

Employees Work Ethics Policy

FOR

SHAKUMBHARI ENTERPRISES

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Employee Work Ethics Policy

Owner:	Partners, HR & Finance of SHAKUMBHARI ENTERPRISES.
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Document Control

This document is subject to change control and any amendments will be recorded below.

Version Awareness

The audience of this document should be aware that a physical copy may not be the latest available version. The latest version, which supersedes all previous versions, is available at [//Parasvanath/HR Policies](#). Those to whom this policy applies are responsible for familiarizing themselves periodically with the latest version and for complying with policy requirements at all times.

Office and Working Hours:

- a. **Office hours:** Morning 9.00 am - 6.00 PM; 9 hours a day shift; out of which 8 productive hours is a must. One needs to do a daily in and exit swipe on bio-metric attendance system; Without which, it will be considered a leave for the day.
- Two 15 mins late permissible.
 - Three 15 mins late in a month will count 1 half day leave and will add accordingly.
 - Any late above 9.30 am till after noon 1.00 PM shall be considered as half day.

Those who are coming at 9.30 AM or 10.00 AM (Max) with special permission; will extend their working hours to 6.30 PM and 7.00 PM subsequently.

- b. **Breaks between working hours:** Lunch break for each individual is for 30 mins; 2 more breaks of 15 mins each one in morning hours before lunch and other post lunch during evening hours. We need to ensure that we spend quality time in office work instead of doing personal stuff during office hours.
- c. **Lunch hours** remain 13.00 PM till 13.30 PM; Lunch not be taken on desk, it should be done in cafeteria only.
- d. **Use of office boy/ junior staff member:** No one should be sending office boy / junior staff member for any personal work (Case to case basis approval can be taken from HR/Admin); otherwise it should be a self-service mode.
- e. **Work space cleanliness:** Each employee is responsible to ensure cleanliness of his/her desk/work station. The work place /desk should be neat /clean and organized. No tea cups/ bottles / packets etc. should be lying here and there on desk/ near to desk. While leaving back in office, one need to ensure the desk is organized properly and is fit for use next day.
- f. **Speak in a low voice:** You may be a loud mouth at home. But remember once you enter office premises you may have to tone down your pitch and also the way you speak on phone or your colleagues.
- g. **Cross talks** are still on with high pitch, we need to cut this down to zero.
- h. **Cell phone nuisance:** Yes, we all know mobile phones are as important as any part of our body. However, of late it's become a nuisance. You may love to flaunt your ring tone and want the world to know what's on your mind, but not many think the same way.

So, first and foremost, put your cell phone on silent mode or at least a beep mode. This will ensure the others aren't distracted by its sounds every time you get a call or an SMS. Just to remind again, apart from business requirement, people are not allowed to use the mobile phones for long personal chats.

- i. **Dress code:** Here is the list of accepted and non –accepted dress code. In case of non-adherence to the proper dress code.

Monday to Friday Wearing:

Male employee : Formals/Semi Formals

DO's : Cotton/Formal trousers/corduroys with formal shirt to be tucked in with formal shoes. In winter additionally Pull over / Coat etc. along with.

DON'T'S : T-shirts (collared, round/ V-neck), Cargoes.

Females : Formals/Semi Formals.

DO's : Business Suites, Cotton/Formal trousers/corduroys teamed up with collared shirt or kurta, Sarees, Indian Suites/Formal knee length skirts. In winter additionally Pull over / Coat etc. along with.

DON'T'S : T-shirts (collared, round/ V-neck), Cargoes.

Saturday Wearing:

Casual wear is permitted; male and female employees can wear denims and t-shirt along with sports Shoes (no bathroom sleepers allowed).