Employee Induction Rules and Daily Workflow Guidelines

1. **Daily Stand-up Call:**

   - Time: 9 AM every morning.
   - Purpose: Discuss daily tasks and any issues from previous days.

2. **Closing Call:**

   - Monday to Thursday: 5:30 PM on Google Meet (Link 1).
   - Friday: 5:00 PM on Google Meet (Link 1).

3. **WhatsApp Group, Daily Tasks, Code Push:**

   - The WhatsApp Group contains the daily task list form and leave record form.
   - Employees must fill in the daily task list *every day before logging off*.
   - All code must be pushed to Git *daily before leaving*.

4. **Leave Rules:**

   - Types: Medical leave, casual leave, half-days.
   - Employees must fill out the leave record form before taking leave or upon return.
   - Email the manager for leave approval before the leave.
   - Notify on WhatsApp at least one day before the leave.
   - Pre-planned leaves should be informed at least seven days in advance.

5. **Email Communication & Work Email Usage:**

   - Use only the official Brity work email for internal communication.
   - Do not use personal email for work-related correspondence.

6. **MeraMonitor App:**

   - Turn on at 9 AM every morning and turn off after work is done.
   - During lunch break (1 to 2 PM), pause the app.
   - Always use the work mode for easy pausing and starting.

7. **Contact Information:**

   - All employee emails are shared in the WhatsApp group description for easy connection.