COMPANY’S RULES AND REGULATIONS

1. OFFICE TIMING: ¬ The Company's working hours are Monday to Saturday, from 9.30 am to 6.30 pm. Alternate Saturday Off. Employees are entitled to 45 minutes of lunch break every day.

¬ Lunch timing is 1:30 p.m. to 2:15 p.m.

¬ Office timing is 9.30 a.m. to 6.30 p.m. late comers would be fined Rs.10/- every 5minutes. 15 Minutes grace period (9:30 a.m. to 9:45 a.m.) has been given to employees twice a month, after 9:45 a.m. Rs.10/-per 5 minutes.

1. SALARY: ¬ Any increment or declarations of increment shall be made at the sole and absolute discretion of the Company. In determining the amount of bonus, the Company shall consider your work performance, amongst other factors.

¬ Salary time is during 10th of every month i.e. Salary for the period of 1st to 30th of every month will be given during 10th of next month.

¬ Salary would be revised by 30% every 6 months.

¬ No employee is allowed to share or discuss his/her salary with the colleagues. The salary should be kept between the employee and the employer.

¬Issues regarding salary is to be discussed by the employee with the HR Manager.

1. OTHER DISCIPLINE: Usage of Mobile Phone: All employees have to keep their mobile on vibration mode during office hours.

¬ Wearing ID card is Mandatory for every employee. Those who don’t wear it or forget to bring it have to pay fine of Rs.50/- per day. In Case you lost or damage your ID card, the expenses of the new card would be retrieved from the employee’s salary.

¬ No Foul Language or behavior would be tolerated in or around the office premises.

1. TERMINATION AND NOTICE: ¬ During the probationary period, either employee may terminate the contract by giving Minimum 30 days’ notice. The Company reserves the right not to give any reasons for termination.
2. GUIDELINES FOR LEAVE: ¬ Any Leave (Except on sickness grounds) should be sanctioned by HR Manager or Respective supervisor in advance.

¬ Wherever possible applications for leave will be approved, however the company needs to take into account work requirements and the performance of the employee's duties when considering whether to grant leave. For example, if another employee has already booked leave at that time, in a small team it may not be possible to allow two people to have leave at the same time.

¬ If anybody needs to take a leave on urgent basis on the same day, he/ she should intimate about the same only to their respective supervisor by email before 10:00 am. Every uninformed leave will be counted as double unpaid leave.

¬ Submitting the leave application is mandatory. Every uninformed leave will be counted as double unpaid leave. And every rejected/unapproved leave count as unpaid leaves.

¬ The Supervisor/ HR has right of refusal to leave application submitted to him by an employee, depending upon work exigencies.

¬ Employees allowed for prior informed Short Leave up to 11:30 a.m. or early going on or after 4:00 p.m. twice a month. After 2 times in month if any employee do the same this will consider as Half Day or Full day leave.

We expect and believe that our employees would follow all the rules and regulations with utmost sincerity.

With Warm Regards,

HR Manager

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