

# New Comer Questions and Answer

Q: In which building and on which floor is VOIS located in GTP?

A: VOIS is located in Global Tech Park, Bellandur. The main office is in Tower A, 10th Floor.

Q: Where is the parking area?

A: Parking is available in the basement and ground-level zones (MLCP) of GTP. Entry is managed via access cards.

Q: Where are the washrooms (Gents and Ladies)?

A: Washrooms are located at the end of each wing on every floor, clearly marked for Gents and Ladies.

Q: Where are the following departments located?

- DAIS: Typically on the 10th Floor, Tower B
- Cybersecurity: Located on the 10th Floor, Tower B, opposite DAIS
- HR: Near the reception area, Tower A, 10th Floor
- IT: Adjacent to the HR area, Tower A, 10th Floor
- Support Staff: Spread across facility and admin zones, Ground and 10th Floor

Q: Where is the cafeteria? How many cafeterias are there?

A: There are three cafeterias: one in Tower A, one in Tower B near the Tower B Gents washroom, and one between Tower A and Tower B near the DAIS department.

Q: Where is the Food Court? How many are there?

A: There are two food courts: one in Tower B and one in Tower E.

Q: What type of food is available in the canteen?

A: Both vegetarian and non-vegetarian options are available, including Indian, Chinese, and continental dishes.

Q: Where is the play arena room?

A: The play arena is located on the 10th floor, near the Tower B cafeteria (Refuel Zone).

Q: Where is the medical room?

A: The medical room is near the DAIS team, specifically Room 10 B 07.

Q: Where are the fire exits?

A: Fire exits are located at both ends of each floor, marked with emergency signage.

Q: Where is the smoking area?

A: Designated smoking zones are available outside the building, opposite the parking area.

Q: Where can I get my ID and access card?

A: You can collect your ID and access card from the IT Helpdesk near the reception on the 10th floor, Tower A. All Employee ID, Visitor, Intern, and Access Cards can be collected from there.

Q: Where is the help desk or reception?

A: Located at the main entrance of Tower A, 10th Floor.

Q: Where can I get stationery?

A: Stationery is available at the Admin Support Desk, Tower B.

Q: Where is my work area?

A: Your work area will be assigned by your reporting manager or onboarding SPOC.

Q: Who is my reporting manager or team lead?

A: This information will be shared via your welcome email or HR orientation.

Q: Is there a map or floor plan of the office?

A: Yes, physical maps are posted on the floors.

Q: What is the dress code?

A: The dress code is business casual.

Q: What are the office hours and break times?

A: Standard hours are 9:00 AM to 6:00 PM, with a 1-hour lunch break. Office hours may vary based on the work assigned.

Q: How do I address senior colleagues or managers?

A: Use first names unless advised otherwise. The culture is informal but respectful.

Q: How do I connect to office Wi-Fi and printer?

A: Wi-Fi credentials are shared during onboarding. Printers are auto-configured via the IT portal.

Q: How many leaves are there and what are their types?

A: VOIS offers earned leave, casual leave, sick leave, and optional holidays. Details are in the HRMS.

Q: How do I apply for leaves?

A: Apply via email to your manager, keeping all necessary members in CC who need to be notified.

Q: Is CAB service available?

A: Yes, CAB services are available.

Q: Who do I contact for payroll or salary-related queries?

A: Reach out to the Payroll Helpdesk or raise a ticket via the HR portal.

Q: Are there any signs or maps to help navigate the building?

A: Yes, directional signs and floor maps are placed near elevators and staircases.

Q: Where are the elevators and staircases?

A: Located at the center of each Tower.

Q: Is there a buddy or mentor assigned to me?

A: Yes, every new joinee is assigned a buddy for a few days, until notified by the manager.

Q: Are there flexible working hours or remote work options?

A: Yes, VOIS supports hybrid work and flexible hours, subject to manager approval.

Q: Are there any upcoming events or team outings?

A: Events are announced via email or the internal portal. Check the Events Calendar.

Q: Is there a social or recreational area?

A: Yes, the breakout zone includes games and a reading corner.

Q: How are birthdays or milestones celebrated?

A: They are usually celebrated with shout-outs via email.

Q: Are mock drills conducted for fire safety?

A: Yes, fire drills are conducted as per safety protocols.