
	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/32	Rev.: 1.3 Page #: 1 of 2
	Decorum for President's Office		

REVISION HISTORY			
REV	Description of Change	Author	Effective Date
1.0	Decorum for President's Office	Manasi Das	28-June-11

REFERENCE DOCUMENTS	
Document Number	Document Title

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POLICY STATEMENT:

Office decorum is an intermittent part of the organization, which each member needs to contribute his/her little to maintain. This in-fact becomes even more imperative when it comes to Front Desk. Therefore, everyone is requested to spend as minimum time possible at the Front office.

Moreover, our Front Desk is also integral part of the President's Office (PO). This makes it even more necessary to not only maintain silence but also follow a proper decorum while your brief stays in the PO premises.

Please be aware and careful of the following points while you are at it:

- No one should be in President's Office without any specific purpose, not even during lunch hours.
- Concerned participants for any meeting called for, are required to enter the President's Office only 5 min prior to the scheduled time.
- Do not wait at the Sofa if you find another meeting still continuing at the President's chamber. You will be called when the meeting is over. Please be at your w/s.
- Alternately, you can place a call to Ms. Madhusmita before leaving for the meeting, so that you don't waste time. However, do not expect Ms. Madhusmita to tell you how much longer will the prevailing meeting continue.
- Any important message which needs to be conveyed to the CEO should either be routed through Ms. Madhusmita over telephone or the person can call CEO directly.
- One can come to the President's office directly only if the issue is urgent and needs immediate attention. Even then, do not force to open the connecting door if it is closed; wait for Ms. Madhusmita Panda to report your visit to the President.
- Your voice should in no circumstances be overheard by meeting members. Keep your voice as low as possible.
- All people are required to keep their cell phones in vibration. Excluding M3 and beyond and EBG, nobody should receive your call inside the PO. Irrespective of grades everyone is requested to take your personal calls outside the PO