

## Rules and Regulation

### 1. Employment Rules

#### 1. Offer and Employment Contracts

- Every employee must sign an offer letter and an employment contract before joining the company.
- Terms and conditions related to job roles, salary, benefits, and work responsibilities must be adhered to by both parties.
- During working hours, employees must keep their phones in the drawer and use them only for necessary calls and essential tasks.

#### 2. Work Hours and Attendance

- Follow standard working hours 9:00 to 6:30 and maintain a minimum number of working hours per week.
- Employees must adhere to the leave policy, including prior approval for planned leaves.
- Employees who will be late or absent from work must inform their Manager at least two (2) hours prior to normal starting time.
- If you take any break during working hours, you will be required to work the same amount of extra time, or your salary for that hour will be deducted.
- If you do not complete your working hours, a full hour's salary will be deducted from your pay, even for a half-hour break.

#### 3. Probation Period

- All new employees will undergo a probation period of 3 Month to 4 months depending on the post, during which performance will be reviewed.

#### 4. Resignation and Termination

- Employees must provide notice 1 month before resignation, and the company must follow due process for termination.

### 2. Leave and Time Off Policy

#### ● Leave Requests:

- All leave requests (Paid, Casual, Sick) must be submitted at least 48 hours in advance unless in case of emergency.
- Leave must be taken for legitimate reasons. Excessive or unexplained leave may result in disciplinary actions.

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- If you take two days of leave and a Sunday falls in between, the Sunday will also be considered as a leave day.
  - **Public and Company Holidays:**
    - All employees are entitled to observe national and public holidays as per the Company decided.
  - **Annual Leave Balance:**
    - Employees are entitled to a set 12 number of Casual Leaves (CL) i.e. paid annual leaves and 8 to 12 festival leaves decided by the company. These should be used within the calendar year or can be carried over as per company policy.

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### 3. Code of Conduct and Behavior

- **Confidentiality and Non-Disclosure:**
  - Employees must maintain the confidentiality of all company-related information, including client data, intellectual property, and internal processes.
  - Signing a Non-Disclosure Agreement (NDA) is mandatory for all employees.
- **Ethical Conduct:**
  - Employees should act ethically in all professional interactions. Any form of dishonesty, fraud, or unethical behavior will lead to disciplinary actions.
- **Workplace Behavior:**
  - Employees must demonstrate respect towards their colleagues and supervisors. Harassment, discrimination, and bullying will not be tolerated under any circumstances.

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### 4. Work Performance Expectations

- **Quality of Work:**
  - Employees are expected to deliver high-quality work in line with project requirements, ensuring accuracy, timeliness, and compliance with company standards.
- **Project Deadlines:**
  - Meeting deadlines is critical. If an employee anticipates delays, they must inform their manager in advance and seek help when needed.
- **Continuous Learning:**

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- Employees are encouraged to stay updated with the latest trends. Participation in training and development sessions is strongly encouraged.
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## 5. Use of Company Resources

- **Technology and Equipment:**
    - Employees should use company-provided devices (laptops, phones, etc.) solely for work-related purposes. Any personal use should not interfere with work or compromise security.
  - **Software and Tools:**
    - Only authorized software and tools should be used. Employees must seek permission from the software department before installing or using new software.
  - **Internet and Email Usage:**
    - Internet usage should be focused on work-related activities. Personal browsing is not allowed during office hours.
    - Email accounts should be used professionally, and employees must be cautious while sending emails to external clients or partners.
    - Personal emails account login or personal social media usage is not allowed within the office.
  - **Office Equipment :**
    - Employees must ensure that all lights, air conditioners, and equipment are turned off when leaving the workplace.
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## 6. Performance Reviews and Appraisals

- **Review Cycle:**
  - Employees will undergo performance reviews at regular intervals (quarterly or bi-annually). Performance will be evaluated based on skill development, project success, and teamwork.
- **Incentives and Promotions:**
  - Performance-based rewards, including incentives, promotions, and bonuses, will be provided to employees who meet or exceed expectations.
- **Feedback and Improvement:**
  - Employees will receive helpful feedback during performance reviews and are encouraged to set personal goals and work on improving their skills.

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## 7. Breaks:

- Employees are entitled to regular breaks during work hours. A lunch break of 1 hour will be taken from 1:30 PM to 2:30 PM, along with two 10 minute short breaks: one in the morning between 11:30 AM and 12:00 PM, and another in the evening between 4:00 PM and 4:30 PM.
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## 8. Communication Guidelines

- **Internal Communication:**
    - Employees must use official channels (email, chat platforms) for work-related communication. Casual or non-work-related communication should be kept outside of work hours unless agreed otherwise.
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## 9. Remote Work Policy (if applicable)

- **Work Hours and Availability:**
    - Employees working remotely must maintain the same office hours, including availability for team meetings, client calls, and project discussions.
  - **Home Office Setup:**
    - Employees must ensure their home office setup is conducive to productivity and free from distractions. The company may provide necessary equipment for remote work.
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## 10. Disciplinary Action

- **Policy Violations:**
  - Violations of company policies, including tardiness, unauthorized absences, or misuse of company resources, may result in warnings, suspension, or termination, depending on the severity.
- **Escalation Process:**
  - Minor issues will be addressed through coaching and corrective action, while serious violations may result in an immediate investigation and disciplinary action.

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## 11. Employee Engagement

- **Team Collaboration:**
  - Employees are encouraged to participate in team-building activities, workshops, and other company-sponsored events to foster collaboration and a positive work environment.
- **Employee Satisfaction:**
  - The company regularly seeks feedback from employees regarding their job satisfaction, work-life balance, and professional development needs.

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## 12. Exit and Termination Policies

- **Resignation Notice:**
  - Employees are required to provide a minimum of 30 days' notice before resigning. This ensures a smooth transition and proper handover of tasks.
  - If an employee resigns before completing the bond period, the company will not reimburse any deductions made. If the total deductions do not cover the bond amount as per their salary, the employee must pay the remaining bond amount to the company.

- **Termination :**

Termination by the company may occur due to reasons such as poor performance, misconduct, policy violations, or business needs. The company will provide notice or compensation as per the employment contract and legal regulations. Any pending dues, including recoverable amounts or benefits, will be settled at the time of termination.