

Coeus Solutions

Policies and Standards

Assignment 2

ASSIGNMENT # 2

- Get to know Coeus Policies and Standards from Mr. Bilal You need to figure out which policies are most important to you and why?

Policies of Coeus

I came to know about following policies of Coeus:

1. Leave Policy

- Leave year is from 1st July to 30th June
- Employee is not allowed to take leaves during probation period except 2 sick leaves.
- If an employee joins the company from 16th to end of month he/she cannot avail the leave credit for that month, on contrary an employee will avail the leave credit if he/she joins the company in first 15 days of month.
- No employee is allowed to take leave without consulting with his supervisor.
- 18 Casual/Privilege leaves are allowed per year.
- 8 sick leaves are allowed per year.
- If an employee take sick leave of more than 2 days (consecutive), then he/she should provide prescription or doctor's certificate. If in any case an employee does not provide the certificate or prescription his/her leave would fall under Loss of Pay category.
- An employee can avail 14 maternity leaves. Employee should provide certificate from gynecologist before availing the leaves.
- If any employee is required to work on any important assignment on a National /Festival / Declared / Weekly off day, he is eligible for Compensatory off on any other working day.

- Leave should be planned in such a way that it does not affect productivity or while on a project does not affect the project work / delivery deadline.

2. Laptop and Mobile devices Policy

- Laptop/ Mobile devices are provided to the employee keeping in view their job responsibility, and employee should hand over the device to the company on resignation/termination.
- If in any case the device get damaged because of negligence of employee then he/she have to pay 30% of cost for the repairing of device.
- If the employee somehow lost the device then in that case he/she have to pay 50% of cost for loss of device.
- If the employee wants to bring his own laptop/mobile then he have to ask for permission from supervisor first.
- In case of any damage to employee's laptop/device for company related work, company will pay 100% of cost of repair.
- It is necessary to install Desk Time to the laptop/mobile device which is being used.

3. Attendance/Timings Policy

- Office timings are from 9:00 am to 6:00 pm. However there is a buffer of 15 minutes (till 9:15).
- If an employee reached office after 09:15 am then his attendance is marked as late. Three late arrivals will result in deduction of one Privilege Leave (if incase PL is not available then 3 late arrivals will fall into LOP category).
- Employee is required to mark his/her attendance by logging into Desk Time.

- The late sittings after 8:00 pm would not be appreciated.
- Employee should work for 40 hours per week (8 hours per day, 160 hours per month).
- The employee should strictly avoid falsification of attendance records.
- The lunch break will be from 1:15 pm to 2:15 pm

4. General Policies

- The increment/bonus in salary is totally based on Employee's performance without any favoritism, and is initiated in July.
- If an employee has any grievances issues with the team lead or with any other employee then he/she can inform to the supervisor.
- All Employees are required to follow code of conduct.

Which Policy Is Important To Me and Why

I consider the following policies most important:

1. Attendance Policy

This policy is of great importance because the progress of company depends on this policy. The absent or tardy employee affects other employee and clients with whom the company is dealing with. One employee's absence or habitual lateness in company can disrupt company schedules. Poor attendance also causes negative impact among co-workers who follow the rules and practice good work ethics.

2. Grievances Policy

This policy is of great importance too as this policy refrains employee from creating any unhealthy environment, in this way the risk of any serious future issue can be reduced. The unhealthy environment does not only create misunderstandings among employees but also can affect the efficiency of employee and progress of company. If an employee feels unfairly treated

this can result in a serious and potentially costly claim of discrimination and this in turn results in creating internal disputes.