

R Technologies Employee Rules and Regulations

1. General Conduct

- Employees must adhere to professional conduct and ethical behavior at all times.
- Respect for colleagues, clients, and company assets is mandatory.
- Any form of harassment, discrimination, or workplace violence will result in strict disciplinary action.
- Employees must maintain confidentiality regarding company data and client information.

2. Working Hours and Attendance

- Standard working hours are **9:00 AM to 6:00 PM** from **Monday to Friday**.
- Employees must report to work on time and adhere to their assigned schedules.
- Any late arrivals beyond **15 minutes** must be communicated in advance to the reporting manager.

3. Salary and Compensation

- Salaries are disbursed on the **5th of each month**.
- Any salary deductions (e.g., taxes, penalties, etc.) will be communicated to the employee in advance.
- Employees will receive performance-based increments annually/bi-annually, subject to management review.
- Bonuses and incentives are performance-based and solely at the company's discretion.

4. Leave Policy

- **Unpaid Leave:** Any additional leaves beyond the allotted quota will be unpaid.
- **Leave Approval:** All leave requests must be submitted at least **3 days in advance**, except in emergencies.
- Frequent absences without prior notice may result in disciplinary action.

5. Resignation and Termination Policy

- Employees must serve a **30-day notice period** upon voluntary resignation.
- If an employee resigns without completing the notice period, **their final salary will not be processed.**
- Employees may be terminated based on poor performance, violation of company policies, or misconduct.
- In case of immediate termination due to misconduct, no notice period or salary will be provided.
- **If an employee is terminated, their final salary will be held for 45 days before processing.**

6. Workplace Etiquette and Dress Code

- Employees must wear **business casual attire** on regular working days.
- Fridays may have a relaxed dress code, but professional appearance is still required.
- Workstations should be kept clean and organized.
- Personal use of office resources (e.g., internet, printers, etc.) should be limited.

7. Remote Work Policy

- Remote work hours are **10:00 AM to 6:00 PM.**
- Employees working remotely must attend **three daily stand-up meetings.**
- Attendance in all three meetings is mandatory; failure to do so will result in a **salary deduction.**
- The per-day wage is divided based on **meeting attendance** and **task completion.**
- If an employee fails to attend all three standups, their per-day salary will be **deducted accordingly.**
- Employees working remotely must remain available during working hours and ensure timely task completion.
- Performance will be strictly monitored, and failure to meet expectations may result in revocation of remote work privileges.

8. Code of Conduct for Meetings

- Employees must be punctual and prepared for meetings.
- Use of mobile phones during meetings should be minimal unless necessary.
- All team discussions should be professional and constructive.

9. IT and Data Security

- Employees must not share login credentials with anyone.
- Unauthorized access to confidential data or systems is strictly prohibited.
- Personal devices used for work must have adequate security measures installed.
- Any data breaches must be reported immediately to the IT department.

10. Grievance Handling and Conflict Resolution

- Employees can report workplace issues to the HR department in confidence.
- Conflict resolution will be handled fairly and professionally.
- Retaliation against employees who report workplace concerns is prohibited.

11. Volunteer Resignation Policy

- Employees who **voluntarily resign** will not be eligible for their **final salary payout**.
- Resigned employees will not be re-hired unless explicitly approved by the management.
- Exit interviews will be conducted to understand the reason for departure and improve company policies.

12. Miscellaneous

- Employees must inform HR/Manager of any change in personal details (e.g., address, contact number, bank details, etc.).
- Personal use of company assets must be approved by management.
- Any damage to company property due to negligence will be deducted from the employee's salary.

By signing the employment contract, employees agree to abide by these policies. Failure to comply may result in disciplinary actions, including termination of employment.