

# Office Rules And Regulations

Being an employee of **Ideaux technologies**, every employee will have to follow the below mentioned conduct and discipline rules and no one is allowed abusing the system while on duty. If management finds any employee against the system, Management shall render an employee liable for disciplinary action.

1. Office Working Hours 9.00am – 5.30 pm.
2. Every Employee will mark their Login time and Logout time in office register. Employee should login at 9.00 am and should enter SOD before 9.00am, if you fail to enter SOD before 9.00am then it will be counted as late coming.
3. Employee have one casual leave and 4 hours permissions for a month.
4. Three late coming days countable as half day leave. Five late coming days countable as one day leave.
5. Took leave without seeking permission from HR or proper message about your leave to the TL will be counted as double loss of pay if it is an emergency reason or anything.
6. Don't use mobile phone inside the office, when employee enters the office keep your mobile phones on silent mode or vibrate mode and only emergency calls allowed, so you can go to the pantry and talk. and Management will take strict actions if any employee found continues chatting, using whatsapp, watching instagram reels or playing games while on working hours.
7. Employee can receive their personal calls but it should not disturb others present there. Management will not bear if any employee found that he/she is doing misuse of this facility or waste time on it, management allows the use but with limits, maximum duration is 10 to 15 min. Employees are not allowed to consume productive time on just phone calls (personal).
8. If there are any work-related issues you may tell the team leader or HR manager. Don't communicate with the MD directly.

**9.** Employee performance will be monitored individually by the management and their salary will be credited according to their performance, either it will increase its upto you.

**10.** Strictly don't make discussion with your colleague about your salary, its against the management. If any problem arise based on this salary discussion particular person is responsible for that issue.

**11.** If you have an salary related queries inform to the HR Manager. Don't discuss with anybody of your team even TL.

**12.** Data protection is the sole responsibility of the employee working on that particular project.

**13.** The Lunch timings would be 1:00 PM to 1:30 PM, morning break time would be 11:00 AM to 11:15 AM, afternoon break time would be 3:00 PM to 3:15 PM, an employee can avail this one hour for their personal work, they can go out of office after informing to the reporting authority.

**14.** Employees can check their personal mails at the time when they login and logout time or during their break hours.

**15.** All the Employees have to wear their identity cards while on duty.