

# DO'S & DONT'S

## DO's

- Be Open and Honest
- Be punctual at all times
- Every Employee must wear an ID Card.
- Attendance registers at the security should be signed daily.
- Workstations or desk should be kept neat and clean.
- Adhere to dress code policy at all times.
- Give a warm welcome to new employees and help them acclimatize to the organization's culture.
- All leaves should be informed earlier, At least call and inform office, if you had taken the leave unexpectedly either directly or through friends/relatives.
- Treat employees at all levels with respect and dignity.
- Offer Support to your colleagues with heavy workload.
- Always praise colleagues for a good job done.
- Talk should be maintained at low level in the office premises.
- Proper hygiene should be maintained in the office premises.
- Waste papers should be thrown in dustbin.
- Regularly follow IMS procedures.
- Knock before entering anybody's cabin.
- Follow Safety & Security Procedures

## DONT'S

- Smoking is strictly prohibited inside the office premises.
- Unauthorized copying of copyright material is strictly prohibited.
- ID, Password should not be disclosed to anyone.
- Confidential information should not be disclosed.
- Don't listen music or fm in office premises.
- Do not waste any papers or company property.
- Never use anyone's computer without permission.
- No eatables are allowed in the office premises.
- Never read anyone's important documents.
- All personal phone calls should be brief.
- Cell phones should be kept in vibrating or silent mode.
- No personal visitor should be entertained at reception or in the office premises.
- Usage of abusive language is strictly prohibited.
- Any kind of Harassment is strictly prohibited.
- Don't hang around reception and other's cubicle without any work.
- Don't be rude to anyone in the office.
- No Pen drive, CD's or Floppy's are permitted inside the office premises.
- Don't Criticize Publicly.
- Stay away from office gossip.
- Avoid interruptions of singular or group work sessions, meetings, phone calls, or even discussions if at all possible.
- Leave any items/materials unsecured.