



# Year 25/26 RULE BOOK

## Welcome to the Chitri enlargesoft it hub pvt ltd. Rule Book

This document outlines the rules, regulations, and expectations established to ensure a safe, fair, and respectful environment for all members. Please read each section carefully and adhere to the guidelines at all times.

## 1. Introduction

This Rule Book outlines the policies, procedures, and expected code of conduct for all employees of **Chitri enlargesoft it hub pvt ltd.** All employees are expected to read, understand, and adhere to these rules to maintain a professional and productive work environment.

This rule book is designed to provide clear and consistent guidelines for all individuals associated with **Chitri enlargesoft it hub pvt ltd.** It serves as a reference point to ensure everyone is aware of their responsibilities, rights, and expected behavior. By following the rules outlined in this document, we aim to maintain harmony, accountability, and a well-organized environment.

## 2. Attendance Policy

- **Working Days:** Monday to Saturday.
- **Office Hours:** 9:30 AM – 6:30 PM (including 30 Minutes lunch break).
- **Attendance Requirement:**
  - Employees must mark attendance daily using the designated attendance system.

- Late arrival beyond 15 minutes more than 3 times a month will be considered a half-day.
- **Absenteeism:**
  - Unauthorized absence for more than 2 consecutive days without prior notice may result in disciplinary action.

### 3. Leave Policy

- **Leave Application:**
  - Leave must be applied via email / Message to the HR or reporting manager before 24 Hours.
  - Emergency leave should be informed on the same day via call/email Before 9:30.
  - Without informed leave will be count twice leave.
  - If you take more than 5 days, you will have to inform 1 week in advance.
  - The employee will receive confirmation via email or HRMS.
  - Do not proceed on leave unless it is officially approved.
- **Casual Leave (CL) :** Usually 6 days annually.
- **Sick Leave (SL) :** Typically 6 days per year. (For illness or medical emergencies.)
- Can be carried forward as per quarter (3 Month).

### 4. Salary Policy

- **Salary Disbursement:** Salaries are paid in between 10th to 15th of every month.
- **Deductions:**
  - Deductions for unapproved leaves or absences beyond leave entitlement.
- **Salary Structure:** Basic, HRA, Allowances, and Performance Bonuses (if applicable).
- **Reimbursements:** Approved business expenses must be submitted with valid receipts.
- **Salary discussion:** Salary discussions with company colleagues are strictly prohibited.

### 6. Code of Conduct & Discipline

- **Professional Behavior:**
  - Maintain respectful behavior toward colleagues, clients, and supervisors.
  - No harassment, discrimination, or abusive language will be tolerated.
- **Substance Abuse:** Possession or use of alcohol, drugs, or intoxicants on company premises is strictly prohibited.

- **Company Property:** Employees must take care of office assets. Any damage may lead to recovery of costs.
- **Confidentiality:** Employees must not disclose confidential company or client information.

## 7. Remote Work Policy (if applicable)

- **Eligibility:** As determined by the team manager and HR.
- **Availability:** Employees must be reachable via official communication tools during working hours.
- **Reporting:** Daily work status to be submitted by EOD.

## 8. Work Report Submission Policy

- **Reports must be submitted on time** as per the schedule given by the supervisor (daily/weekly/monthly).
- **Report content should be clear and include completed tasks and any issues faced.**
- **Reports should be submitted in the prescribed format and via the designated method** via Email.
- **Late or incomplete reports without prior permission may lead to warnings or other consequences.**

## 9. Performance & Appraisals

- **Appraisal Cycle:** Annual (based on company calendar).
- **Criteria:** Based on performance metrics, behavior, punctuality, innovation, and team contribution.
- **Probation Period:** 3-6 months, after which performance is reviewed for confirmation.

## 10. Exit Policy

- **Notice Period:** Minimum of 30 days unless otherwise mentioned in the employment contract.
- **Exit Interview:** Conducted by HR before final clearance.
- **Final Settlement:** Cleared within 45 days of the last working day.

## 11. Grievance Redressal

- **Contact Point:** HR Department.
- Employees may report any issues or grievances in writing, which will be handled confidentially.

## 12. Employee Benefits and Perks

- **Training Programs:** Regular learning and development sessions.
- **Team Outings:** Annual team-building activities and offsite trips.
- **Performance Bonuses:** Based on individual and company performance.

## 13. Confidentiality

Protecting private and sensitive information is mandatory.

- Do not share internal communication, member details, or strategic decisions without permission.
- Breach of confidentiality can lead to serious disciplinary actions including suspension or expulsion.

## 14. Phone Usage is Not Allowed

- No calling, texting, browsing, or social media use during work hours.
- Personal phones must be kept on silent mode and stored away (in drawers, lockers, or bags) during working hours.

## 15. Amendments to Policy

- The management reserves the right to update or modify this policy at any time.
- Employees will be notified of any changes through official communication.
- It is the responsibility of the employee to stay updated on the latest policies.

All members are expected to strictly adhere to the rules and policies outlined in this rule book. These guidelines are designed to help maintain a disciplined, respectful, and well-organized environment within our Company. By following these rules, we can create a safe and productive space for everyone's growth and success.

We request all employees to fully understand and comply with these rules and contribute positively towards achieving our shared goals and values.

For any clarifications or questions regarding the rules, please feel free to reach out to the designated authority.

