1. An employee needs to create a leave request through PLPS' request section at least one hour prior to the office start time in order for the respective day to be considered as informed leave.
2. It is recommended that the leave request is generated at least one day before and an employee should wait for the approval of their leave request unless there is an emergency case.
3. In case of planned leaves exceeding 10 days, employees must wait for the approval of their Project Manager who will reach a consensus after having a discussion with higher management.

SOP - Late Arrivals

Strict measures will be taken against late arrivals. You are advised to read and follow the below mentioned points carefully:

1. Please make sure that you reach the office on time.
2. Relaxation in terms of penalty will only be provided in case of two late arrivals, after that, you will be liable for the penalties.
3. Requests for late day removal will also not be entertained at all, even for a genuine reason.
4. Exceptions will be made for scenarios, where you have special orders from the company itself.

SOP - Presentation

1. After selecting a topic and making presentation, you will email the topic to HR with Date/time, Presentation Slides and Participants/Audience names.
2. HR will then send calendar invite on your behalf to the participants and will make sure that all the arrangements are complete by coordinating with Admin Department.
3. HR will double-check everything one day before the presentation and confirm it with Presenter.
4. After the presentation, a feedback form will be shared with participants, and its results will be shared with Directors.

SOP - Document Creation And Sharing

folder on your drive named ABC eCommerce. If there's no folder then ask your project manager to share folder with you.
2. Every single project manager should request director to create a folder of the project(s) they are overseeing on Google Drive.
3. If you're making any document like features estimation, QA report, workflow doc etc, it should be uploaded or created in same relevant folder.
4. Project managers should make sure that at least a copy of all docs is in relevant folder.
5. If a project hasn't started and you're making estimation even then create a folder of the project and put it in the drive.
6. Project manager should give "share access" to different team members according to the role. For instance, if you're putting credentials in folder, just give access to the one needs them. Otherwise keep access to yourself.
7. On PM tool, share doc URL. Fortunately, you can set the permission of docs as per your wish. To all or to specific persons etc.
8. All documents that we prepare in MS office can easily be converted to Google docs.
9. If someone doesn't know how to use Google docs, please ask them to consult their Project Managers.
10. Add an SOP in directors' SOPs that they need to create folders and share with project manager as soon as project starts.

SOP - Meetings

From now on, please use PL Google Calendar to invite participants for meetings. Here is how you can use it:

1. Open Google Calendar.
2. Open an existing event, or click “Create” and create a new one.
3. On the right, find the "Guests" section.
4. Start typing the name of the person and choose someone from your contacts. You can also type an email address to invite people who aren't in your contacts list.
5. When you're done editing your event, click Save.
6. When you save your event, an email invitation will be sent to your teammates.
7. After you've conducted/attended the meeting please send a Meeting Minutes email to all

Meeting Date & Time: MENTION THE DATE AND TIME HERE

Agenda: AGENDA FOR MEETING

Participants: LIST THE PARTICIPANTS NAMES HERE

Duration: THE DURATION OF MEETING IN MINUTES

Summary:

Point no 1.

Point no 2.

Action Items:

List the items here that needs to be addressed by Client or PureLogics.

These could be multiple points.

SOP - Project Records

1. When a new project starts, you need to place DB schema along with existing codebase in company's project repository.
2. Project manager or engineer (in case you have no project manager or are working alone) should update DB schema frequently and place it at Company's project repo.
3. Upon the closing of project, you must place latest updated DB schema in Company's project repository.

SOP - Office Assets

Please follow the below mentioned SOP related to company assets:

1. If any employee needs to take the laptop or any other company's asset to home for official use, then they must generate a request for the issuance of company assets via the request section in PLPS.
2. Please remember that all employees are expected to protect the company's assets and ensure their efficient use.
3. If any asset gets lost/damaged by an employee then they will be responsible to repair it or pay for the damages.

1. All company devices are kept in a digital drawer. When needed, you can ask admin for the password and log your entry with date and time upon taking the device. The form is available alongside the drawer. Please make sure to enter the date and time in the form when the device is returned.
2. If someone takes the device from you, please direct them to follow the same procedure for devices' return.
3. Bluetooth speakers should only be used in meeting rooms and no one is allowed to take them on their tables.
4. A heavy penalty will be imposed in case of missing the entries on log sheet.
5. If admin is not available then you can alternatively ask HR for the password.
6. If any of your device or gadget is not working, please use PL helpdesk to get it repaired or for replacement.
7. There's a heavy penalty if anyone takes other's stuff without permission.

SOP - Internet Activation on Test Devices

WiFi internet is available in all rooms for official use only. You can get it activated by admin department. Unofficial streaming and downloading, however, is strictly prohibited and fine can be imposed for violating this rule.

SOP - Client Gifts

1. If a client wants to send any device, gadget, or gift, please inform the director, engagement manager, and Admin. Admin Department will guide you about delivery instructions.
2. It is important that the company's name (PureLogics) is not used in the invoice sent alongside the gift.
3. The handler name should be Hassan Tariq.
4. The price of the item should be $5 to avoid any customs issues and clearance at custom.
5. For more instructions like delivery address or any other thing which you're not sure about, please meet the admin manager (Hassan Tariq) and get guidance.

SOP - Overtime Meal

original billing receipt to the admin manager within two business days from the availed date.

3. The maximum amount for reimbursement per meal per person is Rs. 500.
4. Reimbursement will be done by the end of the month and the amount will be added to employee's upcoming salary.
5. No money shall be given in lieu of meal.

SOP - Employment Identification Card

1. Employees need to show their card to the front desk officer as they enter office.
2. Employees need to wear their ID card in a visible manner at all times while in PureLogics' premises. This is now a mandatory requirement.
3. All employees will be issued only one photo identification card at one time.
4. If the employee gets promoted or any other designation change occurs , the old card will be returned to HR department immediately.

Lost/Damage of Employee Card:

1. Employee will need to create a helpdesk ticket under help topic (HR - Employee Card) for issuance of new Employee card.
2. Employees should report lost or damaged ID cards immediately to HR Dept. You will be provided a temporary card , that you are required to wear until your new card is handed over to you.
3. In case of card is lost or damaged, Rs. 300/- as fine will be charged to the employee.
4. ID cards that are replaced due to normal wear and tear, department change, name change, or lost/damaged due to a work incident will not be assessed a replacement fee.
5. The card must be presented and/or surrendered upon demand by PureLogics; failure to do so, or lending the card to anyone, is considered misuse and may subject the holder to disciplinary action.

Upon Designation Change:

1. If an employee's designation is changed or updated, the employee shall generate a helpdesk ticket for a new Employee Card through Helpdesk.
2. HR will be responsible for handling any request related to issuance of Employee card.

Upon Resignation:

1. Upon resignation, the employee must return their ID card to HR Department on last working day during exit interview.

Identification Card Holder Responsibilities:

1. Do not lend your ID to anyone.
2. Do not allow unauthorized individuals into any secure areas.
3. Do not leave ID on dash of vehicle or other locations where exposed to extreme temperatures or theft.
4. Do not fold, bend, pry open, or mutilate your ID.
5. Do not use your ID improperly.
6. Do not leave your ID unattended.
7. Immediately notify HR Department if your ID is no longer in your possession.

SOP - Client Interview

Operational Side

1. Make sure your Mic/Headphones are in working.
2. Make sure your camera is working.
3. Your internet connection is seamless.
4. You are sitting in isolation with no background noise.
5. You check-in timely.
6. Regardless of the tool being used for interviews, make sure you are logged in with your user name and ideally a decent photo.

Preparatory Side

1. You are able to give brief info about yours. Practice it a few times to make yourself more fluent.
2. You are clear about the position you are interviewed for. If not, do ask your Line Manager/Relevant Person.
3. Prepare well for your interview.

5. Do not ask silly questions OR anything that should be understood.
6. You should be clear in your expressions, speak slowly but you should be making an impact.
7. Try to end your session with a polite and thoughtful note to leave a good impression.

SOP - Standard Email Template

Subject: Task Updates - Date Stamp (mm/dd/yyyy)

Hi Client_First_Name,

Today I did the following:

1st task title from PM tool - [Status] [Time Spent]

2nd task title from PM tool - [Status][Percentage] [Time Spent]

3rd task title from PM tool - [Status][Percentage] [Time Spent] and so on.

Tomorrow's priorities:

Task title

Task title

Questions:

First Question

Second Question

Third Question

Working Hours: xx hours

%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%

There are only two statuses. First is "Done" and second is "In Progress". If task is in progress then please mention percentage. Time for each task is optional.