At Neolytix, we believe a clean, organized, and respectful workspace boosts productivity and job satisfaction. This guide outlines our key standards to help you thrive.

**Hubstaff Policy for Neolytix India Office Premises**

* **Time Tracking:** All employees must use Hubstaff to clock in and out during their work hours, ensuring accurate tracking of work hours and activities.
* **Editing Work Hours:** Employees are not permitted to edit their work hours directly. Any adjustments to recorded time must be requested and approved by a manager, with valid documentation or proof of work provided.
* **Idle Time:** If idle time is detected, employees are required to adjust their tracking accordingly and provide proper documentation or proof of work. This must be approved by the manager.
* **Accuracy:** Employees must ensure that the time recorded on Hubstaff reflects actual work hours. Misreporting or tampering with time records is prohibited.
* **Task & Project Tracking:** Employees should assign their time to specific tasks or projects in Hubstaff for transparency and better task management.

**For a more detailed walkthrough on how Hubstaff works, please refer to this video:** [**How Hubstaff Tracking Features Work - YouTube**](https://www.youtube.com/watch?v=u9-S4EFluk8)

**General Conduct and Workspace Etiquette**

**Phones on Silent Mode:**

To ensure a focused environment, please keep mobile phones silent and use designated areas for personal calls to minimize distractions.

**Conduct Calls in Designated Areas:**

Ensure a quiet environment by conducting all Teams and work-related calls in phone booths or meeting rooms.

**Bag Storage:**

For a more organized main work floor, store your bags in the provided lockers

**Locker Use:**

Each employee is assigned a locker for personal belongings. We encourage keeping lockers tidy and locked, and reporting lost keys immediately. Please refrain from storing food or perishable items.

**Fridge Policy:**

Only daily consumable food items should be stored in the fridge. Leftovers may be disposed of to prevent spoilage.

**Desk Allocation:**

Desks are assigned to each employee; please keep yours clean and organized.

**Training Room:**

Trainees should stay in the training room during sessions. Other team members should use other spaces for business.

**Meeting Room Etiquette:**

Turn off lights and air conditioning when leaving, and ensure the room is clean with chairs returned to their spots.

**Desk Decoration:**

Feel free to decorate your desk professionally. Avoid items that interfere with work or disturb others.

**Dress Code:**

Dress in business casual attire. Please note that Neolytix isn't responsible if access is denied due to non-compliance with the building’s dress code.

**Notepads and Bottles:**

Notepads and sticker-tagged bottles will be provided. Use these for hydration and note-taking, avoiding single-use plastics.

**ID Cards:**

Carry your ID card every day for security and identification purposes.

**Facilities and Break Policies**

**Self-Service Breaks:**

Clean up after yourself during tea/coffee breaks and dispose of cups properly.

**Food Policy:**

Meals should be eaten in the pantry, not at workstations. Spill-proof containers for beverages are recommended.

**Break Timings:**

Stick to allocated break times to ensure smooth operations. Scheduled breaks are:

|  |  |
| --- | --- |
| For 10:30 shift | 1:00 PM - 3:00 PM |
| For 1:30 shift | 4:00 PM - 6:00 PM |

**Shared Services:**

Employees may use the cafeteria in the building for consumption of self-brought meals or purchase from the available offerings.

An additional conference/meeting room is available on the property upon request.

**Cleanliness and Basic Etiquette**

**Maintain Cleanliness:**

Please help keep all areas tidy by returning furniture to its place and disposing of coffee/teacups properly.

**Basic Etiquette:**

Be respectful, keep noise levels low, and use polite and professional language in all interactions.