

Oak Systems Pvt. Ltd		Office Rules and Regulations
Version: 1.1	31-Oct-20	Doc. ID: OAK-HRT-GL-ORR

OFFICE RULES AND REGULATIONS

Oaksys employee is expected to read the below rules and regulations carefully and agree to abide by all the rules and regulations throughout the Employment period.

1. This is your work place. Use the office infrastructure and facilities with maximum care.
2. Normal office timing is from 9 am to 6 pm during Monday – Friday and 9am to 1 pm on Saturdays. Employees are expected to log atleast 9 hours including lunch break each day. Less than 9 hours but more than 5 hours is treated as 0.5 day of working & 0.5 day of leave. Less than 5 hours on any day is treated as full-day leave. Late coming is not acceptable and will be treated as leave. Location of residence will not be considered as a reason for coming late.
3. Moving out of office during working hours without permission is not allowed.
4. Employees are expected to put in additional hours of work if required. Even weekend may have to be utilized to complete assignment. (if work requires overnight stay one is expected to attend duty by 11 am the following day). No extra compensation is paid towards extra hours worked.
5. Any work assigned whether onsite or at company premises should be done with all diligence adhering to deadlines and with requisite quality.
6. Usage of mobile phones during office hours is not allowed unless this is necessitated by the nature of work and expressly permitted.
- ~~7. Mobile phones need to be deposited in a designated place in office. The mobile phone can be recovered after 6 pm only. Company is not responsible for loss of mobile phones.~~
8. Salary Increments structure is fixed and demand for higher salary is not entertained. Salary has no relation to customer assignment and nature of work. Rules regarding payment of allowances like project end allowances cannot be changed for any individual under any circumstances.
9. Salary will be credited only after the completion of previous months formalities like submission of approved timesheet etc...
10. Loan/Salary advance can be availed based on the policy for the same.
11. Employees are expected to work at any work location within India or abroad. Reasons like Health, working spouse, family reasons, personal reasons, if any, need to be discussed at the time of joining.
12. Disclosure of salaries or any confidential company matters is not encouraged
13. Every Employee is allocated a PC/laptop. Each employee is expected to spend valuable time in assignments. In order to maintain a peaceful working environment, discussions among the members shall be held in designated places only.

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14. Every effort will be made to match individual aspirations and the company's business requirements while allocating projects to employee. However, Employees will not have a choice in terms of project allotted.
15. As in any learning organisation, Employees are expected to disseminate knowledge to colleagues in the form of training or mentorship.
16. All Employees are expected to undergo medical test prior to joining.
17. Pre-existing medical problems (even minor ones) and its impact on working ability of the person should be intimated at the time of joining in a separate letter addressed to the director.
18. All Employees are expected to wear formal dress on all working days and during when customer or any other dignitary visits our premises.
19. Maintain personal hygiene so that colleagues at workplace feel comfortable to work with you. Be aware of dental & body odors or bad odors emanating from the dress.
20. Do not misuse the infrastructure provided by Oaksys and its customers like closets and rest rooms.
21. While onsite, food and transportation cost will not be borne by the company. Only in special circumstances, as decided by the company, food and/or transportation, accommodation cost will be borne by the company with specified limits.
22. Extending leave period by stating reasons like sickness should be avoided.
23. Curtailing working day on Friday/Saturday to meet train/bus schedules is not permitted.
24. Granting of leave is subject to merit of 'reason' for leave. Solicitation of leave by friends or relatives is strictly prohibited.
25. No leaves will be granted for the purpose of study or appearing for exams for employees who are graduates unless the written permission in this regard is obtained before enrolling for the course.
26. Passport should be produced within 3 months of joining. Address appearing in the passport will be considered as proof of residence for contact purposes and signature as appearing in the passport will be taken as a specimen signature
27. Study material borrowed from Library to be used inside office premises only.
28. During off office hours one is expected to be available for contact purpose in case of emergency. Hence mobile phone should be switched on at all times.
29. Contact details should be furnished while applying for leave without fail.
30. Company believes in a non-smoking policy as it is injurious to health of self & neighbors. Smoking during office hours is strictly not allowed, whether inside or outside the premises.
31. Change in address or telephone numbers must be intimated to the company immediately.

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32. There may be certain certifications mandated by the company to its employees from time to time. It is expected that the employee prepares well & clears such examinations. No leaves will be granted for study purpose for preparation of certification and such other examinations. Being on a project or any other reason should not be cited for not appearing for certification exam.
33. All your first level of communication should be to your first line managers and not to others who are not part of concerned account.
34. Do not spread negative communication about others and do not support people who are always involved in negative communication which will spoil the work environment and culture and trigger conflicts that may affect company's image.

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