



## **Mallow Technologies**

### **Private Limited**

No.62, Vivekananda nagar main road,  
Sengunthapuram, Karur - 639 001

### **Rules and Regulations:**

1. You must handover all official login credentials including Skype, Slack and any other third party account to HR/Network Team on or before your relieving date.
2. Employees are expected to maintain good conduct in & out of the office and maintain the dignity of the company failing which may lead to disciplinary action.
3. Employees should not discuss or disclose company related matters to outsiders. Employees should discuss matters related to the company only to the authorized person inside the company.
4. Pen drives, CD's, DVD's, iPods or any other electronic device should not be used in the company. If the need arises to use any of them for official purpose get prior approval before using them.
5. Listening to music is not allowed.
6. Avoid using internet other than official. Chatting, social networking websites, personal emails are not allowed inside the company.
7. Mobiles should not be connected to the computers, server or any other company device. Mobiles can be used only for personal use. Please put your mobile phones on silent mode and avoid taking calls inside the development area to avoid disturbance for others. Use the dining area to attend your important calls.
8. Do not copy songs, videos or any other personal data in the systems or server.
9. Printer can be used for taking official print outs only. Do not take the print outs outside of the company premises.
10. Be Punctual.
11. Maintain the work place clean.
12. Visitors are allowed only up to the reception area where you can meet them in case of urgency.



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13. Maintain silence inside the development area and avoid disturbing others.
14. In case of job termination the company will issue a written notice before 65 working days for Employees with Job Offer letters issued on or after 16.10.2020(earlier it was 45 working days)
15. You are required to give a written notice 65 working days for Employees who has Job Offer letters issued on or after 16.10.2020(earlier it was 45 working days) prior to your resignation.
16. Please feel free to contact the management or Executives for your suggestions to improve, correct or change practices of the company in order to make it a better company.
17. Using 'Plastic Bottles' for drinking water is not good for health. Long time usage of plastic bottles is hazardous to life.

We have installed a water cooler with silver container at the cafeteria and a stainless steel tumbler cup will be placed near the water outlets which can be used or you can use the cups that have been provided individually.

You are also allowed to bring your own water bottles, provided it be glass or stainless steel or any other material but not plastic.(not even Tupperware bottles).

Usage of Plastic water bottle is prohibited in our office.