

Calendar Visibility Policy (Global)

15th November 2024

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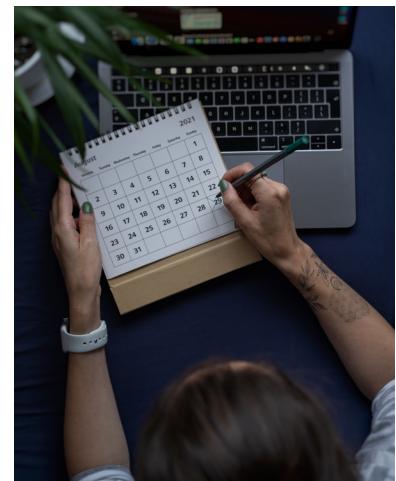
Date	Version	Author	Description
06.11.2024	1.0	Charu Singh	New Policy Document

Date	Reviewed/ Approved By	Designation
11.11.2024	Guchu Nathani	VP - Strategy and Operations



1. Purpose

The purpose of this policy is to ensure transparency and promote effective collaboration across the company by establishing guidelines around the visibility of calendar events. This policy aims to balance personal privacy with the need for team coordination and planning.



2. Scope

This policy applies to all employees, consultants, and interns with access to the organization's calendar system.



3. Policy Overview

As part of our efforts to maintain an open and collaborative work environment, we require that all employees keep their calendars visible to their team members and colleagues, with certain exceptions for privacy concerns. The goal is to ensure that everyone has access to relevant scheduling information to improve workflow, facilitate collaboration, and avoid scheduling conflicts.

4. Guidelines

4.1 Visibility Requirement:

Employees are expected to keep their calendars visible to others within the company. This means that the event details cannot remain hidden and should be visible to everyone in the company.



4.2 Private Events:

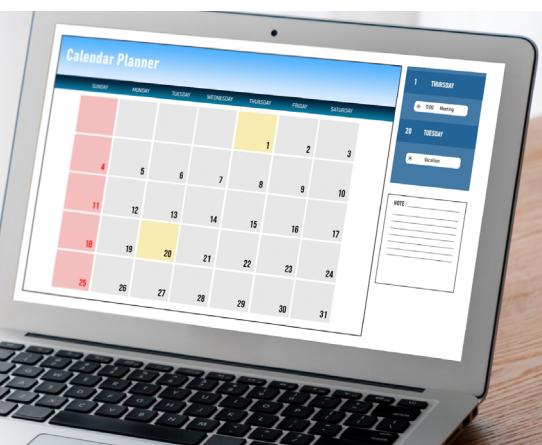
Employees may mark specific calendar events as private if there are personal or sensitive reasons for doing so (e.g., medical appointments, personal time, interviews and conflict of interests). These private events will not display event details to others, but the time slot will still be marked as “busy”

Please use this [link](#) to understand how to mark an event as private

How to unhide your calendar details - [link](#)

4.3 Full Calendar Hiding:

Hiding your entire calendar from others (i.e., marking all events as “Private” or “Hidden” or “busy”) is not permitted. Doing so hinders effective communication and scheduling within the team and creates unnecessary confusion.



5. Enforcement

Employees are expected to comply with this calendar visibility policy. Non-compliance may result in follow-up discussions with HR or management to address concerns and find appropriate solutions.

6. Exceptions & Special Considerations

If an employee has specific privacy concerns or unique circumstances requiring adjustments to their calendar visibility, they should contact HR to discuss and find a suitable solution.

Managers and team leads are encouraged to lead by example by maintaining transparent calendars and fostering open communication within their teams.

7. Conclusion

Transparency in scheduling is a key component of fostering collaboration and maintaining an organized work environment. We encourage employees to strike a balance between maintaining their privacy and being transparent about their availability to support seamless workflow across the company.

8. Non-Compliance

Regular audits will be conducted to ensure adherence to this policy and to address any emerging needs or misuse. Violations of this policy may lead to disciplinary actions, as determined by Human Resources.

9. Policy Review and Updates

This policy will be reviewed annually or as necessary to ensure compliance with business needs. Any revisions will be communicated to employees in a timely manner.

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