



IRINFOSYS LIMITED

[Industrial Revolution Information Technology Company]

Empowering Innovation

“to democratize artificial intelligence and empower individuals to thrive in the digital economy”

ADDRESS

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ABBREVIATIONS:

AI	:	Artificial Intelligence
CEO	:	Chief Executive Officer
DNCC	:	Dhaka North City Corporation
HRM	:	Human Resource Management
IR	:	Industrial Revolution
IT	:	Information Technology
VAT	:	Value Added Taxes
ERP	:	Enterprise Resource Planning

1. Company Profile:

1.1. Background of IRINFOSYS LIMITED

"The core objective is to contribute to the digital economy which will enrich the GDP of Bangladesh at the same time it will contribute to implementing the SDG".

"Irinfosys Limited envisions a world where AI benefits everyone. We are dedicated to building accessible AI tools and educating the public to drive digital economy growth."

IRINFOSYS LIMITED [Industrial Revolution Information Technology Company] was established on June 12, 2024, after a steady development, it grew to a company under a certificate of incorporation under Act XVIII of 1994 [No. C-195872/2024] given under Joint Stocks Companies and Firms, Government of the Peoples Republic of Bangladesh. IRINFOSYS LIMITED was given a trade license from Dhaka North City Corporation (DNCC), Bangladesh [Trade License No. TRAD/DNCC/000696/2024, Issue Date: 09/07/2024, Issue Time: 09.43.47]. Taxpayer's Identification Number (TIN): 437369720778 and Business Identification Number (BIN): 0062740470102. The main objective is to contribute to the digital economy which will enrich the GDP of Bangladesh at the same time it will contribute to implementing the SDG. IRINFOSYS LIMITED will be a massive partner of the Bangladesh Government to build a smart Bangladesh as well as to liberate the next generation and habituate the uses of AI.

1.2. Vision:

To be a leading innovator in the convergence of IT and AI, shaping the future of intelligent solutions across various industries.

1.3. Mission:

To empower businesses with intelligent technology solutions that drive efficiency, innovation, and growth.

1.4. Goal:

To empower businesses worldwide through cutting-edge IT products and services that drive efficiency, foster growth, and ensure a competitive edge in the digital era.

1.5. IRINFOSYS Three Business Pillars for Industry Revolution:

1.5.1 Digital Transformation Space:

- IoT Solutions
- AI & Machine Learning
- Custom Software Development
- Digital Twin Technology

1.5.2 Business in the Digital Age:

- Big Data Analytics
- Cloud Computing

- Cybersecurity
- Blockchain Solutions

1.5.3 Space to be Sustainable:

- Green IoT Solutions
- AI for sustainability
- Sustainable Big Data Analytics
- Energy Management System

1.6. Strategic Development & Solutions Areas:

1.6.1 Software Development Sections:

- Web Application Development
- Web Site/Portfolio Site Customization
- Online Point of Sales System (POS)
- eCommerce Application
- iOS & Android Application Development
- Flutter (Cross Platform) Application Development
- Artificial Intelligence Application Development
- Blockchain Application
- Voice application development
- Customize ERP Solutions

1.6.2 Network & Virtualization Sections:

- Network Diagram Readiness based on Company Demand
- Data Center Virtualization Solutions
- Network & Security Devices Configuration Services (Onsite & Remote)
- Virtualization Consultation, VMware, Nutanix, & Redhat OpenShift (Onsite & Remote)
- Switching and Routing Policy Implementation
- Onsite & Remote Maintenance Support Service

1.6.3 Security & Cyber Security Sections:

- Threat Recognition & Data Protection Solutions
- Confidential Information Leakage Countermeasures Solutions
- Vulnerability Assessment & Penetration Testing (VAPT)
- Secure VPN Solutions
- DDoS Attack Solutions
- Dark Web Solutions

1.6.4 Development Operation (DevOps) Sections:

- Application Deployment Architectural Design
- CI/CD, Docker and Kubernetes Solutions

- Application, Database, Computing & Storage Monitoring Solutions
- Application & Database (Active-Active, Active – Passive) Deployment Solutions

1.6.5 Cloud Solutions and Consultancy:

- Providing AWS, Azure, & Goggle Cloud Solution & Consultancy
- Managing Cloud Billing
- Providing cloud engineer as per demand

1.6.6 24/7 Support Service Sections:

- Dedicated Support Service Team
- Annual Maintenance Contract Service
- Dedicated Support service Number, WhatsApp messaging, and Ticketing System.
- 24/7 Call Number: (880) 1957244741,
- Other Meeting & Conference Systems: Google Meet, Chatwork, Slack, WeChat, Line Etc.

1.7. Strategic Objectives:

- To develop IR POS: A smart solution without a terminal and environmentally friendly. No paper usages
- Development of IR.AI: Seamless one-click automation for your business needs.
- To improve the VAT Management System, to contribute the smart Bangladesh.
- To digitize an easy bike automation system, to ensure the discipline of the urban transportation system
- To strengthen the organizational capacity for IR ERP
- To increase performance and service quality for IR E-Store
- To improve performance and service quality for IR HRM
- To develop the capacity of IR Ridesharing

1.8. Core Values:

Delivering Business Value

- **Innovation:** IT businesses should be at the forefront of developing and implementing new technologies that can improve efficiency, create new products or services, and give the business a competitive advantage.
- **Security:** Protecting data and systems from unauthorized access, use, disclosure, disruption, modification, or destruction is paramount.
- **Reliability:** IT systems and services need to be dependable and function consistently to avoid disruptions to core business operations.
- **Efficiency:** IT should help streamline processes and workflows, reducing waste and cost.

Fostering a Positive Work Environment

- **Customer Focus:** Understanding and meeting the needs of both internal and external customers is key. This might involve providing excellent technical support, user-friendly interfaces, and ongoing training.

- **Collaboration:** Encouraging teamwork and information sharing between IT staff and other departments leads to better solutions and a more cohesive work environment.
- **Integrity:** Acting ethically and with honesty in all interactions is crucial for building trust with clients and colleagues.
- **Continuous Learning:** The IT field is constantly evolving, so a commitment to ongoing learning and development is essential for IT professionals to stay relevant.

1.9. Code of Conduct:

- Integrity
- Honesty
- Transparency
- Promise to customers for best quality services
- Commitment to sustainability
- Digitalization and automation
- Professionalism
- Teamwork
- Good governance.

1.10. Message from the Chief Executive Officer (CEO):



IRINFOSYS LIMITED [Industrial Revolution Information Technology Company] was mandated by the relevant organization of the Government of the People's Republic of Bangladesh to provide the three key pillars of services (a) Digital Transformation Space, (b) Business in the Digital Age, & (c) Space to be sustainable, for the information & communication technology & software development industry. Apart from these, some of the public solutions, for instance IR.POS: "A smart solution, that doesn't require terminal and accessories to operate, which makes it environment friendly, focusing on green technologies"; IR.AI: Seamless one-click automation for your business needs; VAT Management System; Easy bike automation system; IR.ERP; IR E-Store; IR.HRM; & Ridesharing etc. The company board works closely with company administration as a guiding authority looking after all strategic areas of operation and giving proper guidelines emphasizing timely completion of ongoing activities and focusing on the necessary course of actions for further future development covering long and short-term goals and visions.

"On behalf of IRINFOSYS LIMITED, I would like to take this prospect to express my gratitude to all the industry leader's partners in information technology sectors like Dell Technologies, HPE; CISCO; Fortinet; Broadcom; NetApp; Veritas; Veem; Microsoft, etc. for their outstanding support to bring the company today's position. I also express my sincere thanks to the management and staff of the organization for their united efforts and commitment for which IRINFOSYS LIMITED was able to achieve praiseworthy successes" A big thanks to our AI research and development team for their continuous contribution to the technology industry.

MD. RAJU SHEIKH
CEO

1.11. IRINFOSYS LIMITED's Products and Services, Target Market, & Competitive Advantages:

We specialize in offering a diverse portfolio of IT products and services designed to meet the evolving needs of businesses in the overseas market. Our product range includes scalable cloud computing solutions, robust cybersecurity platforms, advanced data analytics tools, and customized software applications. Additionally, we provide comprehensive IT consulting, system integration, and ongoing support services, ensuring our clients receive end-to-end solutions tailored to their specific requirements.

The products are supplied with a high automation level, and accurate quality control process which ensures the performance of office/ products can fully meet the standards in the following areas:

- Software Development,
- Information and Communication Technology,
- Distribution,
- Outsourcing,
- Supply,
- Distribution,
- Import and
- Export.
- Artificial Intelligence and
- Internet Service Provider
- Network & Security Solutions
- Server, Storage & Virtualization

Products & Services:

- List your core offerings that combine IT expertise with AI capabilities. Here are some examples to get you started:
 - AI-powered data analytics platforms
 - Machine learning solutions for business intelligence
 - Intelligent automation tools for IT operations
 - AI-driven customer service chatbots
 - Secure cloud infrastructure for AI applications
 - Custom AI development services

Target Market:

Banking, Defense, Healthcare, Finance, Retail, Manufacturing (Domestic & Overseas), and E-commerce Industries.

Competitive Advantage:

- Highlight what sets your company apart in the IT and AI space. This could be:
 - A unique AI technology stack
 - Deep industry expertise

- Strong focus on data security and privacy
- Proven track record of successful AI implementations
- Agile development approach

1.12. IRINFOSYS LIMITED's Activities:

1.12.1. IRINFOSYS LIMITED's performed activities are in the following areas:

- Software Development,
- Information and Communication Technology,
- Distribution,
- Outsourcing,
- Supply,
- Distribution,
- Import and
- Export.

1.12.2. Activities in the area of Artificial intelligence (AI):

Besides these, Artificial Intelligence (AI) has the potential to be a game-changer in many sectors, offering a multitude of benefits. Here are a few areas where through our company AI is proving to be a true blessing:

- **Healthcare:** AI can assist doctors in diagnosing diseases earlier and more accurately by analyzing medical images and vast amounts of patient data. It can also help with drug discovery and the development of personalized treatment plans.
- **Manufacturing:** AI can optimize factory processes, predict equipment failures, and ensure quality control, leading to increased efficiency, reduced costs, and improved safety for workers.
- **Scientific Research:** AI can analyze complex datasets and scientific papers, accelerating discoveries in fields like material science and genomics. This can lead to breakthroughs in areas like medicine, clean energy, and space exploration.
- **Environmental Sustainability:** AI can be used to monitor environmental changes, predict extreme weather events, and optimize resource management. It can also play a role in developing sustainable energy solutions and mitigating climate change.
- **Education:** AI-powered tutors can personalize learning experiences for students, catering to their individual needs and learning styles. This can make education more accessible and effective for everyone.

1.12.3. Overseas Market Focus Activities:

IRINFOSYS LIMITED has a strategic focus on the overseas market, targeting businesses and enterprises in diverse industries. Our goal is to bridge technological gaps and foster digital transformation for organizations around the world. We understand the unique challenges faced by international businesses, and our solutions are crafted to transcend geographical boundaries, adhering to global standards and compliance requirements.

1.12.4. Global Reach:

With a commitment to excellence, IRINFOSYS LIMITED is positioned to serve clients across continents. We have established a global network of partnerships, ensuring localized support and a deep understanding of regional nuances. Our team of experts is dedicated to delivering not only superior products but also a seamless experience for our international clients, fostering long-term collaborations and mutual success.

IRINFOSYS LIMITED is poised to make a significant impact in the overseas IT market by offering a comprehensive suite of products and services. We are driven by a passion for technological innovation, a commitment to quality, and a vision of empowering businesses globally through transformative IT solutions.

1.13. IRINFOSYS LIMITED's Operation & Maintenance (O&M) and Quality Assurance:

IRINFOSYS LIMITED is a service-oriented company for IT products and services designed to meet the evolving needs of businesses in the overseas market. IRINFOSYS LIMITED's product range includes scalable cloud computing solutions, robust cybersecurity platforms, advanced data analytics tools, and customized software applications. Additionally, we provide comprehensive IT consulting, system integration, and ongoing support services, ensuring our clients receive end-to-end solutions tailored to their specific requirements.

The products are supplied with a high automation level, accurate quality control process which ensures the performance of office/ products can fully meet the standards in the following areas: (i) Software Development, (ii) Information and Communication Technology, (iii) Distribution, (iv) Outsourcing, (v) Supply, (vi) Distribution, (vii) Import, (viii) Export. (ix) Artificial Intelligence etc.

1.13.1. Common Tools and Technology for Operation & Maintenance (O&M):

Task		Skill Sets
Common Tools & Technology (For All Projects)		
Total Developer	:	30 Nos
Project Management	:	Jira, Redmine, Trello
Business Analysis	:	IBM Rational DOORS, Axure RP, Lucid chart
Source Code Management	:	Bitbucket, Github, Gitlab
Testing Tools	:	OWASP ZAP, Selenium, Cypress, Postman, Newman, POM, VS Code, Eclipse,

		Jmeter, JUnit
Release Tools	:	Jira and GitHub Sprints Base Versioning
UI/UX	:	Figma, AdobeXD
Code Pipeline	:	Bitbucket, AWS, Jenkins
Reporting Tools	:	Microsoft RDLC Report, Crystel Report, Report Builder /HTML report, Oracle Reporting BI
Documents	:	Confluence, Swagger, ReDoc, Sphinx, MkDocs, MS Word, MS Excel, PPT
Tools & Technology for Website		
Dev. Number	:	3 Nos
Frontend	:	React, Angular, JavaScript, jQuery
Backend	:	Nodejs, Java, Php, ASP.net
Databases	:	MySQL, PostgreSQL, MongoDB, Oracle
Frameworks	:	Nextjs, Spring Boot, Laravel
Tools & Technology for Web Application		
Dev. Number	:	7 Nos
Frontend	:	React, Angular, JavaScript, jQuery
Backend	:	Node, PHP
Databases	:	MySQL, MongoDB, PostgreSQL, Oracle
Frameworks	:	Next.js, Nest.js, Laravel, Express.js
Tools & Technology for Desktop Application		
Dev. Number	:	2 Nos
Frontend	:	ASP DOT NET MVC, JavaScript, jQuery, Angular
Backend	:	C#, C++, .NET, Entity Framework

Databases	:	MS SQL Server, Oracle
Frameworks	:	DOT NET Framework
Tools & Technology for Mobile App (Android-Native)		
Dev. Number	:	2 Nos
Frontend	:	XML
Backend	:	Kotlin
Databases	:	Room
Frameworks	:	Android Native
Tools & Technology for Mobile App (iOS-Native)		
Dev. Number	:	2 Nos
Frontend	:	SwiftUI, UIKit
Backend	:	Firebase, Laravel, Spring Boot, NodeJS
Databases	:	MySQL, Oracle, PostgreSQL, MongoDB
Frameworks	:	Combine, URLSession, Alamofire, CoreData
Tools & Technology for Mobile App (Flutter)		
Dev. Nos	:	2 Nos
Frontend	:	Flutter
Backend Language	:	Dart
Databases	:	SQLite
Frameworks	:	Flutter
Tools & Technology for Image Processing Application		
Dev. Number	:	1 Nos

Frontend	:	React Js, Angular Js, Type script
Backend	:	C++, Python, Java
Databases	:	MongoDB, PostgreSQL, MySQL
Frameworks	:	Spring/Spring Boot, JAI, Django, Flask, OpenAI, OpenCV, SimpleTK, Mahotas, ImageJ, BoofCV, Scipy and Scikit-Image, VTK, OpenImageIO, Pillow, Tensorflow, Keras, Pandas, YOLO, PyTorch and other ML framework.
Tools & Technology for Artificial Intelligence Application		
Dev. Number	:	5 Nos
Frontend	:	JavaScript
Backend	:	Python, Java, C++
Databases	:	MySQL, Oracle, PostgreSQL, MongoDB, Apache Cassandra
Frameworks	:	Flask, Django, FastAPI, Spring boot, React, Angular
Tools & Technology for Blockchain Application		
Dev. Number	:	2 Nos
Frontend	:	JavaScript
Backend	:	Solidity, Java, C++
Databases	:	PostgreSQL, MSSQL, MySQL, MongoDB, Casandra
Frameworks	:	Ethereum, Corda
Research & Development		
Research Number	:	3 Nos
Areas	:	New Product development, Idea Creation, Invention, Analysis,
Machine Learning (ML)		
Dev. Number	:	1 Nos

Frontend	:	JavaScript, React, Angular
Backend	:	C, Java, C++, Python
Databases	:	PostgreSQL, MSSQL, MySQL, MongoDB, Casandra
Frameworks	:	TensorFlow, Apache Spark Mllib, PyTorch

The operation and maintenance services are open 24x7 hours for the service of the customers. The operation team is ready to serve the growing demand.

1.13.2. Products & Services for the information technology solutions:

Networking & Security Solution:

- CISCO
- Fortinet
- Palo Alto
- Juniper
- ZTE
- Huawei
- H3C

Computing & Storage Solution:

- Dell
- HPE
- Commvault
- Veritas
- NetApp

Virtualization Solution:

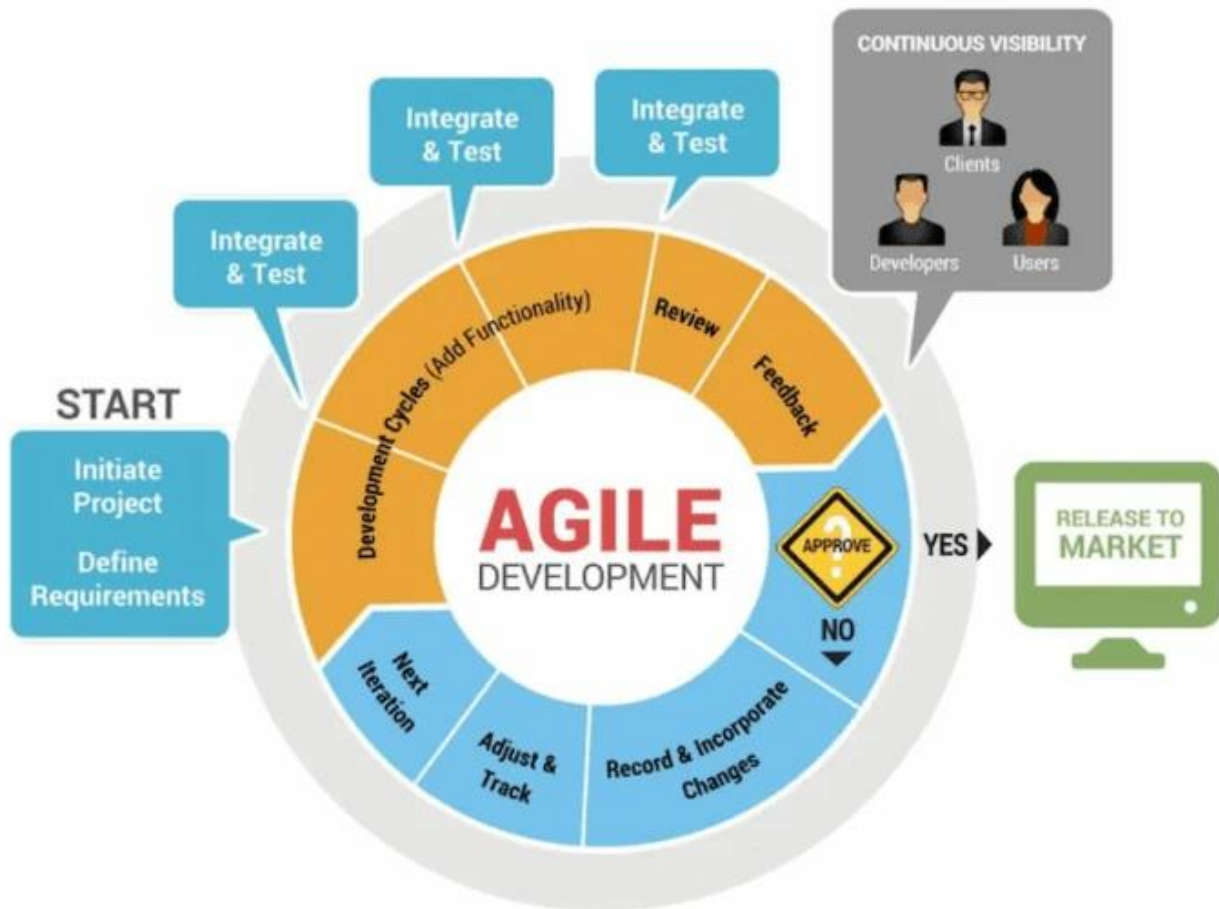
- Microsoft
- VMware, By Broadcom
- Nutanix
- Huawei

Data Center Items:

- Vivanco, Vericom
- Rosenberger
- Prose
- CommScope
- Corning

1.13.3. Products Standards:

1.13.4. Quality Management System:



1.14. Research and Development (R&D) of IRINFOSYS LIMITED:

As per demand, IRINFOSYS LIMITED is increasing its attention on Research and Development to cope with the challenges of the rapidly growing industrial revolution through artificial intelligence, machine learning, and Robotic Engineering. Our main strength is research and development for technology adaptation, which will spread to the different industries for maximum output and create scope for skilled people.

1.15. Planning, Monitoring, and Evaluation of IRINFOSYS LIMITED:

Planning:

The Planning wing of IRINFOSYS LIMITED is involved in preparing short-term plans (STP) and long-term plans (LTP) for service provision infrastructure and other development. This includes assessing the current and future needs of customers, identifying areas under expansion and improvement, and formulating strategies for implementing the plan.

Monitoring:

It monitors the progress and performance of various developmental activities implemented by IRINFOSYS LIMITED. This involves regular monitoring of product quality control measures.

Evaluation:

It evaluates the impact and efficiency of IRINFOSYS LIMITED's activities and programs.

1.16. Accounts and Finance of IRINFOSYS LIMITED:

IRINFOSYS LIMITED upholds the values of transparency, accountability, and good governance.

1.17. Achievements of IRINFOSYS LIMITED:

IRINFOSYS LIMITED is currently capable of producing Websites; Web Applications; Desktop Applications; Mobile App (Android-Native), (iOS-Native), (Flutter); Image Processing Applications; Artificial Intelligence Applications; Blockchain Applications; Machine Learning (ML), etc. **The company is introducing modern technology in industries.**

1.18. Awards and Recognitions:

1.18.1. Membership Award:

- BASIS
- ISO 9001:2008

1.18.2. Recognition:

- Research & Development Award By BASIS, Contribution to AI Industry
- IR-POS, A paperless point of sales application, where the seller can sell & and buy himself in real-time, with no seller interaction required. A recognition from BASIS

1.19. Website of IRINFOSYS LIMITED:

IRINFOSYS LIMITED established a website in the year 2024. The engineers' team operates and updates the website.

1.20. Policies of IRINFOSYS LIMITED:

1.20.1. Conflict of Interest Policy:

IRINFOSYS LIMITED respects the rights of its employees regarding activities outside their employment that are private, and which do not conflict with or reflect adversely upon IRINFOSYS LIMITED. Similarly, employees are asked to refrain from any activity that would negatively impact IRINFOSYS LIMITED or its ability to do business in Bangladesh and abroad.

Examples of areas of possible conflict of interest / unethical business practice include: -

- Accepting gifts, other than those of nominal value
- Have any travel, living, or entertainment expenses paid for themselves or members of their families by any person, organization, firm, or corporation currently doing business or seeking to do business with IRINFOSYS LIMITED.

- Undertaking any personal financial dealings with any individual or business organization that furnishes goods, property, or services to IRINFOSYS LIMITED. This includes arrangements to receive loans (other than bank loans), commissions, royalties, property shares, or anything of value.
- Accepting any payment for writing, speaking, or other services from another work organization that is a normal part of the employee's employment with IRINFOSYS LIMITED except as explicitly stated in the policies and procedures of the organization.
- Misusing privileged information or revealing confidential data to outsiders.
- Using one's position in the organization or knowledge of its affairs for outside personal gain.
- Employees need to make known any affiliation they have with an actual or potential supplier of goods or services, recipient of grant funds, or organization with competing or conflicting objectives.
- Employees must absent themselves from discussions and decisions on issues where a conflict of interest exists or may exist.

1.20.2. Human Resource Policy:

IRINFOSYS LIMITED does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic origin, age, or disability in its policies, programs, or activities. It is the policy of IRINFOSYS LIMITED to offer employment opportunities to the person deemed most suitable for the job following the selection process regardless of any of the above factors. IRINFOSYS LIMITED seeks to promote gender balance at all levels within the organization and recognizes that the socio-cultural environment often places women at a disadvantage. Therefore, IRINFOSYS LIMITED will ensure that women are considered for all new positions or opportunities for promotion.

Recruitment policies are established to ensure that the best available candidates are considered for available vacancies. These policies seek to ensure openness in developing criteria and in the process of identifying qualified candidates and selecting new staff. Recruitment is based on qualifications, skills, and experience for the tasks defined in a job description. Applications are verified to ensure that the candidate possesses the educational qualifications, training, language capability, and experience to perform the duties of the position. Applications may be tested for a specific skill (e.g. driving, engineering, linguistic ability) before an appointment.

A vacancy advertisement is prepared, posted inside IRINFOSYS LIMITED offices, advertised in local newspapers, and sent to relevant organizations that may know of appropriate candidates. The advertisement will specify the general skills and experience required, and request candidates to send IRINFOSYS LIMITED the CV and contact information. Supporting documents may also be requested.

Candidates selected for the interview will be informed in writing of the date, time, and venue of the interview and if there will be any additional tasks or tests expected of them. Interviews with the short-listed candidates are scheduled and carried out by the interview panel. References are checked, skills tested, and additional documentation reviewed as

appropriate. The interview panel informs the Chief Executive Officer (CEO) of the candidate recommended for appointment.

To ensure transparency all documentation related to each recruitment process will be retained for 3 months in case of appeal by any of the candidates or for audit purposes by a customer. Paperwork relating to the successful candidates will be kept in their personnel file. IRINFOSYS LIMITED will maintain personnel files and records on all staff. The files will be kept in a locked space, and there will be limited access to these files and records. Staff may view their files only in the presence of the Chief Executive Officer (CEO)/ Director.

Normal Working Hours and Lunch Time

1. Except where otherwise specified, official office hours of operation are from 09.00 – 17.00 Sunday through Wednesday with a one-hour lunch break each day and from 09.00 – 14.00 on Thursday with no lunch break. This is equivalent to a 40-hour working week.
2. IRINFOSYS Limited will operate the office in the hybrid model, that model clearly states that approximately 2-3 days will be the home office. We want to motivate our employees in better ways, as we are output driven company, it doesn't matter wherever we are.
3. The period of the lunch break does not count as normal working hours and will be taken at a time agreed to by the employee's supervisor and must not commence before 12.30 am and must not conclude after 2.30 pm.
4. During Ramadan, the working hours will be from 09:00 hours to 16:00 hours.

Late Arrivals

1. Late arrival may be allowed up to 09:30 hours. More than two late arrivals in a month would result in the deduction of proportionate deduction of annual leave hours or monthly salary. Subsequent late arrivals will result in the deduction of one annual leave or one day's salary for each late arrival.

Attendance Register:

1. All employees will sign a daily attendance register showing the time of arrival & departure from the office. Staff who give proportionate time to different projects are encouraged to keep an individual monthly time sheet showing the percentage of time spent on different projects.
2. The guards' duties will be determined by a monthly roster, but they will also sign an attendance sheet.
3. Staff who are eligible for overtime shall record their extra hours worked on an overtime record sheet which must be verified by their supervisor. At the end of the month, the overtime record sheet will be forwarded to the finance section for payment.
4. The attendance register must be reviewed before salaries are paid. The Head of Finance and Admin will ensure that the employees sign the register regularly. If not, then he will inform the respective staff supervisor of

necessary action. The Head of Finance and Admin has the authority to deduct salary for the absent days as per register.

5. Overtime will be paid at a rate of 2 (**twice**) the normal basic hourly salary (without allowances) for any approved time worked more than their regular work hours during the working week or weekend and holiday
6. If a vehicle is used during an overtime period staff should note the time at the source and the destination.
7. Staff members who are required to work extra time, but are not entitled to overtime, may claim compensation time. Compensation time is intended to ensure that employees have adequate time for relaxation to avoid burnout and to deal with personal matters.
8. The employee's supervisor must approve any work outside normal office hours, for which an employee intends to request compensation time before the additional hours are worked.
9. Compensation time will be accrued by a staff member, subject to the above clauses, for overtime work of more than two or more hours at any one time or compensation for weekend work at the field or international meetings
10. Staff members who work during government-stated public holidays/weekends are entitled to compensatory leave for the days.
11. Employees are encouraged to take compensation time as soon as possible after working the extra hours, and generally within 60 days or alongside a festival or annual leave.
12. Extra hours worked and compensation leave taken will be recorded in the attendance register/timesheet and closely monitored by managers. Supervisors should try to ensure that staff members are not required to put in extensive extra time without the opportunity to take some time off.

Official Closures:

Except where otherwise specified, the official office opening hours are from Sunday through Thursday (half day – 9:00 to 2.00 pm).

It is recognized that the Chief Executive Officer may officially delay opening, close early, or close for the entire day due to unplanned events that prevent employees from performing their jobs (e.g., inclement weather, sustained power failure, fire, political unrest, etc.). CEO/ Director will keep the Buyers/ Donors /external interest groups informed if unplanned events merit office closure for longer than a few hours.

IRINFOSYS LIMITED's salary structure will be periodically reviewed and adjusted to reflect the cost of living. The Cost-of-Living Adjustment (COLA) may be given at a flat rate to all employees. The rate of COLA is to be decided considering the proper documentation of increased price index, devaluation of Taka, etc. It will be paid at a maximum of 10%.

Taxes:

By national legislation, IRINFOSYS LIMITED will deduct statutory income tax at source from employees' monthly salaries. Each employee will be provided with a monthly pay slip showing the amount of deductions from his/her salary for tax purposes. IRINFOSYS LIMITED will submit the full amount of income tax deducted at salary source to the

government treasury and provide a copy of challans (prescribed form to deposit tax) to respective staff whose tax has been deducted. The deducted tax will be submitted to the government treasury once a quarter.

However, it is the responsibility of the employee to return their submission of annual tax deduction and obtain clearance from the National Board of Revenue. Any staff who wishes to receive a tax rebate from the Government of Bangladesh needs to directly submit all their supporting original documents, medical certificates, rental agreements, etc. to the concerned authorities. IRINFOSYS LIMITED has no responsibility in this regard and is not in a position to assist staff members in the preparation of their tax returns.

Health and Life Coverage:

Medical Benefits

IRINFOSYS LIMITED seeks to ensure that staff and their dependents receive appropriate medical care in case of illness or accident followed by Labor Law, Bangladesh. A medical benefit allowance is added to all employees' salaries @ 5% of the basic salary or a minimum of 300 taka. This payment is to assist in the provision of reasonable and necessary medical care for staff members and their dependents. IRINFOSYS LIMITED will provide medical insurance up to 1 lakh taka for all employees. IRINFOSYS LIMITED will pay 25% of the premium and the employee will pay 75% (**this is mandatory for all employees**). Subject to approval from the CEO and Chairman, IRINFOSYS LIMITED's contribution may increase to 50%. All staff members will be given a copy of the insurance policy coverage.

Public Holidays:

IRINFOSYS LIMITED will observe all government holidays declared by the government of Bangladesh.

Annual Leave

Annual leave is normally provided for two purposes:

- To allow employees an annual vacation period of extended leave for rest and recuperation.
- To provide periods off work for personal and emergency purposes such as weddings, funerals, and school examinations.

Smoke-Free & Drug-Free Environment

IRINFOSYS LIMITED will ensure, to the best of its ability, that staff will work in a smoking and drug-free environment. Employees are expected to report to work in a fit state to perform their duties. Employees reporting to work impaired by drugs or alcohol will be subject to disciplinary action and possible termination. Any supervisor or employee who suspects that an employee is impaired by drugs or alcohol should report the observed behavior to his/her immediate supervisor as quickly and discreetly as possible.

Employees found unlawfully manufacturing, distributing, dispensing or in possession of illegal drugs (as listed by the Department of Narcotics) will be subject to severe disciplinary action resulting in dismissal.

Smoking is prohibited in all IRINFOSYS LIMITED offices. Employees are asked to smoke outside such facilities.

Harassment:

IRINFOSYS LIMITED does not condone, nor will it tolerate harassment or discrimination on account of race, age, sex, religion, national origin, sexual orientation, or disability of any employee by another person in the workplace.

IRINFOSYS LIMITED prohibits any form of retaliation against an employee for filing a complaint under this policy or for participating in the investigation and disposition of a complaint under this policy. If IRINFOSYS LIMITED has determined that an employee has willfully provided false information regarding a complaint, disciplinary action may be taken against that employee.

An employee who experiences a harassing or discriminating situation, the employee must express his/her disapproval to the person(s) involved. If he/she does not feel comfortable approaching the individual(s), the employee should immediately contact his/her supervisor, and/or Executive Director to complete a report.

An employee report (verbal or written) should include the date(s), place(s), and a full description of the actions or omissions that the employee believes comprise the harassing or discriminatory conduct, as well as names of participants and witnesses to the alleged conduct.

Workplace Violence:

IRINFOSYS LIMITED does not tolerate any acts or threats of violence committed by or against employees. Any employee found to have violated this policy will be disciplined and possibly dismissed. IRINFOSYS LIMITED also will not condone any acts or threats of violence against IRINFOSYS LIMITED employees or visitors on IRINFOSYS LIMITED premises at any time or while engaged in business with or on behalf of IRINFOSYS LIMITED, on or off IRINFOSYS LIMITED premises.

Any employee carrying firearms or other weapons, concealed or otherwise, in IRINFOSYS LIMITED's offices will be subject to immediate disciplinary action up to and including dismissal.

All reasonable steps will be taken to review a prospective job candidate's background concerning a history of violence.

Code Of Conduct

Given the nature of IRINFOSYS LIMITED's work, employees may have access to confidential information about the internal operations of IRINFOSYS LIMITED or about other employees and clients. Employees are expected to exercise good judgment in safeguarding the confidentiality of the information and not disclose any information that would be considered private or personal to others outside of IRINFOSYS LIMITED.

Examples of confidential information include: -

- The details of an organization's budget or grants should not be discussed with other Organizations.
- Personal or medical information about staff or clients.
- Information about the internal affairs of IRINFOSYS LIMITED.

Anyone who is in doubt about whether a particular type of information should be considered confidential should discuss the matter with a director/ senior manager disclosing confidential information as listed above can lead to disciplinary procedures.

1.20.3. Child Protection Policy:

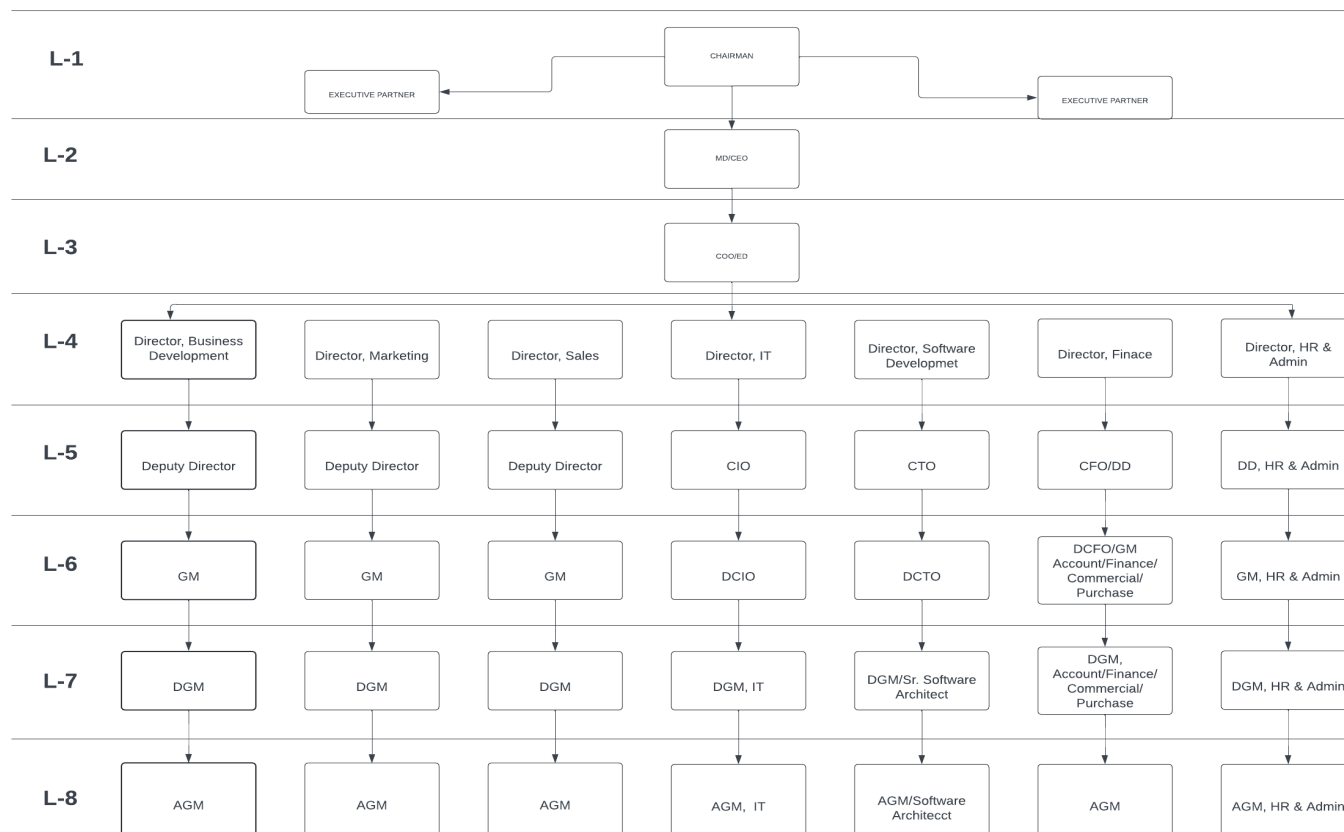
1. IRINFOSYS LIMITED is committed to promoting the rights of children including their right to be protected followed by Bangladesh Labor Law from harmful influences, abuse, and exploration.
2. IRINFOSYS LIMITED takes active measures to ensure children's rights to protection are fully realized.
3. IRINFOSYS LIMITED acknowledges its expectation that its employees and others who work with IRINFOSYS LIMITED have children's best interests at the heart of their involvement with IRINFOSYS LIMITED.
4. This child protection policy is IRINFOSYS LIMITED's statement of intent that demonstrates our commitment to safeguarding children from harm and makes clear to all in the organization who come into contact with us, what is required for the protection of children and that abused children in any form is unacceptable to IRINFOSYS LIMITED.

1.20.4. Social and Environmental Safeguard Policy:

Follow ADB's Safeguard Policy (SPS) 2009 with Environmental Law of Bangladesh, 1997.

1.21. Organogram of the organization:

IRINFOSYS ORGANIZATIONAL ORGANOGRAM



1.22. Company Board of Directors:

1.22.1 Investors & Stockholders:

SL	NAME	DESIGNATION	DEPARTMENT
1	SHIRIN SULTANA, BBA & MBA (WUB)	CHAIRMAN	BOARD MEMBER
2	MD RAJU SHEIKH, BSc. In CSE (CTL EURO), MBA (NSU)	MD & CEO	BOARD MEMBER & OPERATIONS
3	RYO ISHITANI	DIRECTOR & SPOKESPERSON	BOARD MEMBER
4	AMINUL ISLAM, GOVT. TITUMIR COLLEGE, AC	DIRECTOR	BOARD MEMBER & BUSINESS DEVELOPMENT

1.22.2 Advisor's Committee:

SL	NAME	DESIGNATION	DEPARTMENT
1	MD HANIFUR RAHMAN, BBA & MBA (DU)	ADVISOR	FINANCE & HUMAN RESOURCES
2	UTTAM KUMAR KAR	ADVISOR	VAT, TAX & CORPORATE AFFAIRS

1.22.3 Effort Sharing Directors & Stakeholders:

SL	NAME	DESIGNATION	DEPARTMENT
1	MD JAHIDUR RAHMAN	DIRECTOR	SOFTWARE DEVELOPMENT & AI DIVISION

1.22.4 Company Founders Members & Stakeholders:

SL	NAME	DESIGNATION	DEPARTMENT
1	ALAMIN HOSAIN	DGM	SOFTWARE DEVELOPMENT
2	RAZIB CHANDRA GHOSH	DGM	DO
	FAAD SHAHRUKH	AGM & HoPD	DO

THANK YOU, FOR BEING WITH US