

Uptricks Services Private Limited

HR Policies

1. It is mandatory for all Interns to **sign the attendance register** as soon as they enter the office premises and again before going home or on field, else their attendance for the day will not be recorded and hence the individual will be marked absent for the day.
2. Also, It is mandatory for all interns **to login into Portal** and **Clock-In** when enter to the office and **Clock-Out** before leaving office.
3. **Response time to reply on Slack is 5 Minutes, If you replied to any messages or conversation late it will counted in your performance and strict action is taken.**
4. Every Intern should submit daily reporting to their manager. Fail to submit daily reporting may results in termination without prior notice.
5. Regular attendance is essential to the Company's efficient operation and is a necessary condition of Internship. When Interns are absent, schedules and customer commitments fall behind, and other Interns assume added workloads.
6. Interns are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, Interns must call their manager and HR department before their starting time.
7. Interns observing a five-day work week will follow an eight-hour daily schedule.
8. Working Timing is **10:00 AM - 6:00 PM** with a half an hour lunch break.
9. **Late coming is permitted till 10:10 AM**, if Intern is coming after 10:10 AM, then it would be considered as late arrival.
10. For Interns **working in shift** its **10:00 AM – 01:00 PM** or **02:30 PM – 05:30 PM** & late coming is permitted till **10:10 AM** or **02:40 PM** respectively.
11. **Late coming more than 2 times in a month without genuine reason results in termination of Internship without any further notice and clarification.**
12. One late arrival a month is permitted, if Intern is getting late for some genuine reason. (Intern should inform HR department and his manager about the late arrival.)
13. Leaving Office before scheduled time needs permission from respective Manager.
14. If Intern is working extra hours, more than 6:30 PM, he needs to take permission from his manager.
15. Manager is responsible to answer, if his respective team member is working late beyond 8:00 PM.
16. It is expected from every Intern, arrive office on time, complete their work and leave at scheduled time.
17. **You will not get any leave during Internship Duration.**

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- Any person who is out of office for more than 4 hours in a day for any personal work, it will be considered as absent.
- ***Any absence more than 3 days without Approval results in termination of Intern without any notice.***

Note:

- The management reserves all rights/discretion to alter any policy without prior notice.