Employee Information – If any information is not complete and you would like to update it, then, kindly send in the details to India HR / Finance.

The above is some of the commonly used features in the company's time and absents management portal. There are other features also available which one can go through in the company's time and absents management portal.

10 FEEDBACK & COMMENTS

This handbook is put together for your reference. We welcome any suggestions, which you may have, to improve any aspect of our business policies, procedures, work culture etc. Please feel free to interact with HR / Finance. Your valuable suggestions and feedback will be the cornerstone of our improvement and success.

This handbook may undergo a change from time to time and we shall keep you posted on the updates.