

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.

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:**
 - **Phones Silent:** Phones must be set to silent mode during meetings.
 - **Phone Usage:** Limited phone use during meetings is encouraged. Only urgent calls may be taken outside the meeting room.
 - **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.
 - **Eligibility:** WFH requests must be approved by the team lead. Valid reasons include health issues, personal emergencies, or exceptional circumstances.
 - **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:**
 - Ensure availability during regular working hours via Microsoft Teams.
 - Complete all assigned tasks and maintain productivity.
 - 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.
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APPROVED BY:



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