

## **Rules and Regulation**

- ✓ The Employees are not supposed to disclose their salary as it should be strictly confidential.
- ✓ If you are working on Sunday, you can apply for a company off.
- ✓ When you need a holiday for one day you have to update to your Mentor as well HR department before 7 days
- ✓ When you need the holidays for 3-4 days then you need to updateupdate to your Mentor as well HR department before 1 Month
- ✓ All employee need to wear their ID's during office hour.
- ✓ All Employees must be in Formals on Monday to Thursday.
- ✓ On Friday employees need to wear their Techradius T-shirt and on Saturday you can wear casuals.
- ✓ All Employees should hand over their expense bills (if any) to HR on same day (Working Hours) for the reimbursement.
- ✓ If you have any issue with anything regarding the office environment or if you have issue with something then discuss it with manager or with the HR but don't discuss it with other employees during office hours.
- ✓ Avoiding these rules will be considered as policy breach and serious action will be taken immediately on this.
- ✓ If any employee found without Helmet or seat belt on his/her respective vehicle, either in office or outside the office, then the company will fine them one day salary. In case of any causality company will not responsible for this.
- ✓ If any employee wants to formatted their system. You have to take approval from manager.