

# Network 519 Advertising & Publicity Pvt. Ltd.

## **(Standing service Rules for the employees of the company)**

Being an employee of **Network 519 Advertising & Publicity Pvt. Ltd.** every employee will have to follow the below mentioned Conduct and Discipline rules and no one is allowed abusing the system while on duty, If management finds any employee against the system, Management shall render an employee liable for disciplinary action.

Office time is **9:00 AM** to **6:00 PM** with 30 mins lunch break and two 15 mins tea breaks.

1. Employees must be at the work place by the fixed / notified time, an employee who reaches the office within 10 minutes of the fixed / notified starting time may be allowed to perform his / her duties. If in case he / she is not able to do so he must inform this to his/her reporting authority.
2. All the employees are expected to report for their duty at 9:00 AM sharp, required to mark their attendance by signing the muster roll at start working hours, the muster roll will be available at front desk office / reception
3. A 03(Three days) grace is provided every month for marking their attendance, beyond 9:30 AM, after this, half day salary is deducted for every late reporting during the same month. In case you are late reaching the office due to exceptional circumstances, you should submit a formal late coming report to your respective immediate superior with cc to HR dept.
4. While going out for either office or personal work each one has to make an outgoing and return back entry with full detail in the register available at front desk office / reception You should take the formal permission from your immediate superior if you are leaving office early before office timings i.e. at 6:00 PM, for personal or office work.
5. Employees those who are working in the field, sales team members, would email / fax their daily report to the office on the same day evening or maximum by next day by before 10 A.M based on receipt of their report their attendance will be marked otherwise in the absence of their DSR they would be treated absent from the work and will be marked absent.
6. Management will take strict actions if any employee found chatting or playing games while on working hours.
7. No one is **allowed to keep Pen Drive** in organizational area.
8. PERSONL CONDUCT AND DISPLINE;-

All the employees of the company are expected for good conducts at all times while working and observe all rules and regulations so as to promote harmonious relationship

conducive work environment subject to discipline and good conduct, if any employees of the company is found guilty of any misconduct, violation of rules & regulation of the company, will be dealt with model standing orders framed under the employment standing order Act 1946, and standing order framed out by the company from time to time and will take disciplinary actions against employees .

- All the Employees have to wear their identity cards while on duty.
  - Employees are not allowed to check their personal mails.
  - Employees are not allowed to attend their personal calls
  - Employees will keep their cell/mobile phones on Silent or Vibration.
  - No one is allowed to keep user passwords, if they are using any passwords they are required to share it with each member of **Network 519 Advertising & Publicity Pvt. Ltd.**, as the computers are for their official work in case they are absent, their computers can be accessible by other members for official work.
  - Negligence of work by any employee will not be tolerable by the management; Management shall render an employee liable for disciplinary action.
9. No employee shall, except with prior permission, use Company's telephone, telex and fax facilities for private use. In case, of emergencies, such a use is permitted, with the authorization from his / her Supervisors / Reporting authority / management.
10. Further, an employee coming late to work or found absent from his work station / place of work during working hours, without sufficient reasons or without authorization from his / her Supervisors, shall be treated absent for the duration of his / her absence and shall not be entitled to wages for the period. In addition, the competent authority may, at its discretion, also take suitable disciplinary action against the employee concerned.
11. Everyone will follow the dress code of the company:
- a. For Male/Female Employees:-
    - From Monday to Friday – Formals
    - On Saturday – Casuals

We all shall carry out the instructions given to us by our management and superiors, in connection with the business of the Company diligently and faithfully.

We believe in our Employees and we appreciate their loyalty and commitment towards their work and organisation, every employee in **Network 519 Advertising & Publicity Pvt. Ltd.** can look forward to a professional working environment, with a clear focus on performance.

We wish you all the best and looking forward to a long and mutually-rewarding relationship.

With warm regards,  
Amrita Singh.  
HR Department  
**Network 519**

Approved by Director:  
  
**Mr. Atul Gupta**