

# SOP Lil humans

SOP No.	Lilhumanie	Issue Date	Version	Revision Date
HR-001	Tamizharasan, Intern Full -stack developer Lead	19/01/2026	001	MM/DD/YY

## Employee Process

### Purpose

This Standard Operating Procedure (SOP) provides a structured framework to help employees perform their roles effectively, maintain discipline, and ensure all operations align with the goals, values, and standards of **Lil Humans**. It serves as an official reference to promote consistency, accountability, and professionalism across the organization.

### Scope

- All employees of Lil Humans, including full-time, part-time, interns, trainees, and contractual staff
- All departments, teams, and operational functions
- Office working hours, attendance, and time management practices
- Leave application, approval, and tracking processes
- Performance expectations, task reporting, and productivity standards
- Workplace conduct, communication protocols, and professional behaviour
- Use of company systems, tools, data, and organizational assets
- Disciplinary actions, performance management, and exit procedures

### Roles / Responsibilities

- Lead and coordinate full-stack development tasks under guidance
- Assist in designing, developing, testing, and deploying features
- Guide and support junior interns or team members
- Ensure coding standards, best practices, and timely task completion
- Collaborate with cross-functional teams to achieve project goals
- Troubleshoot technical issues and maintain proper documentation
- Follow company SOPs, data security policies, and maintain professionalism

## SOP Instructions

### Office Timings:

- Work hours are **4 PM to 6:00 PM**, Monday to Saturday.
- Employees must mark attendance accurately.

### Attendance and Leave:

- Apply for leave in advance through the HR system or approved channels.
- Frequent or unauthorized absence may lead to disciplinary action.

### Work Performance:

- Complete assigned tasks within deadlines.
- Maintain quality and adhere to coding/design/content standards as applicable.
- Report progress and challenges regularly to your reporting manager.

#### **Communication:**

- Use official channels (Email / WhatsApp groups) for work-related communication.
- Maintain professional tone in all interactions.

#### **Discipline and Conduct:**

- Respect colleagues and maintain a positive work environment.
- Follow company policies on confidentiality, data security, and use of tools/resources.

#### **Reporting Issues:**

- Report any technical, HR, or workplace issues promptly to the concerned department.

#### **Exit / Termination:**

- Follow the formal exit procedure in case of resignation or termination.
- Return all company property and clear pending tasks before leaving.

#### **Note:**

- **1st Monday Meeting:** Team heads to collect and share weekly updates.
- Take approval via WhatsApp group; **Missed Approvals:** HR will note it.
- **Inter-Team Support:** Communicate via email and keep CC:  
imayag@gmail.com, paviraghavendran@gmail.com, prasanth2306s@gmail.com

**If In Doubt – Ask Your Hierarchy/HR**