

Workplace Disciplinary Guidelines & Policies

In order to enhance the productive and professional working environment for everyone, each Team member must observe the following guidelines while at office premises.

1. Communications

- Each employee should be available on Skype and official Gmail during office hours.
- Desktop notifications MUST be enabled for quick reply.
- Every project should be documented from start to finish.
- Every task should be documented and completed in time on Trello.
- Performance will be measured on the basis of tasks assignment and completion on Trello.
- Long and loud discussions should be avoided as it creates disturbance for other Members.
- Mobile phones should be in silent mode (especially when member is not on his Seat) and if anyone has his/her personal calls, he/she can attend outside office premises. Also, please avoid taking personal calls during meetings.

2. Timing and Availability

- Normal office timings are 0800 - 1700. One must at least spend 8 hours in office (excluding lunch break)
- You are allowed to make slight adjustments such as 0930-1830.
- Everyone must complete 160hrs/month. Otherwise per hour payment would be deducted plus negative impact on their profile.
- Company may turn the Saturday on depending the ongoing task and projects.
- Public holidays will be compensated on Saturdays.
- Core office hours are 0800 - 1700, during which everyone must make sure one's presence in the office, unless exclusively permitted by Manager or on short leave of half/full day.
- If you are late and can't make yourself available before 0930, you must inform admin officer as well as your team-lead before that time, via call or email. (Don't mentioned that you have texted).
- If informed, then 3 late arrivals after core hours, per month, would be permissible. However, more than 3 would result in short (Quarter day) leaves.
- If not informed, a late arrival will be marked as short (half day) leave Immediately, which will directly affect your profile.
- Employee should be in office premises for his/her meetings with the team, which may or may not fall in core hours...

- Employee should inform management about his/her leaves as per below.
 - Notice time is 1-2 days for 1-day leave.
 - Notice time is 4 days for 2 day leaves.
 - Notice time is 3 weeks for one week leaves. One week leaves would be granted as per employee's pending tasks.
 - In case of sick leave, short leave or any other emergency, member should notify before stand-up via call or send email to HR Manager
 - For any type of leaves (casual / sick / half / late arrival) email MUST be sent to HR Manager
 - Member working on any public holiday / weekend (by company approval) will be compensated as additional casual leave. Other than this if Saturday is on
- Office Equipment and Internet Usage should be used with care
- Streaming of any type is not allowed using office Internet.
- Social media should not be used during office timings.
- Office equipment's (laptop, phones, etc.) are not allowed to be taken out of office premises without prior permission from management.

3. Confidentiality

- Any bank/official letter, parcel or document, which doesn't not have employee name on it, MUST NOT be opened by any employee. Such material is strictly company confidential, so it may become quite sensitive issue.
- And by any chance, if one happens to know such confidential information, then one MUST NOT discuss / disclose it to anyone else, not even with family members. Otherwise it could be treated as violation to NDA and Employment Agreements, which may in turn lead to termination of job.

4. Assessment

Management will do weekly assessments. After the end of month average of 4 weeks will be calculated, Scale for assessment

- <5/10: Warning
- 5/10: Not Satisfactory
- 6/10: Improve it
- 7/10: Fair
- 8/10: Good
- 9/10: V. Good
- 10/10: Excellent
- 3 major warning -> fired from company