



VJC OVERSEAS

HYDERABAD – BENGALURU

Office Policies and Ethics

1. Office Timings

- **Standard Working Hours: 10:00 AM – 7:00 PM**
(No shift system like in manufacturing units)
- **Breaks Included:**
 - Two tea breaks: 15 minutes each
 - One lunch break: 30 minutes

Minimum Working Hours Requirement

- If total working hours are **less than 8 hours**: Marked as **Half Day Absent**
 - If total working hours are **less than 4 hours**: Marked as **Full Day Absent**
 - **No reasons will be allowed or accepted** for working less than the required hours
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2. Late Login Policy

- **Permitted Late Logins:** Maximum of 6 per month
 - **Grace Time:** Up to **10:15 AM**
 - **After 10:15 AM:** Will be considered **Half-Day Absent** (No exceptions)
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3. Half-Day Attendance Criteria

To qualify as a **Half Day Present**, the employee must be available during **either** of the following time slots:

- **10:00 AM – 2:30 PM**
- **2:30 PM – 7:00 PM**

Unacceptable examples:

- Logging in at **10:30 AM** and leaving at **3:00 PM**
- Arriving at **2:00 PM** and leaving at **6:00 PM**

4. Misuse of Time After Login

- Employees are expected to start work immediately after logging in.
- Activities like freshening up, socializing, or loitering post-login will be considered a misuse of time.
- Violation will result in being marked **Half-Day Absent**.

5. Break Timings & Department Presence

- Departments **must not** take breaks collectively.
- At least **one person per room/department** must remain present at all times to handle:
 - Incoming phone calls
 - Client walk-ins

6. Leave Policy

Sudden Leave:

- Will be marked as **1+1 Day Absent** (i.e., the day of absence + one additional day as penalty)

Leave Extensions:

- Treated under the same **1+1 Rule**

Medical Emergency:

- Submit a **valid prescription or hospital receipt**
- Failing to do so will lead to application of the **1+1 Policy**

Saturday/Monday Leave Abuse:

- Taking frequent leaves on **Saturdays or Mondays** is **strictly not allowed**
- If more than **1 leave per month** is taken on a Saturday or Monday, it will be marked as **1+1 Absent**
- This applies to **both full-day and half-day leaves**

7. Mobile Phone Policy

- **Personal mobile phones are strictly prohibited** at work desks
- Reason: Misuse involving client data and excessive personal use during work hours
- Phones must be deposited at the **reception** before entering the work area
- **Sireesha** will handle collection; in her absence, everyone must cooperate

In Case of Emergency:

- You may request your phone during breaks from the front desk

Violation Consequences:

- Treated as a **serious and punishable offense**

8. Dress Code Policy

- **Monday to Thursday: Full Formal Attire is Mandatory**
- **Friday and Saturday: Semi-Formals Allowed**
- **Shoes are mandatory every day** – no exceptions
- **Failure to follow the dress code** (without prior approval or valid reason) will be treated as **1 Full Day Absent**

9. Posting Logs on Behalf of Others

- **Strictly Prohibited:** Posting attendance logs, break logs, or any system entries on behalf of another employee
- **If found,** both the person **posting** and the person **on whose behalf it was done** will be marked **Full Day Absent**
- No exceptions or justifications will be entertained