

Game Zone regulation

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Game Zone regulation

1. Purpose

The purpose of this policy is to provide guidelines on the usage of Game Zone materials across different sites & locations. A description of the process of material requests, as well as the responsibilities of all parties involved.

2. Scope

This policy applies to all employees across ACS locations within India.

3. Guidelines and process

3.1 Timings

Games will be set up in the cafeteria due to space restrictions; therefore, we must follow the timings as described below. No exceptions will be made.

- 9 am to 12 pm (IST)
- 3:30 pm to 7:30 pm (IST)
- 11:30 pm to 3:30 am (IST)
- Any changes or other events planned in the cafeteria will be communicated by WPS in advance

3.2 Discipline

- The game zone is a shared facility, which means many employees would use it. Therefore, it is imperative to play responsibly and allow other employees to use it as well.
- Be Respectful to Your Co-workers
- Please be mindful that there are people dining in the cafeteria around you
- Our game zone is solely for the recreation of our employees, so betting is not permitted
- We understand that you might get excited during the games, but please avoid making loud noises.

3.3 The responsibility of the requestor

- To access the materials of the selected game, the requestor must use the "Game zone register" located at the security desk.
- The responsibility of returning and maintaining the condition of the material lies with the requestor. This involves ensuring that the material is returned in the same condition to the security desk and that the register is updated by closing the loop
- A requestor, along with a "replaced employee" must update the register if at any time the materials are handed over to a replacement employee at the time of the game. It is now the responsibility of the replaced employee to carry out the tasks.

- Losses or damages to the game zone material, whether intentional or unintentional, will result in a penalty. This penalty will be deducted from the salary of the responsible employee. (This will be investigated and charged on a case-by-case basis).

3.4 The security team's responsibilities (under WPS Supervision)

- The Security Team should ensure that "Game Zone registers" are maintained at all security/reception desks.
- It is necessary for the Security Team to double-check the details of the individual who updated the register. Upon filling out the mandatory fields, the material will be handed over.
- A complete list of the materials available in the game zone should be kept by the Security Team.
- Any damaged or lost material should be escalated to the Security Team immediately upon receipt and with all the incident details.
- The Security Team must inform the requestor if any materials are unavailable in the game zone.
- Following the procurement protocols, the Workplace Services Team should obtain quotes for the unavailable material.

4. Disclaimer

Company's Absolute Right to Alter or Abolish the Policy

ACS Solutions reserves the right in its absolute discretion to abolish the policy at any time or alter the terms and conditions. Such discretion may be exercised any time, before, during or after the policy year is completed.
