INSTRUCTION GUIDELINES

I.   Conference/Meeting Room Etiquette

Pre-Booking:

1. A meeting room or conference room needs to be reserved in advance to ensure its availability
2. The Govt. approved standard rate card of Cyberpark will be applicable
3. Each group is solely responsible for their meetings, including set-up, A/V equipment use, signage, food/beverage service, and clean-up. Please call the Park Office Admin or maintenance team before your meeting if you do not know how to operate the equipment available in each room.

Cancellation:

4. If you will not be using the room at the date and time reserved, please inform Park office Admin team or Client Services to cancel your reservation as soon as possible. Continuous non-cancellation of your reservation may result in denial of further use of the facilities.

Clean Up:

5. No food or drink is allowed in the seminar room. All table surfaces are to be cleared and wiped down after use. The conference rooms/meeting room should be left as you found them, including straightening chairs in the conference/meeting rooms.

II.   Campus Safety and Security Norms

1. Employees/Employers/Guests/Visitors are expected to cooperate with the security staff during check-in procedures and to deal fairly with security personnel
2. It is mandatory for employees to display their ID cards when entering the campus, if employee ID cards are not provided by the company, then visitor ID cards should be collected from the main entrance and returned when exiting the campus
3. Security inside the premises may require employees to show their ID cards on demand if Cyberpark / SEZ authorities ask for them
4. Smoking is strictly prohibited inside the building(s) – penalty of Rs. 5000 will be imposed on the company if their staff is found violating the rules.
5. It is strictly forbidden to carry or use alcohol and drugs on campus. For every incident reported, a penalty of Rs.5000/- to 10000/- will applied on the respective company if their staff is found in violation.
6. Vehicle entry stickers issued by Cyberpark are mandatory for all employee vehicles entering the campus. Failure to have it will result in restriction of entry to the campus/building.

7. Entering from the "No Entry" will also be penalized with a fine of Rs. 5000 per incident reported.
8. Employee / employer and guest should park their vehicles in the designated parking slots only or as instructed by security personnel. If the vehicles are wrongly parked, then the vehicle will be locked and will be released only upon clearing the fine/penalty of Rs.500/- to 1000/-

III.   Campus In-house Etiquettes

1. Common areas within the campus needs to be neatly maintained – All disposables to be dropped in the designated waste bin after use.
2. Food waste has to be disposed separately in the bins provided at main food court and not in any other bins.
3. Employees shall not cause any disturbance, annoyance, nuisance, damage to the properties or the peaceful functioning of units inside the campus
4. Employees should inform / handover any items lost / found in the campus at Cyberpark Park Office
5. As a measure to conserve electricity, employees are requested to turn off lights and air conditioning while not in use in their offices.
6. At Cyberpark, we provide a diverse work environment and ensure the safety and security of women. Employees who violate the code of conduct will face strict disciplinary measures. If there is any incident within the premises, employees can complain to 9895887708, a 24-hour emergency number. Ladies may also reach out to the helpline of Pink Police on 1515
7. It is advisable for employees to avoid driving rashly on campus and keep to the speed limit.
8. Any untoward incidents noticed on campus should be immediately reported to the employer / Cyberpark Park Office
9. Infrastructure-related complaints should be made via the Cyberpark complaint portal.
10. Companies performing maintenance/repair work should ensure that all waste or broken items are removed from the campus following clearance formalities through the park office administration and not allowed to store waste/broken items/construction materials or similar things inside the campus.
11. Material and equipment for building maintenance/repair as well as labour should only be used in the service lift, not the common lift available to IT employees and guests. The use of general lifts is strictly prohibited for any other purpose than personnel use.

In case of any emergencies, employees can reach out 24 X 7 emergency no. 9656941100.

Less Plastic More Life	In order to maintain Cyberpark as an eco-friendly campus, companies are requested to minimize plastic usage.