

## 1. Official In-Time is 10:15 AM

If you work beyond 10 pm, you could come in by 11 am the next day, and if you work beyond midnight, you could come in by 12 noon the next day, with an approval of your HOD. Kindly note, the same will be considered provided you've begun work before 10:15 AM that day.

2. Play station timing is accessible 6:45PM onwards while the rest of the recreational activities is accessible 6:00PM onwards.

## 3. Drugs be bad. Don't do them.

If someone is caught doing alcohol/drugs or any other prohibited substance in office or out-side office during work hours, it would result in immediate termination of employment. If someone is found withholding information, there would be penalties against them too. Team member and leaders need to discuss with their reporting heads and/or HR immediately when such things happen.

## 4. Take Breaks Responsibly

An Ideal break would be 1hr in a day; ½ hr break for lunch and two 15 minutes breaks for breakfast/tea/smoke etc.

5. Disciplinary procedure in consent with your reporting manager and HR and Director's, depending on the severity of the behavior.

A. Verbal warning - for the first transgression

B. Written warning - Post monitoring behavior after the verbal warning has been issued

C. Dismissal - If there is no improvement after the final written warning then dismissal is the likely outcome.

6. Performance Improvement Plan (PIP) is an initiative to drive the best potential of a struggling Gozooper with an opportunity to succeed while still holding them accountable for their past performance. This program will be effective in consent with your reporting manager, HR and the respective Director

During the PIP your reporting manager will cite objective instances of performance issues, provide clear expectations, actions and metrics for improvement adhering to the following process:

A. Your reporting manager will email the PIP action plan to you, keeping the HR and Director in loop

B. The PIP is a 60 day program and your performance will be evaluated over these 60 days basis the performance points mentioned in the action plan email.

C. If you succeed on the mentioned performance points, the PIP will be closed without any action and much appreciation.

D. If you fail on the mentioned performance points, you will serve a 15 days' notice before ending your employment with the organization

E. If you choose to give up mid-way through the program, we will amicably decide on your last working day with the organization.

## 7. Strict action to be taken against someone who:

A. Forges documents

B. Causes damage to office property

C. Theft

D. Physical or verbal abuse

E. Sharing of confidential data with unauthorized personal

F. Sexual harassment related cases

## 8. Dress appropriate.

A meeting could crop up out of nowhere or your client may decide to drop in to office one random day. Dress like it's your big day every day.

9. Leaves are requested, not demanded. Seek permission instead of informing.

10. Meetings should be formally or informally informed to your reporting managers.

11. Travel reimbursement for all post 9:00 PM will be 50% and 100% post 10.00 PM, subject to a 10:15 AM entry. To be approved by HOD. Request you to kindly put the correct values in the system as well, while claiming your reimbursements.

12. Befriend Headphones to avoid making enemies. Music is allowed to be played on the floor post 7 pm (if there is an objection to this from someone on the floor, it must be immediately paused.)

13. All team members to maintain ethical relationship with suppliers, team members and clients. Action would be taken against anyone caught doing anything unethical.

14. Insubordination – defiance of authority. Discussions are encouraged. But the final decision should be respected.

15. No one to enter Director Cabins or Board room without approval from Directors.

16. Cleanliness. Be responsible for your own area hygiene. Don't wait for office managers to clean. Washroom must be used responsibly.

17. Responsible for their own assets -wallets, electronics, etc.

18. Team members are expected to use office equipment responsibly. Turn Air conditioning / Lights off when not in use.

19. Beyond the workspace, each team member is expected to behave responsibly in common building areas too.

20. We love love but no PDA, no sexist or suggestive comments.

21. Respect everyone irrespective of seniority.

22. Being mindful of noise levels on the work-floor.

23. Remove footwear while stepping into CREATE.