



WORKING HOUR POLICY

Working Hours

Employees are required to work for five days a week, from **Monday to Friday**, for a total of **9 hours** per day, with **8 hours dedicated to work** and **1 hour designated for a break**. The office hours are scheduled from **10:00 AM to 7:00 PM**, with a lunch break from **1:00 PM to 2:00 PM**.

These timings may vary based on work requirements. During the designated 1 hour break, employees are allowed to utilize it for personal use or may leave the premises but be sure to return back within the break time. Late returns during the break will not be tolerated and will result in necessary disciplinary actions. For proper reason and taking permission beforehand It solely depends on the available workload and your reason behind it.

It is mandatory for every employee to mark their entry and exit time in the employee book whenever they go out of the office during working hours.

Reporting Time

Reporting time is **10:00 AM**. There is a buffer time of 15 minutes provided by the company. But if the employee is going to be later than 10:15 AM then he/she will have to inform the HR and Reporting Manager beforehand, failing to do so will result in half day leave.

PROBATION PERIOD POLICY

Probation Period

The probation period policy is designed to provide an opportunity for newly hired employees to demonstrate their ability to meet the expectations of the company, and to determine their suitability for the job role. During this period, the company will evaluate the employee's performance, work ethics, attitude, and fit within the company's culture and values.

Performance Expectations:

The performance expectations will be communicated to the employee at the beginning of the probation period. These expectations will be based on the job description, the company's policies and procedures, and the employee's experience and qualifications.

Evaluation:

The employee's performance will be evaluated on a regular basis during the probation period, using criteria and feedback from their supervisor or manager. The employee will receive feedback and be encouraged to ask questions, seek guidance, and clarify expectations during the evaluation process.

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Continuation or Discontinuation:

At the end of the probation period, the employee's performance will be reviewed, and a decision will be made regarding their suitability for the job role. If the employee meets the performance expectations and is deemed suitable for the job role, their probation period will be considered as completed, and they will be confirmed as permanent employees of the company.

However, if the employee fails to meet the performance expectations or is deemed unsuitable for the job role, their employment may be terminated during the probation period and the **company won't be liable to pay salary**.

In the meantime, if an employee wants to leave the company within the probation period, he/she is free to leave the company **until the 25th day of probation period** by providing one day prior notice on email. If the employee wishes to leave, then the **company won't be liable to pay salary**.

LEAVE POLICY

Types of Leave

The following types of leave are available to employees:

a. Earned Leave (EL): This is a paid leave granted to employees as a benefit for their services. The number of EL days granted varies based on the employee's job commencement date, each whole calendar month will attract **1.17 days** of leave. Employees need to get this leave approved beforehand from the management. If there are no leaves in the leave balance, then leave without pay will be considered.

To avoid loss of pay, please ensure that you inform us well in advance of any unplanned leave requests. Any leave requests received after **8:00 AM** on the same day will not be approved.

Unauthorized absence from work without prior approval will be considered a violation of the company's leave policy and may result in **disciplinary action, including termination of employment**.

In case of any unforeseen circumstances for which you have to apply last minute it will be subjected to management decisions and does not guarantee approval.

b. Sick Leave (SL): This is a paid leave granted to employees when they are ill or incapacitated due to a medical condition. The number of SL days granted varies based on the employee's job commencement date, each whole calendar month will attract **0.84 days** of leave. It is essential for employees to inform their team leader or HR in advance, minimum by 8:00 AM, via email. Failure to do so will result in the leave being considered as Leave Without Pay (LWP), regardless of available leave balance.

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If you are taking sick leave for more than two days, you have to submit a Medical Certificate which must be granted by a qualified medical practitioner holding at least an M.B.B.S. Degree and is registered with the Medical Council of India. If there are no leaves in the leave balance, then leave without pay will be considered.

Leave Application

Employees must apply for leave through the email to HR (hr@protocolzone.com) with Bhagyesh Patel (bpatel@protocolzone.com) and the Team Lead in CC in advance. The application must contain the following details:

- a. Start and end date of the leave
- b. Reason for the leave with proper documentation

Leave Approval

All leave requests will be approved by the immediate supervisor based on the employee's workload, team schedule, and project deadlines. The company will require 3 weeks advance notice for leaves more than 3 days and 1 week advance notice for leave less than 3 days.

Sandwich Leave Policy

Sandwich leave policy is a type of leave policy where an employee takes a one-day leave before or after a holiday or weekend, which is considered as a sandwich leave. If there are no leaves in the leave balance, then leave without pay will be considered.

- You can take paid sandwich leave once a financial year for instance a and b.

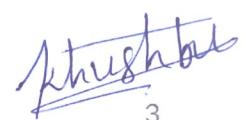
a) If an employee takes a leave on both Friday and Monday, the four consecutive days (Friday, Saturday, Sunday, and Monday) will be considered as a leave period. This includes merging the weekend with the leave period, resulting in four days counted as leave.

b) If an employee takes leave that coincides with a public holiday and/or a weekend, the weekend days will be included as part of the leave period. For example, if an employee takes leave on Friday after a Thursday public holiday, then the leave period will be considered as four days.

- You can take paid sandwich leave twice a financial year for instance c and d.

c) If an employee takes leave on a Friday, the leave period will be considered as three consecutive days, including the weekend.

d) If an employee takes leave on a Monday, the leave period will be considered as three consecutive days, including the preceding weekend.



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Public Holiday List 2024

Sr No	Name of Occasion	Date	Days
1	Makar Sankranti	15th January, Monday	1
2	Holi - Dhuleti	25th March, Monday	1
3	Rakshabandhan	19th August, Monday	1
4	Janmashtami	26th August, Monday	1
5	Dussehra	12th October, Saturday	1
6	Diwali	31st October to 5th November	6
7	Christmas	25th December, Wednesday	1

PHONE USAGE POLICY

The phone usage policy is an important part of the workplace guidelines in an IT company. It provides employees with clear guidelines regarding the appropriate use of mobile phones in the workplace, and helps to maintain productivity, confidentiality, and security.

Personal Use:

Employees are permitted to use their personal mobile phones during working hours for **emergency situations or personal reasons**. However, **excessive or inappropriate use of mobile phones is not allowed** and can result in disciplinary action. Personal calls should be kept brief, and should not interfere with the employee's work or the work of their colleagues.

Social Media and Messaging:

Employees should avoid usage of social media and messaging apps during working hours. Usage of these apps should not interfere with the employee's work or the work of their colleagues. Employees should not use social media or messaging apps to harass, bully, or discriminate against others, or to share confidential or proprietary information.

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Usage and Distractions:

Mobile phones can be a distraction in the workplace, and employees are encouraged to use them only during their breaks. During meetings or other work-related activities, employees are expected to keep their phones on silent mode or switch them off to avoid distractions. There should not be any misuse of the company's internet connection.

Violation of Policy:

Violation of the phone usage policy can result in disciplinary action, up to and including termination of employment. Employees are encouraged to report any violations of the policy to their supervisor or the HR department.

WORKPLACE CONDUCT

Professional conduct:

Employees should behave professionally at all times, treating colleagues and clients with respect and courtesy. They should refrain from engaging in any conduct that may be considered discriminatory, harassing, or intimidating.

Dress code:

The company wants to establish a formal dress code to ensure a professional appearance in the workplace. This includes guidelines for appropriate attire for meetings and client visits. Employees have to wear formal shirts on working days except for Friday, employees can dress casually but keep in mind that no derogatory t-shirt designs are allowed in the workplace. During client visits special guidelines will be emailed to you by the HR department.

Use of technology:

Employees should use company-owned technology and equipment for business purposes only. They should follow established security protocols and not engage in any unauthorized use or access.

Communication:

Employees should use appropriate language and tone in all communication, whether it be in person, via email, or over the phone. They should avoid engaging in any communication that may be considered disrespectful or offensive.

Work environment:

Employees should maintain a clean and safe work environment, reporting any hazards or safety concerns to their manager or HR immediately.

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