

Dear All,

It is the policy of this premises to set, implement and maintain high standards of personal and corporate hygiene to the health and wellbeing of our visitors and staff alike.

We hope that all responsible employees will co-ordinate with us to implement these policies with effective manner, remember these simple steps to have a healthy and hygienic workplace.

Office etiquettes –

1. Kindly put your shoes in to shoe rack or staircase, only.
2. Keep your documents & laptops well arranged.
3. Kindly switch off your power plugs when you shut down your laptop's & desktops
4. **Do not eat any snacks or meal on floor.**
5. Talk softly to ensure zero disturbance to other colleagues.

Washroom Hygiene etiquettes –

1. After using hand towels kindly put into dustbin.
2. Kindly press flush after every use of washroom.
3. If you are going to use the sink, do not splash water all over.
4. Avoid wastage, use only what you need.
5. Don't flush the paper towels in the commode, dispose them in the dustbin.

Pantry etiquettes –

1. Kindly update your name in honesty sheet after having snacks.
2. Use office crockery and cutlery gently.
3. When you are going to use microwave kindly follow guidelines which we have posted on microwave.
4. When you want hot water from water dispenser, use metal or glass bottle to drink water.
5. Kindly put office crockery in to wash basin after having snacks or meal.
6. Avoid wastage of paper napkins.

Board room & Meeting room etiquettes –

1. Intimate prior bookings
2. No Peeping in the Boardroom while a meeting is ongoing, or the doors are closed – (Please take the help of Front office in case of emergency).

Management will strictly observe the following etiquettes & If anyone found to not follow above etiquettes, they will be fined Rs.500/transaction/activity.

Let us together set a world class standard!!!

