

## Office Timing Policy

### 1. Applicability

This policy is applicable to all employees.

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#### 1. Office Working Hours

- Working Days: Monday to Saturday
  - Note: 1st and 3rd Saturdays are OFF.
    - Office Timings:
    - In-time: 10:00 AM
    - Out-time: 7:00 PM
  - Total Working Hours: 9 hours (including break time)
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#### 2. Late Coming Policy

- Employees are expected to report to work by 10:00 AM.
  - A grace period of 10 minutes is allowed, i.e., up to 10:10 AM.
  - Reporting after 10:10 AM will be recorded as a late mark.
  - Accumulation of three (3) late marks in a month will be treated as a half-day salary deduction.
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### 3. Break Timings

- Lunch Break: 40 minutes (between 01:00 PM and 01:40 PM)
  - Refreshment Breaks: 10 minutes each in the morning and evening at a time convenient to the team, ensuring no disruption to ongoing work.
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### 4. Extended Working Hours

In case of business needs or project deadlines, employees may be required to:

- Work beyond regular working hours.
  - Report on weekly offs or public holidays.  
Such situations will be managed by the reporting manager and considered on a case-by-case basis.
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### 5. Meeting Attendance

- If you are not available for a scheduled meeting without prior intimation, it will be considered as an absence.

## 6. Work From Home Availability

- If you are offline or unreachable between 10:00 AM and 7:00 PM without informing your reporting manager or HR, it will be considered as an absence.
- A grace of 3 occurrences is allowed per month.
- This rule is especially applicable to Work From Home (WFH) employees.

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## 7. Policy Interpretation

The Human Resources Department of GTasterix IT Services Pvt. Ltd. will serve as the final authority for:

- Interpretation of the clauses in this policy.
- Handling of exceptions or disputes related to working hours and attendance.

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## 8. Conduct and Confidentiality

Employees are expected to maintain professional behavior while interacting with clients.

- Do not share personal, workplace, or colleague details with clients or third parties under any circumstances.
- Any violation may result in disciplinary action.

## Leave Policy

### 1. Applicability

This policy is applicable to all employees.

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### 2. Eligibility

Employees become eligible for paid leave benefits after successful completion of the probation period.

- Casual Leave (CL)
  - Eligible: 1 day per month
  - Paid Leave
  - Requires prior intimation and approval from the HR team.
  - If unused, the leave is carried forward to the next month.
  - Cannot be clubbed for long-term leave unless approved in advance.
- b. Sick Leave (SL)
  - Eligible: As needed, within reasonable limits.
  - Unpaid Leave

- Prior intimation is not mandatory in case of emergencies.
  - Employees must inform HR after resuming duty and provide valid medical documentation.
  - Earned Leave (EL)
  - Eligible: 7 days per year
  - Paid Leave
  - Requires prior approval from the HR team.
  - Can only be availed after completion of one year of continuous service.
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### 3. Probation Period Rules

- No paid leave is allowed during the probation period.
  - If leave is required during the probation period, it will be treated as unpaid leave.
  - Employees must submit a formal leave request via email at least 4 days in advance to HR for any long leave.
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#### 4. Important Guidelines

- Prior intimation and approval are mandatory for all planned leaves.
- Failure to inform HR in advance may result in a salary deduction for the respective day(s).
- Excessive or repeated unapproved absences will be treated as a violation of company policy and may attract disciplinary action.

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#### 5. Policy Interpretation

- The Human Resources Department of GTasterix IT Services Pvt. Ltd. reserves the right to interpret, modify, or update this policy. All final decisions regarding leave-related matters shall rest with the HR department.
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## Workplace Dress Code (WPDC) Policy

### 1. Philosophy

- GTasterix IT Services Pvt. Ltd. expects all employees to maintain a professional appearance. Your attire reflects the culture, values, and professionalism of the company. This policy outlines appropriate workplace clothing.
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### 2. Applicability

- This policy applies to all on-roll employees during working hours, whether on-premises or representing the company externally.
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### 3. Dress Code Guidelines

#### For Men

##### Allowed:

- Business suits
- Formal trousers and shirts (full/half sleeves)
- Clean, non-ripped jeans
- Formal shoes

### Not Allowed:

- T-shirts with slogans/logos
- Torn or distressed jeans
- Flip-flops, sneakers (except on declared casual days)

### For Women

#### Indian Attire:

- Salwar-kameez, churidar-kurta, sarees
- Western Attire:
- Formal tops, trousers, jackets, business suits, jeans
- Skirts of appropriate length

### Not Allowed:

- Casual tops with inappropriate graphics
  - Sleeveless, low-cut, or sheer clothing
  - Slippers or informal footwear (except on declared casual days)
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#### 4. Guidelines

- Use good judgment for attire not specified.
  - Sales and client-facing teams must wear business formals Monday to Saturday.
  - Other departments may wear smart casuals during the week.
  - Formals are mandatory for client meetings, regardless of the day.
  - Festive or special occasions may allow traditional or theme-based dress as approved by HR.
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#### 5. Implementation

- It is each employee's responsibility to follow this dress code policy.
  - Managers and HR will monitor and ensure compliance.
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#### 6. Exceptions

##### **Permitted in case of:**

- Medical conditions
  - Cultural/traditional attire on approved days
- All exceptions must be pre-approved by the Human Resources department.
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## 7. Policy Interpretation

- The Human Resources Department is the final authority for policy interpretation, clarification, or updates.
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Regards,  
HR Team  
GTasterix IT Services Pvt. Ltd.