**COMPANY’S PROTCOL**

1. Smoking, inappropriate work and unsocial offense will not be entertained in the premises.

2. Violence, fighting, horseplay, whistle and other inappropriate conduct are prohibited.

3. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature are strictly not allowed.

4. Serious or repeated offensive remarks, such as teasing related to a person’s body or appearance are not allowed.

5. Offensive comments or jokes are prohibited.

6. Any activity such as physical contact (touching or pinching) is strictly not allowed in office premises.

7. Controlling a person’s reputation by rumor-mongering about private life, criticizing, insulting, blaming, reprimanding or condemning an employee in public are prohibited.

8. If any mishap has been conduct with him/her they have to inform immediately to HR & management team.

9. When you are present in office premises you have to do Conversation only on official software such as flock (whatsApp and other social sites are not allowed)

**Note :- Every individual have to follow all this Protocol above mentioned when they are in office premises , If company finds any miss-behave happening in the premises than company is liable to suspend or terminate that employee on immediate basis & Company is not responsible for act.**