

MEMORANDUM

Date: July 29, 2020

To: All Employees

From: Sudip Ghose, Head of HR.

Subject: Wearing IDs During Office Hours.

It has come to my attention that some of our employees don't wear their IDs (Identity Cards/badges) at the office premises during office hours. As required by the Management, it has been decided that all its employees required to wear their IDs (Identity Cards/badges) issued by our Company. This will help us maintain our individual identity and look more professional. We will be conducting routine inspections twice or thrice a day to check that everyone is strictly complying with this matter.

Hence, the Management seeks the co-operation from its staff members in wearing the identity cards without fail and expects total compliance.

Thank you.