

Office Circular

Code of Conduct

Office etiquette is something that helps smooth the wheels of daily interaction within the office. Office etiquette ensures that you don't become office enemy number one because you've been irritating people with unhelpful habits or comments. Not that you are deliberately aiming to be an office challenge, but some of your actions may unwittingly cause others discomfort or unease.

Moreover, office etiquette is the key deciding factor in how your colleagues will respond to you and come to your rescue when you need help. The manner in which you conduct yourself within the office environment among people who effectively become your "second family" will determine how you're viewed and the ease with which you will be supported by others around you.

Always write Dear Sir/Madam in Email:

1. Contacting your seniors in email "Always start with 'Dear Sir/Madam'.
2. If he/she is yours junior or subordinate write his/her full name with Dear Mr./Ms./Mrs.
3. if it is similar positions but in different departments then it has to be" Dear Sir/Madam' both parties.
4. If you don't know the person, write "Dear Mr./Ms./Mrs. Xxx"
5. If you know the person who is your customer/reputed person, please write "Dear Sir/Madam"

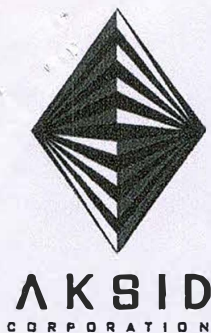
Always say please and thank you:

A few nice words can keep the mood of the office inspiring or at least keep the mood from turning obscene.

Respect your colleagues and their opinions

even if you disagree with them. Mutual respect is essential for good teamwork. Disagree all you want, but be polite.





Get drawn into arguments

Disagreements are an expected part of working in a team, but don't get drawn into unprofessional slanging.

Never criticize or make fun of any of your colleagues

Remember fighting leads to no solution. There are several other ways to express displeasure. Sit with your colleagues, discuss issues face to face and decide on something which is mutually acceptable.

If disobey this code of conduct

- a) **Verbal warning:** Verbal statement to employee that he/she has violated a rule and/or regulation and that such violation may not continue. If he/she not correction written warning
- b) **Written warning:** Formal notification in writing to employee that he/she has violated a rule and/or regulation.
- c) **Deduction Salary:** If he/she do not maintain rules and regulation, then deduct 1 day salary
- d) **Discharge:** He/she violate it that's means he/she violate our policy so, management will take disciplinary action like discharge.

Best Regards

Saud Anam
Managing Director

