

Srijan Enterprise - Rules, Regulations, and Guidelines

Introduction

Welcome to Srijan Enterprise. This document provides a detailed explanation of the rules, regulations, and guidelines that govern our company. It is mandatory for every employee to adhere strictly to these policies. (Detailed explanation point 1)

Welcome to Srijan Enterprise. This document provides a detailed explanation of the rules, regulations, and guidelines that govern our company. It is mandatory for every employee to adhere strictly to these policies. (Detailed explanation point 2)

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Code of Conduct

Employees are expected to maintain professionalism, integrity, and respect in all internal and external communications. Unethical practices such as harassment, dishonesty, or discrimination are strictly prohibited. (Detailed explanation point 1)

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Attendance and Leave Policy

Employees must maintain punctuality and regular attendance. Leaves must be applied through the HR portal at least 3 days in advance except in emergencies. Unauthorized absence will lead to disciplinary action. (Detailed explanation point 1)

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Workplace Behavior

Employees must maintain discipline and avoid disruptive activities. Use of abusive language, violence, or intoxication during work hours will result in strict consequences. (Detailed explanation point 1)

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Technology Usage Policy

Company laptops, internet, and email accounts must only be used for official purposes. Any misuse for personal entertainment, illegal activities, or sharing confidential information is prohibited.

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Data Privacy and Confidentiality

All company data, client information, and internal documents are confidential. Employees are forbidden from disclosing any sensitive information without management approval. (Detailed explanation point 1)

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Performance Management

Employees will undergo periodic performance reviews every 6 months. Promotion, incentives, and bonuses are tied to performance ratings. (Detailed explanation point 1)

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Disciplinary Actions

Violation of company policies will lead to written warnings, suspension, or termination depending on severity. (Detailed explanation point 1)

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Health & Safety

Employees must follow all safety guidelines within office premises. Emergency exits, first aid kits, and fire safety equipment locations must be noted by every employee. (Detailed explanation point 1)

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Training & Development

Employees are required to participate in mandatory training sessions, including technical upskilling, communication workshops, and compliance programs. (Detailed explanation point 1)

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Grievance Redressal

Employees can approach the HR department in case of disputes, harassment, or workplace issues. Anonymous complaints can also be lodged through the HR portal. (Detailed explanation point 1)

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Equal Opportunity Policy

Srijan Enterprise is committed to providing equal opportunities irrespective of gender, religion, caste, or disability. (Detailed explanation point 1)

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Remote Work Policy

Employees working remotely must log in during office hours, attend all virtual meetings, and ensure availability. Work-from-home is a privilege, not a right. (Detailed explanation point 1)

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Dress Code

Formal attire is mandatory during working hours. Fridays are casual dress days unless stated otherwise. (Detailed explanation point 1)

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Expense and Reimbursement Policy

All claims must be submitted with receipts within 15 days of expenditure. Any fraudulent claims will lead to disciplinary action. (Detailed explanation point 1)

All claims must be submitted with receipts within 15 days of expenditure. Any fraudulent claims will lead to disciplinary action. (Detailed explanation point 2)

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Conflict of Interest

Employees must avoid situations where personal interests conflict with company interests.
Disclosure of potential conflicts is mandatory. (Detailed explanation point 1)

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Intellectual Property Rights

All ideas, software, and products developed during employment remain the intellectual property of Srijan Enterprise. (Detailed explanation point 1)

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Exit Policy

Employees must serve a notice period of 60 days before resignation. All company assets must be returned before full & final settlement. (Detailed explanation point 1)

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