

OFFICE ETIQUETTE

Employees at Megna Super IT Solutions are hereby advised to strictly adhere to the following disciplines during their employment.

1. **Never adopt a casual attitude at work.** Your office pays you for your hard work and not for loitering around.
2. **Do not use your hand phone frequently during work & Keep your phone in the silent or vibrating mode at the workplace.** Loud ring tones are totally unprofessional and also disturb other people.
3. **No organization likes to have a shabbily dressed employee.** Shave daily and do not use strong perfumes. All the trainees are hereby advised to come in strict office **Formals** everyday.
4. **Reach office on time.** Your time starts at 9:30 AM and ends at 6:30 PM. Timings of your regular training are to be adhered to without any delays. You have to reach office by 9:45 AM, every 4 late comings will have a half day deduction.
5. For any information, do approach **Ms Pavithra** and **Mr Stephen ONLY**.
6. **Maintain Distance from each other.** You are advised to be seated in your respective seat and maintain distance to keep yourself healthy and should practice their working culture.
7. **Speak English.** Communicative language in the office premises should strictly be **ONLY ENGLISH**.
8. **No Grouping.** Corridor meetings by the trainees are strictly prohibited.
9. **Take care of your pitch and tone at the workplace.** Communications with peers should be decent and polite and in low voice. No shouting and filthy language is allowed in the office premises.
10. **Never criticize or make fun of any of your colleagues.** Remember fighting leads to no solution. There are several other ways to express displeasure. Sit with your colleagues, discuss issues face to face and decide on something which is mutually acceptable. Respect your fellow workers and help them whenever required.
11. **Never attend meetings or seminars without a notepad and pen.** It is little tough to remember each and everything discussed in the meeting. Jot down the important points for future reference. Wait for your turn to speak.
12. **Confidentiality.** It is unethical to share confidential data with external parties and any other individual who is not related to the organization. Data in any form must not be passed to anyone outside the organization.
13. **Keep Environment Clean.**
 - Usage of toilets and keeping hygiene is always a good practice of every growing responsible individual. Hopeful to see good practices at all times.
 - Spitting chewing gums into basins in toilets is a non hygiene practice.
 - Request all trainees avoid spitting.
 - Flush sufficient water after every usage in toilets.
 - During lunch times keep your desk clean and hygiene.
14. **Proper use of Company asset.** Infrastructure in the office should be carefully used for learning progress only. Misuse of the systems infrastructure and internet facilities will be treated as crime and necessary action procedures will be initiated against those trainees who are at fault.

15. **Attendance.** Everyone should continuously attend the office without any absenteeism during your probation period. Leave or permission for leaving office early is strictly prohibited during training period. Minimum of 97% attendance is must. Any leave taken during Probation considered to be LOP.
16. **Unavailability of Technical team.** In case of absence of the trainers/Technical team, employees need to practice and prepare for the program.
17. Any interaction with Megna Super IT management should only be through proper protocol.*
CONTACT Ms Pavithra* in regard.

Management of Megna Super IT will always strive to up-bring the employee's progress Request employees cooperation.