



Roots Technology Ltd.

Noida/Gwalior

NOTICE

14-July-2022

Being an employee of **Roots Technology** Ltd., every employee will have to follow the below mentioned Conduct and Discipline rules and no one is allowed abusing the system while on duty, if management finds any employee against the system, Management shall render an employee liable for disciplinary action.

1. Employees must be at the place of work by the fixed / notified time, an employee who reaches the office within 10 minutes of the fixed / notified starting time may be allowed to perform his/her duties. If in case he/she is not able to do so he must inform this to his/her reporting authority.

You must apply the biometric impression right at the time of your entry and before leaving.

2. All the Employees have to wear their identity cards while on duty.

3. Every Employee will mark their presence time and leaving time in register whenever they will go out of office during working hours.

4. Management will take strict actions if any employee found continues chatting or playing games while on working hours.

5. Music should be played only after the mutual consent of all the employees, present there.

6. Employee can check their personal mails during their Lunch hours. (i.e. between 1:20 PM to 2:00 PM)

7. If management finds presence time of any employee exceeding 15 minutes of allotted time Thrice a month, it should be countable as a half day Leave.

8. Employees can receive their personal calls but it should not disturb others present there. Management will not bear if any employee found that he/she is doing misuse of this facility or wasting time on it, management allows the use but with limits, maximum duration is 15 to 20 min. Employees are not allowed to consume productive time on just phone calls (personal).

9. Employees will keep their cell/mobile phones on vibration mode.

10. The Lunch timings would be 1:20 PM to 2:00 PM (40 minutes) an employee can avail this one 40 minutes for their personal work, they can go out of office after informing to the reporting authority, they are required to mark an entry of their leaving & returning time in the register.

11. Friends/relatives are allowed to visit the office but it should not disturb other employees, and their visit should not be more than 30 minutes (half an hour), they can sit in training cell during this session.

12. No employee shall, except with prior permission, use Company's facilities (mail id's, files, client details) for private purposes. In case, in emergencies, such a use is permitted, with the authorization from his / her Supervisors/Reporting authority/management.

13. One shall not directly connect to any client on their personal level or is not allowed to share company's data and any information of work progress with the concern and permission from the authority. If any one found dealing with company's any former or current client shall be taken strictly under concern. Legal actions can be taken for the same.

14. Further, an employee coming late to work or found absent from his station / place of work during working hours, without sufficient reasons or without authorization from his/her Supervisors, shall be treated absent for the duration of his/her absence and shall not be entitled to wages for the period. In addition, the competent authority may, at its discretion, also take suitable disciplinary action against the employee concerned.

15. No one is allowed to keep user passwords, if they are using any passwords, they are required to share it with management members of **Roots Technology** Ltd., as the computers are for their official work in case, they are absent, their computers can be accessible by other members for official work.

16. Negligence of work by any employee will not be tolerable by the management, Management shall render an employee liable for disciplinary action.

17. Every Employee is required to make the entry if they are taking any office belongings to their respective homes (i.e. Books/magazine/Laptop Pen drive etc.) and in case of any damage/loss that particular employee is liable towards it.

18. **Proper Notice for Sick Leave:** Employees must call their immediate supervisor or designated contact within thirty minutes of their beginning work time if they will be absent due to illness or other unforeseen circumstances. Exceptions to this rule will be considered on an individual basis.

19. **Proper Notice for Leave (Sundays + one paid leave):** Employees must drop a mail of prior information and request permission for leave (you must need an approval or strict actions will be taken) and must handover their running work to any concerned person. Exceptions to this rule will be considered on an individual basis.

20. Everyone will follow the dress code of the company:

For Male/Female Employees: -

From Monday to Friday – Complete Formals (Shirts, Pants, Trousers, Formal Kurta)

On Saturday - Casuals

You shall carry out the instructions given to you by your management and superiors, in connection with the business of the Company diligently and faithfully.

We believe in our Employees and we appreciate their loyalty and commitment towards their work and organization, every employee in Roots Technology Ltd. can look forward to a professional working environment, with a clear focus on performance.

We wish you all the best and looking forward to a long and mutually-rewarding relationship.

To be implemented from 23/ November/ 2021.

With warm regards,

HR Department

Roots Technology Ltd.