

IBC24 – S.B.Multimedia Pvt. Ltd. (IBC24)

Policy Nomenclature

Policy Title: Visiting/Business Card Policy

Policy Authorizer: COO

Decision:

Approved

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Unapproved

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Issued on: Jan 01, 2017

Visiting/Business Card Policy

OBJECTIVE

To facilitate the Employees to avail Business cards for introductions and interactions with business prospects and clients of the company.

ELIGIBILITY

- All HOD's
- Field Staff (Marketing, Sales, Reporters, CSR's etc)

APPLICABILITY

An eligible employee may request for a maximum of 100 cards from HR department by mail-:
hr@ibc24.in

OPERATIVE GUIDELINES

- ❖ All eligible employees will be provided with only standard / approved business cards soon after joining the organization by HR dept.
- ❖ Additional Business cards can be issued, once they are used or scarce (for business purpose only) with the request sent to HR.
- ❖ Check HR department about “Name”, “Designation “etc to ascertain the standard presentation of the business card is not deviated.
- ❖ The processing time for business cards will normally be 10 working days from the time of handling over the requisition.
- ❖ A business card will usually contain name of the employee, designation with division / department / function, the address /telephone number / fax number of office and Mobile number/ e-mail Id of the employee.
- ❖ Employees who are **NOT** eligible for business cards can ask for digital copy of the same with his/her HOD’s approval to HR for further process.
- ❖ In the event of a member being re–designated / promoted, a fresh set of cards may be indented.

Exceptions

- ❖ This policy is subject to modification, amendments and alterations by the management at any point of time without any prior intimation or notice.