

ZUNTRA DIGITAL PRIVATE LIMITED

Intern Rules & Company Policy

Welcome to Zuntra Digital. To ensure a respectful, safe, and productive workplace for all, interns are expected to adhere to the following guidelines during the course of their internship:

ID Card Policy:

All interns must carry and display their Zuntra Digital ID card while on the company premises. Entry without an ID card is strictly not allowed. It is mandatory to wear the ID at all times, and failure to do so may lead to disciplinary action.

Wi-Fi Usage:

The office Wi-Fi is strictly for work-related activities. Streaming of movies, music, or any non-work content is not permitted as it disrupts network performance for other team members.

Lift Usage:

To ensure safety and smooth functioning, a maximum of three people are allowed in the office lift at any time. Please wait your turn and use the stairs if necessary during peak times.

Lunch Break Policy:

Interns must complete their lunch during the designated break time only. Delayed returns may disrupt schedules of upcoming teams and workflows. Please be mindful of the timing to ensure smooth coordination across departments.

Food & Cleanliness:

Food consumption is strictly prohibited inside the office premises and studio areas. Please use the designated food zone only and clean up after use. All interns are expected to maintain cleanliness in workspaces, restrooms, and common areas to uphold hygiene and professionalism.

Attendance & Daily Work Form:

Interns are required to fill and get their Daily Work Form signed by their Team Leader each day. The completed form must be submitted to HR without fail. Attendance will be recorded only upon submission. Missing this step will result in being marked absent for the day.

Mandatory Training:

Participation in the 1 or 2-day training session conducted by Zuntra Digital is mandatory for all interns. This training is crucial for onboarding, understanding workflows, and aligning with company standards.

Performance Evaluation:

Interns may be assessed through internal tests, assignments, or hackathons based on the type and duration of the internship. These evaluations help identify skill levels, strengths, areas of improvement, and potential future opportunities within the organization.

Lost Items Policy:

Interns are responsible for the safety of their personal belongings (e.g., phones, wallets, bags, accessories, etc.) while on office premises. Zuntra Digital will not be held liable or responsible for any lost or misplaced items. We advise all interns to keep their items secure at all times.

Property Responsibility:

All company assets and properties—including laptops, chairs, desks, electronic devices, and other office infrastructure—must be handled with care. Any damage to company property, whether intentional or due to negligence, will result in appropriate disciplinary action and possible financial liability.

Please treat these policies as mandatory. Non-compliance may lead to disciplinary action or termination of the internship.

For any clarifications, feel free to reach out to the HR Team.

- Zuntra Digital HR Team

Address: Developed Plot Estate, Plot No61, Perungudi, Perungudi, Saidapet, Kanchipuram 600096, Tamil Nadu CIN: U62011TN2023PTC160015





