LOG IN / LOG OFF POLICY

Applicability:
To all the employees working in/with Codetru.

Eligibility:
From the Date of Joining of all the employee, he/she should adhere to this policy.

Timings:

There are two options for employees to choose their work timings from:

1. 9 am – 6 pm
2. 10 am – 7 pm

The employees are supposed to complete 9 hours in the office.

Process:

- If any employee is coming an hour later than his/her usual shift time without informing the manager prior and seeking permission, then it will be considered as late coming.
- If an employee wants to go an hour earlier than his shift end time without informing the manager prior and seeking permission it will be considered as early going.
- An employee is eligible for only 2 late coming/ early going per month. If an employee is found to have defaulted this, he/she will be penalized with a half day deduction from his/her leaves.
- Also, once the employee is found to be a defaulter wrt the above-mentioned rules, he/she will be given a warning letter.

For Codetru

Name: Jaya Prakash Peddineni

Designation: CEO