**Code of Conduct**

1. Work hours for SPS attendees are from 9:00 AM to 5:30 PM Monday to Saturday. Attendees are advised to be present in their dedicated workstations during the work hours.
2. Attendees are not allowed to take leave without prior approval. Leave letters should be sent to [sps@packapeer.com](mailto:sps@packapeer.com) at least a day in advance.
3. Attendees should be professionally dressed while in the office and its premises.
4. Attendees should not be allowed inside the office & park without an ID card.
5. Attendees should use their own ID card to get entry to the office.
6. Attendees should maintain their workstations neatly. Any damage to the property will be penalised.
7. Attendees should keep their belongings in the office at their own risk. Institution will not be liable for any loss or damage to your personal belongings.
8. Attendees should behave professionally in and around the premises.
9. Attendees are advised to communicate in English.
10. Attendees shouldn’t do unnecessary downloads.