**HR POLICY**

**Purpose**

The purpose of this policy is to define standardsR HR and the code of conducts expected from the associates of NESPL while in office. It will not only help create a healthy work environment but also avoid awkward situation or conflict.

**Scope**

This policy applies to all NESPL associates, working on or offsite, working full time or part time with respect to the office etiquette and high level of decorum expected from them while in the office.

**Policy**

**Professionalism**

Showing a level of professionalism in one’s job means you must show maturity, reliability and conscientiousness. All of these factors considered together would be called your work wither, and the ideal work ethic is one of that speaks highly of you and shows good character.

**Punctuality Be on time**

Make sure you have directions and allow for rush hour traffic. It is very important to be on time. “Yeah! One of very important factors is punctuality, and be sure that you inform your trainer if you are going to be late or not coming.

**Inappropriate Attire**

Too short, too tight, too revealing clothes should be avoided in office. It is disrespectful to others and yourself when productivity and the quality of work is demeaned by distraction resulting from someones attire. Short pants, Capris, Slippers are not allowed.

**Smoking**

Don’t smoke in public places, especially work, except in designed area. If possible

**Poor Phone Manners**

Do not use mobile phone in software labs and meetings rooms. In office premise, put your mobile phones in silent or vibrant mode only.

**Inconsiderate of Common Space**

Do not leave your mess out in a common space, leaving dirty coffee mugs in the kitchen or on your working table.

Keep the washroom clean & dry.

**Gossiping**

Gossip is the height of inactivity in the workplace. Inappropriate talks or statement about the company or associates would be intolerable.

**Official Language of Communication**

The official language for all communication purposes would be English

**Enforcement**

Any associate found to have violated this policy may be subjected to disciplinary action, up to and including termination.