

Dear Team,

The Office timing starts exactly at 10:00 am to 6:30 pm, keep 15 minutes grace period for every employee, if your regular office timing is 10:00 then keep grace period upto 10:15 (15 minutes) for every employee after that can count late coming. We need your cooperation on this and make the working environment healthy to work on. Kindly find below the terms and conditions of **Monteage IT Solutions Pvt Ltd** for maintain discipline.

COMPANY POLICIES

1. LEAVE POLICY

All employees allowed **3 Work from Home (Exigency)** in a month with submission of report till evening.

If employee should come 15 min late in morning or leave before 15 min evening for 2 days it will have considered as Half day and after 4 days it will consider as full day leave.

1 CL (Casual leave) allowed in a month & carry forward as per to your requirement with informing the concerned person.

2. LATE COMING

Any employee coming late (after grace period of 15 minutes) for more than 2 times in a month will be marked half day for the said day.

3. TRAINING PROGRAMME

The newly selected candidates have to undergo organisation's training programme for at least 7 days. The final selection will be done on the grounds of performance in the training programme (If not selected finally then no compensation will be paid for the above said programme).

4. IN CASE OF PIP

If any employee is terminated on the grounds of the PIP (PERFORMANCE IMPROVEMENT PROGRAMME) letter, in that case 15 days salary will be deducted from earned salary, which will be cleared after 30 days from the date of termination.

5. IN CASE OF MISCONDUCT, ACTS AGAINST COMPANY POLICIES

In case of termination on the grounds of misbehaviour, misconduct, mis-sale, or any act against the integrity of the organisation by any employees, 1 month salary will be deducted, full and final settlement will be done after 30 days from the date of termination.

Thanks & Regards
HR Dept