

<b>EMPLOYEE ACCOMMODATION GUIDELINES</b>
<b>LOCATION &amp; GENERAL SPECIFICATIONS</b>
Location/Distance from the hotel to be one to two kilometres only.
Separate accommodation to be provided for ladies and gents
Each HOD to be allocated a double sharing room with washroom
Team Leaders to be accommodated two to four to a room with one washroom for them as per the size of room
Associates to be accommodated four to a room (based on room size) with one washroom facility for 4 associates
Apartment to have adequate ventilation and sunlight
<b>APARTMENT SPECIFICATION</b>
Water filter to be provided
A full length mirror to be provided
Each washroom to be provided with a bucket and mug
Each accommodation to be provided with Broom, Dustpan and Mop to facilitate cleaning
Dustbins to be provided in each bedroom and the kitchen
Apartment should have space for drying washed clothes. Cloth dryer to be provided if required
All windows to be provided with curtains
Shoe rack to be provided in case provision is not available in the apartment
Lock and key to be provided for external and internal doors
<b>ROOM &amp; WASHROOM SPECIFICATION</b>
For HODs and Managers/Leaders - Each person to be provided with Single Bed with mattress
For Associates Bunk Beds with mattress to be provided
Each room to be provided with wardrobes (on sharing basis if room is occupied by more than one person)
Each room to have Clothes hooks for hanging of clothes
As per regional climate - Air Conditioners to be provided if possible for HODs and Managers
As per regional climate - Room Heaters to be provided in all bedrooms
In cold regions - Geysers to be provided in bathrooms
Each room to be provided a fan
Each room to be provided with one or two light fixtures as required - preferably tube lights
Each room to have minimum two plug points
Each room to be provided with wall clock
All washrooms to be provided with a washbasin with mirror
All washrooms to be provided with a towel/clothes rod
<b>ASSOCIATE SPECIFIC AMENITIES</b>
Each associate to be issued one pillow with pillow cover and one bed sheets
In cold regions, one blanket per person to be issued
<b>CHECKS &amp; UPKEEP PROCESS</b>
Staff accommodation Committee to be constituted. Members to be changed on a rotational basis every 3 months
Preventive Maintenance to be carried out once in six months.
Accommodation should be cleaned by the management once a week
Accommodation checks to be conducted by each Staff Accommodation committee member once a week
A Guardian who will be responsible for upkeep of the apartment to be appointed for each apartment from amongst the residents and this position to be on rotational basis
GM to visit the accommodation once in two weeks
Accommodation Committee to conduct a accommodation meet every fortnight for all associates residing in company accommodation and submit the MOM with action plan to Corp. HR.
Accommodation audits to be conducted by Unit Head Bi Monthly and by Senior Managers Corporate during their hotel visits