



1. Introduction:

The following are the guidelines for everyone to follow to conduct our operations smoothly and have a disciplined professional culture.

Few important ground rules every DM employee should be familiar with.

We earnestly believe in the culture of self-managed style.

Do not expect some other person to point out the deviations from set rules. You must be familiar with certain basic rules If you wish to be professional and be disciplined in workplace conduct.

To play football or cricket one must understand football or cricket rules to play the game effectively. Same goes here in DM's culture

We expect absolute professional culture and self-leadership. It is not "I" versus "you" but "we" who can create this great company.

Please read this document carefully and for any clarification /doubts approach HR/Admin. For detailed policies, please refer to employee handbook.

2. Joining formalities:

All new joiners must submit the requisite documents to HR on the first day.

Payroll processing will be delayed without the completion of the documentation. Similarly, any change in your residential address, qualification must be communicated to HR

3. Office Attendance and Access control /ID card.

Photo Identification Card and Access Control to the office is regulated . Follow the customer's site rules if you are at the customer's place.

Every employee is responsible for the safe keeping of his/her ID card.

The purpose is to provide optimal physical security and safety for all employees and to protect the assets of the company and our business interest. Therefore any loss must be reported immediately To IT/HR

The policy covers all employees, contractors and all individuals or entities of Decision Minds.

Do safeguard the personal safety and access rights by having the ID card in safe place and not allowing anyone to mis use. The card must be displayed while on duty.

Do report the loss of card immediately to Human Resource department.

Do remember that the replacement of the card will cost at actuals (INR 350/-) for lost and/or damaged cards

Do return the original card if found after replacement also.

Do not lend your card to anyone for any purpose. Doing so is a violation of the access Access control Policy and may lead to disciplinary action.

Do avoid any tampering or defacing of the card.

Do remember that tailgating is violation.

Do not lend or transfer your ID card to any other individual.

Do not unlock the building or room for another individual unless the individual is known to have authorized access to enter.

Do report unauthorized persons or suspicious activities.

Do not bring visitor/Vendor in to the work area. They should register themselves in the front office with all details

as deemed required by the organization.

Access will be automatically terminated when employment is terminated.

ID cards may be temporarily deactivated (and the card required to be returned) if the card holder is on long term leave

4. Leave and absence:

We understand that there will be urgent requirement for taking leave or remain absent from work without prior information to your manager/supervisor. The least that is expected is to communicate to your immediate reporting manager /supervisor on the same day about your absence and the number of days you expect to remain absent from work. This will enable your manager to manage the work without interruption.

If you are going to be absent for more than two days, send mail again or message requesting for sanction of leave for the days, you plan to remain absent. That is absolute professional behavior.

Do check from Admin/HR your leave balance so that you don't exceed your entitled leave.

The emergency leave (paid or unpaid) without advance communication is allowed for maximum of just two days and no more. That means any absence for more than 2 days must be communicated and pre-approved by the manager.

The implication is that any unauthorized absenteeism may cause delay in payroll processing and one can't complain later.

5. Long Leave/Maternity Leave

Notice of two weeks is must for any leave exceeding one week to be considered.

Leave of any kind is required to be applied for and sanctioned by the manager.

As a first principle, for any leave or absence, intimation to immediate manager/ supervisor is must and to HR department either by email/call or SMS. This must be the cultural discipline.

Those in need of maternity leave must apply in advance indicating their start date for pre and post-natal leave. Proper medical certificate is required for sanction of maternity leave.

6. Salary advance/Loans:

Purely for any personal emergency one can request salary advance up to 50% of your net pay (pay after all deductions). The advance will be considered based on the criticality of the reason like medical emergency of self/Spouse/ children /parents, bereavement of close family member.

The advance is recoverable from the salary in 3 equal instalments. At any time only one advance will be allowed, and one cannot request fresh advance while one advance is remaining unpaid. Entire advance must be repaid in case of exit.

Relieving letter cannot be issued without no dues clearance from accounts.

If there is any unpaid advance after exit, it will attract interest at 12 % p.a

No extension request to recover the advance will be allowed. Few documents are required to be signed with HR/Admin before release of advance.

7. Income Tax/TDS.

Payment of correct income tax is individual's responsibility and the company is also under legal compulsion to deduct and remit correct tax every month.

Do ensure that you plan your tax saving investments properly and do it well in advance.

If you have income under heads of income it must be reported and refund if any must be claimed in your tax return.

This means we will only accept salary income and the permissible investment as per Income tax rules for calculation.

IN any case the finance department will start recovering tax every month proportionately and after December, the recovery will be adjusted for failure to provide evidence of tax saving investment.

Please note that we cannot adjust tax recovery from the salary as per your requests every month.

Do not wait till end of March for your tax saving investment.

Do not request salary advance to pay tax.

8. Cell /Laptop / I Pad Policy.

The Company may issue cell phones and or other tools like laptop/ I pad etc. to employees whose jobs require the use of it at work.

Do allow access to IT department.

All the assets are Company property and are required to be reflected in the books of accounts.

Do make them available for upgrades, replacement, or inspection.

Do ensure to turn in the Company assets on separation and obtain clearance from IT department /finance.

Personal Use of these assets is to be restricted and they must be used only for business purposes.

If the employee does not have proper justification for the personal usage especially of cell phone calls usage, the cost will be recovered from the employee in the next payroll cycle.

Do remember that the security of the assets and the information stored on them is employee's responsibility.

Always keep your cell phone with you when traveling; never leave it unattended in your car or hotel room.

If the cell phone /laptop/I pad is lost or stolen, file FIR with police without fail and notify the IT department immediately. Any damage also must be reported to IT department.

Never store confidential information of the company on a cell phone.

9. Termination and separation

When and if there is a decision to resign, a resignation letter addressed to the company must be submitted to manager who will decide on the exit dates in consultation with the employee and HR.

Prescribed notice as per employment contract letter must be served.

Do handover all the company properties including the ID card.

Ensure complete transition to your reporting manager or the designated colleague.

Do check with finance for any dues and repay.

Do complete the exit feedback form. This is must for all voluntary separation