



Mallow Technologies

Private Limited

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Sengunthapuram, Karur - 639 001

Permissions - Guidelines

This information is to clarify about "Permissions" that we are utilising, the process associated with it and few other points.

While we have earned leaves that we can utilise when we are not available for at least half a day or more than that, there could be situations where we might need less than half a day to carry out our personal work. Instead of applying for leave or utilising the leave in those situations, we have the flexibility to use permissions, provided we use them judiciously as stipulated. Permissions are usually less than 4 hours and as of now we don't have any limit on the number of permissions you could utilise. Permissions could be at the start of the day, end of the day or even during the middle of the working hours.

However there are few points that you have to consider to utilise the permissions:

1. Permissions have to be planned as much earlier as possible. Permission for attending a wedding can be planned well ahead. However, we understand there could be an emergency or unexpected situation which cannot be preempted, for which immediate permission requests will be considered.
2. Permission has to be requested and it has to be approved by your lead or reporting person. It should not just be an information. We value your personal space and we will try to approve all valid situations. You could also talk to the HR team if you need any help in this.
3. The time you need as permission has to be compensated either on the same day or the next day / days, as early as possible. For example, if you are taking an hour of permission at the start of the day, you can compensate it by extending an hour on that same day, thus working 8 hours for that day. If your permission is 2 hours or more than that and if you cannot compensate it on the same day, ensure it is compensated in the upcoming days. Please discuss and plan with your lead or reporting person on this also while you request for permission.
4. Permission is allowed and will be approved on the condition that any deliverables (versions, releases, emails, etc) that we have planned should not be affected. We also don't want to compromise on the quality of the deliverables. No compromise on these is a must to go ahead with the permissions. We encourage you to be responsible to avoid these and also take up the responsibility to catch up the schedule due to your absence. We think we will be better professionals by doing so.

You have to initiate the permission request through e-mails to your approvers with CC to hr@mallow-tech.com and pm@mallow-tech.com E-mail ID's without fail.

We hope the above details explains the permissions clearly. You can feel free to reach out to your leads, reporting persons or the HR team at any point of time for any help.