

## Notice

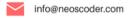
### Reporting

- ✓ Attendance and Absences: If you're unable to attend work or encounter any issues that may affect your tasks, please inform your team lead & in Microsoft Teams promptly. In urgent cases, direct communication is appreciated, ensuring that the team lead is aware of the situation.
- ✓ Workload Management: By informing team leads about any inconveniences or absences, dependencies can be minimized, and tasks can be redistributed accordingly. This allows us to balance the workload effectively across the team.
- ✓ **Policy:** REPORT TO THE LEADERS ABOUT ANY INCONVENIENCE to facilitate better planning and collaboration.

CODER

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Date: November 03,2024



## Meeting Protocols

- ✓ **MoM** (**Minutes of Meeting**): The organizer or host is responsible for taking clear and accurate meeting notes. MoM must capture essential points, action items, and decisions to facilitate effective follow-up.
- **✓** Respect for the Meeting Environment:
  - o **Phones Silent:** Phones must be set to silent mode during meetings.
  - o **Phone Usage:** Limited phone use during meetings is encouraged. Only urgent calls may be taken outside the meeting room.
  - o **Agenda Discipline:** Following the agenda is required. If new topics arise, a separate meeting with relevant members must be scheduled to maximize meeting effectiveness.
  - Time Management: Meetings must be conducted within the allotted time. If additional time is needed, a follow-up meeting must be arranged to ensure informed decision-making and maintain efficiency.



## Leave Policy

- Leave Reporting: Taking leave is acceptable. Inform your team as soon as possible to facilitate task reassignment and maintain project timelines.
- ✓ **Work Reassignment:** Notifying leads promptly allows for effective task reassignment or management to minimize disruptions.





# Work From Home (WFH) Policy

- ✓ **Overview:** While our primary mode of operation is on-site, certain circumstances may require employees to work from home. This policy outlines the guidelines for such arrangements.
  - o **Eligibility:** WFH requests must be approved by the team lead. Valid reasons include health issues, personal emergencies, or exceptional circumstances.
  - o **Notification:** Notify your team lead at least 24 hours in advance, specifying the objectives of work to be completed during WFH, and provide a clear reason for the request. Upon returning, ensure that all tasks are delivered.

#### **✓** Responsibilities:

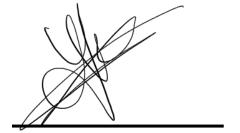
- o Ensure availability during regular working hours via Microsoft Teams.
- o Complete all assigned tasks and maintain productivity.
- o Keep communication open with your team to facilitate collaboration.



## Proper Use of Office Equipment

- Careful Usage: Exercise care and respect when using office equipment, including VR sets, stand-up monitors, and the coffee machine. This ensures the longevity and functionality of shared resources.
- Recreational Equipment: Recreational equipment (VR) is allowed for use only during 1:00
   PM to 2:30 PM.
- ✓ **Responsibility:** Each team member is accountable for the proper handling and maintenance of these tools for the benefit of all.

### APPROVED BY:



Tahmid Alam MD/CEO

NeosCoder