

Rules & Regulations

Regarding Leaves:

- ☐ 03 Paid leaves during training period.
- ☐ 12 Paid leaves during employment period.
- ☐ 10 Paid festival leaves per year.
- ☐ PL balance will be assigned at the time of commencement of your employment.
- ☐ If Paid leaves are not utilised then leave encashment will apply on yearly basis.
- ☐ 2 hours early leave on your Birthday.
- ☐ Sandwich leave rule is also applicable.

- ☐ **Below are the criterias to apply for pre-planned leaves:**
(You can apply leave on spine HR as per leave criteria defined)

| Days | Conditions for apply leaves based on days |
|------------------|---|
| 1 day | Apply at least before 24 hours |
| 2 days | Apply before 3 working days |
| 3 to 5 days | Apply before 1 week |
| More than 5 days | Apply before 2 weeks |

- ☐ If above defined criteria are not fulfilled at the time of apply then two conditions will be applied:
 1. Your leaves will be rejected
 2. All leaves are counted in unpaid & twice cut out leaves
- ☐ If you take any leave without informing the respective authority then that leave will be deducted as a double pay cut from your salary.
- ☐ In a month 3 times short leaves - late comings / early leave / BRB (Be Right Back) will be allowed, you shall need to cover-up the hours within 5 working days.
- ☐ Any late comings / early leave / BRB taken more than 3 times in a month, then it will be considered as Half Day.
- ☐ Emergency leaves are only approved over a call between 9:00 AM to 10:00 AM (If you didn't get any response over the call then you need to drop a message). Also apply within 24 Hours.
- ☐ For health related leaves need to submit a medical report/certificate.
- ☐ Marriage leave will be allowed for 10 working days (from leave balance), if needed extra then it will be considered as Unpaid Leave.
- ☐ **For Trainees:** 03 Paid leaves during the whole training period.
 - If there are more than 4 leaves then your training period must be extended.
 - If you do not use 3 Paid leaves then it'll be encashed with your first salary.

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Over-Time Policy:

- ☐ Every extra minute or hours you have worked i.e. more than 9 hrs (including 8 hrs working and lunch hrs) will be considered in OT hours.
- ☐ You shall need to add your extra working hours with a comment in Spine HR on every next day before 12:00 PM.
- ☐ Your extra work will be approved based on the review of TL and HR.
- ☐ TL will review your per day OT hours based on your productive working and task assigned.
- ☐ HR will review your per day OT hours based on your punching time and previous BRB and short leaves.
- ☐ Based on the comment of TL and HR confirmation, your per day OT hours will be approved.
- ☐ It is mandatory to add and comment your OT hours daily through Spine HR.
- ☐ Monthly OT hours will be counted based on your daily approved OT hours.

Rules Regarding Lunch:

- ☐ Lunch time: Between 1:00 PM to 3:00 PM (Total time for lunch: 45 Minutes)
- ☐ Use the cafeteria on the 1st floor for lunch/snacks.
- ☐ Make sure that the lunch table should be clean after you use it.
- ☐ Company provides complimentary snacks also so you can have it in the cafeteria during office time.

Rules Regarding Parking:

- ☐ Office staff should organise their vehicles in the basement parking lot so that others do not get in trouble.
- ☐ Everyone puts their shoes in a rack so that no one else gets in trouble.
- ☐ Do not park your vehicle in such a way as to cause trouble to other offices or society.
- ☐ Kindly don't do any kind of nuisance in the surrounding area.

General Rules:

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- ☐ Regular morning office time is flexible between 9AM to 11AM. Everyone needs to complete total 9 hours each working day.
- ☐ Official office hours starting from 9AM in morning (Before 9AM only applicable in some situation)
- ☐ 1st & 3rd Saturday off, if there is any 5th Saturday in a month then it's compulsory to come to the office for any kinds of activities/seminars, etc.
- ☐ 2nd, 4th & 5th Saturday office time: Between 10AM to 6PM (if any changes then will be instructed by HR team)
- ☐ For every Saturday you need to wear a company T-shirt.
- ☐ Punching is mandatory for everyone in all situations.
- ☐ Everyone needs to give your work update using SOD/EOD on a regular basis.
- ☐ Use mobile only for emergency purposes. Keep Silent your phone all the time in office
- ☐ Do not use your mobile phone for personal reasons while working otherwise it will lead to disciplinary action.
- ☐ Take permission before you want to go outside during office time.
- ☐ Office resources to be used for office work as well as for exploring technical stuff.
- ☐ Staff put their lunch bags properly in the cupboard.
- ☐ Turn off PCs switch as well as UPS if others are not using it at the time of leaving the staff area.
- ☐ Turn off the lights, AC and windows who leave the staff area at last in the day.
- ☐ Arrange your chair properly at your desk when you leave your space.
- ☐ Everyday clean your desk properly.
- ☐ Washrooms are available inside the office area.
- ☐ Do not throw trash/split outside windows, stairs or in the parking lot.
- ☐ Throw wrappers into the dustbin.
- ☐ Do not quarrel with building office staff or watchmen. If you have any problem then report to the main office.