

Devotional Observance and Workplace Conduct Policy

Objective:

To ensure mutual respect, smooth operations, and a professional work environment while supporting employees in their personal religious or devotional practices and upholding the organization's standards in both internal and client-facing engagements.

Scope:

This policy applies to all employees who wish to undertake devotional observances, such as wearing a mala (e.g., for Lord Ayyappa, Anjaneya Swami, or similar spiritual commitments), that may influence their appearance, behaviour, or availability at work.

Policy Guidelines:

1. Prior Intimation Required:

Employees intending to undertake such devotional practices must inform their **Reporting Manager** and **HR** in advance.

2. Written Approval:

The observance (e.g., wearing of mala, taking vows, or following specific devotional practices during the period) must be **approved by both RM and HR** before commencement.

3. Client-Facing Roles:

Employees working in **client-facing roles** must ensure that their devotional practices do **not interfere with client expectations or engagements**.

- In such cases, additional discretion, discussion with the client account team, or temporary role adjustments may be considered.
- If a client's professional standards require neutral appearance or attire, the company may request modification or deferment of the visible observance during such interactions.

4. Work Commitments:

Approval will be granted considering the employee's current role, responsibilities, and business requirements. Employees are expected to maintain their work commitments unless specific accommodation is approved.

5. Professional Conduct:

Employees are expected to continue maintaining professional conduct and appearance during the period of observance, as per company standards.

6. Leave & Travel Considerations:

If any specific days of absence, temple travel (e.g., Sabarimala pilgrimage), or related leaves are needed, they must be requested through the standard leave process and will be subject to approval.

7. Non-Discrimination:

The organization respects all religious and spiritual beliefs. This policy ensures that such practices are managed respectfully while aligning with organizational needs.

Note: Undertaking devotional practices without prior intimation and approval may lead to disruption in work planning and may be addressed as a policy non-compliance.