

# RULES AND REGULATIONS

(VERSION 1 OF 2017)



CORPORATE OFFICE- BENGALURU

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To be circulated strictly with the permission of Management committee

The Rules and regulations formulated herein (herein after referred to as Rules) come into force with effect from 1<sup>st</sup> August 2017.

The Rules shall be applicable to all employees of Campus Students Communities Private Limited(abbreviated as CSC PL) appointed to work in the corporate office situated at 33/5,National High School Road ,VV Puram, Bangalore.

## **CODE OF CONDUCT**

The Management expects its employees of CSC PL to achieve and maintain a high standard of ethics, professional conduct and work performance to ensure maintenance of high reputation with all internal and external stake holders.

The code is established to ascertain organizational values- Integrity, honesty, conscientiousness, compassion, courtesy, fairness and respect.

## **ATTENDANCE**

Each employee is expected to be punctual.

The standard work schedule will be from 10 A.M. to 6:15 P.M. with half an hour Lunch Break during all Mondays to Fridays and working Saturdays(2<sup>nd</sup> and 4<sup>th</sup> Saturdays being Off days). It is mandatory for each employee to register his/her attendance via Biometric attendance system.

## **OPENING AND CLOSING OF OFFICE**

One of the Assistant Managers shall be entrusted with the responsibility of opening the office at least 45 min earlier than the opening time and closing it after office hours. He/she shall be responsible for utmost hygiene and cleanliness of office for the period of She/he being entrusted with the aforesaid duty for the entire month. He/she shall be reporting to VP CEO Office, whose review can be done from time to time.

## **DRESS AND APPEARANCE**

CSCPL is a well-recognised and respected. We project a respectable image of our company to our clients. Employees must therefore ensure that their appearance is neat, clean and appropriate for their particular area of work. A high standard of personal hygiene is expected at all times.

Where a uniform is provided, it must be worn in accordance with the company's requirements. When wearing a uniform to and from work, employees are expected to conduct themselves in a responsible and professional manner. The management is responsible for determining the dress code appropriate to the environment while the management can make exceptions for medical purposes.

Professional dress code is defined as:

- Men - Formal Trousers and shirts
- Women - Saree, Salwar, Formal Trousers and shirts and others which can be termed formal

The staff provided with Uniform as per their respective profile will have to compulsorily wear uniform every day.

## **HYGIENE AND CLEANLINESS**

The employees must maintain good hygiene at the workplace this includes cleanliness in dressings, manicure, pedicure, neat hairdo, proper shaving in case of male employees.

Employees must keep their working area neat and clean and use the services and facilities provided. No litter/languishing of any article to happen

## **CULTURE**

All employees are expected to have a sense of serious responsibility towards their job being entrusted. They must maintain good public relation as also exhibit willing and cooperative attitude towards colleagues, customers, visitors and all co

workers. All employees must discourage the practice of starting or spreading rumors and to refrain from being a party to such actions. All employees must maintain confidentiality and non disclosure policy to the highest order.

The employees are expected to conduct their personal affairs in a manner that does not adversely affect the company's integrity, reputation or credibility.

### **INVENTORY**

All necessary inventories for the office/office up keep are to be maintained properly.

The person responsible for the inventory must report to his superior in case of any deficit/damage well in time so as to avoid any inconvenience.

### **AESTHETICAL APPEAL**

The World is changing fast and hence the offices also bear an aesthetic look, CSCPL not being any different. The office should exhibit sound taste following our corporate color matches. All employees are welcome with their suggestions for further improvements in the aesthetical values of the office.

### **HOLIDAY/LEAVE/IN-LIEU**

All employees shall be entitled for holidays declared by HR department from time to time, each calendar year. They are also covered under leave policy as applicable under Service Rules of CSCPL. The Management reserves the right to accept/reject any leave applied. All employees must before going on leave inform his/her reporting officer about the person to whom He/she as entrusted the job to be performed in absentia.

## **MAINTENANCE**

The corporate office must appear to be the model of all offices of CSCPL. It is expected that all employees shall participate in the well being and proper upkeep of the corporate office. The person responsible for maintenance must be very careful in proper maintenance of the office and any lapse shall not be tolerated.

## **REVIEW POLICY**

Review of all the nine major departments shall take place on a weekly basis as per following schedule.

Monday - HR , IT.

Tuesday – Business Development, Activity -Events.

Wednesday – F&B, Legal.

Thursday – O&M, Project management.

Friday – Accounts, Admin.

The Navratnas must submit their reports as per work schedule in person to the Management Committee without fail.

Their review will take place on the function of their respective departments in the previous week and previous quarter and a planning for the coming week and current/next quarter.

Each Navratna is expected to have a clear road map for the entire current financial year starting from April 2017 to March 2018.

## **GUEST HOUSE USAGE**

Employees at offshore locations on a short visit to corporate office shall be allowed to stay at the corporate office guest house. This facility will be provided free of cost. No employee located at the headquarter nor His/her relatives shall be allowed to stay in the guest house.