

## Standing Office Timings and Procedures - Version 1

### **Office Timing :**

The office hours are from 10:00 am to 6:00 pm, Monday through Friday.

### **Login Time :**

All employees must log in during the specified time window, preferably between 10:00 am and 10:15 am. Prompt logging in ensures a seamless start to the workday and promotes efficient coordination among team members. Failure to log in on time without prior notification will result in a deduction of a full day's salary.

### **Morning Break :**

A brief morning break is scheduled from 11:45 am to 12:00 pm. During this time, employees are encouraged to take a short break, refresh themselves, and recharge for the remainder of the day's tasks.

### **Lunch Break :**

The lunch break is scheduled from 2:00 pm to 3:00 pm. Employees are expected to utilize this time for lunch and any personal tasks they may have.

### **Evening Break :**

An evening break is provided from 4:15 pm to 4:30 pm. This short interval allows employees to unwind briefly before wrapping up their tasks for the day.

### **Logout Time :**

All employees are required to log out promptly at 6:00 pm. This ensures compliance with the designated office hours and facilitates proper time management for both individuals and teams.

### **Meeting Minutes :**

Attendance at the meeting minutes is compulsory for all participants, as it carries substantial significance. Meetings are held every Monday and Thursday each week.

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