

Employees Terms & Conditions

The following rules and regulations apply to all corporate personnel. Some of the rules and regulations are as follows:

1. The Garrison Group of Companies requires formal and respectable behavior from its workers. The primary goal of the Garrison Group of Companies is to acquire clients through exemplary employee behavior.
2. Employees are responsible for protecting the company's property that they use for office operations. They shall be held accountable for any damage to official equipment such as a computer, printer, scanner, camera, and so on.
3. Furthermore, our organization, the Garrison Group of Companies, is cognizant of the need of keeping records, thus every employee must be mindful of document security. Without adequate evidence, the office will not accept any argument.
4. Furthermore, employees who are under the effect of alcoholic drinks during working hours will not be authorized to work.
5. Furthermore, no employee shall drive corporate cars or use official equipment for personal use without permission.
6. Garrison Group of Companies pays close attention to the ethical standards of its employees. Employees who are involved in corruption and bribery may be fired at any moment without prior warning by the firm.
7. Employees must notify their supervisor or manager at least one day in advance. If they will late the following day otherwise Rs.1500/- will be deducted from salary as a fine. If any person will arrive late for more than 05 days in a month then 6th day fine will be charged double which will be Rs.3000/-
8. Each employee is expected to maintain good etiquette by the company. Employees are required to behave in a way that promotes to operational effectiveness, productivity, safety, and a pleasant work environment.
9. The task must be carried out in good faith, and a concise report of the work completed throughout the day must be sent in the WhatsApp group
10. Proper registrations and data must be kept in soft copy for simple tracking and record keeping and should be upload in drive.

11. Meal breaks are scheduled at specific times from 1:15 pm to 2:15pm. However, if you wish to leave the workplace, you must return before the break time. Otherwise, a penalty would be imposed.
12. Each employee should sign outpass after going anywhere. If anyone will go out unnecessarily penalty can be imposed.
13. Employees must ensure that their laptops and PCs are turned off before leaving the office.
14. The dress code must be carefully adhered to. While on the work, you are expected to appear nice and attractive.
15. If employees fail to fulfill the company's performance or behavior requirements, corrective action may be implemented. Management has the authority to select which action is suitable in each situation.
16. It is the duty of all employees to keep their possessions secure at all times. The Company isn't liable for any personal property loss or damage. Personal belongings should never be left unattended on the Company's premises.
17. Political or unnecessary discussion isn't allowed in office premises.
18. All employees have to attend the office on Thursdays till 8ish, so we can plan next working schedules, meetings, or if anyone is making disturbance for anyone.
19. No one is allowed to take leaves on Thursday and Saturday, and after any official holiday. If anyone did there'd be sandwich penalty which means two days salary will be deducted for each day.
20. There is no paid leave for the employees who are working since less than a year for the company. So if they will take any leave, there would be deduction of their each day salary. No employee shall be under the influence of or using alcoholic beverages including drinking such beverages during the work hours. Any employee arriving to work under the influence of alcohol or an illegal substance will not be permitted to work.
21. No employee shall drive a Company's vehicle or operate any equipment while under the influence of alcohol.
22. You are required to be at your appointed work place and ready to begin work at the appointed starting time. Irregular attendance or tardiness will not be tolerated and may result in termination.
23. Under no circumstances should employees leave the assigned work area early without express permission from HR.

24. Designated break times are assigned to have meals.
25. Employees who work late or on overtime must ensure that all lights, air-conditions and Equipment are shut off when they leave the work place.
26. Dress code is to be followed strictly. Employees must wear their uniforms at locations where uniforms are required. You are expected to look neat and presentable while on the job.
27. An increment based on individual performance shall be given every year.
28. If the working progress of the employee remains the same for 4 weeks, then the employee can be terminated.
29. If an employee damages any company property, they will be responsible for replacing the item or covering the cost of replacement. The cost will be deducted from the salary if he/she doesn't replace the item.
30. All company documents, passwords, and credentials must be treated as confidential and must not be disclosed to any unauthorized parties. Breach of confidentiality may result in legal action being taken against the employee.
31. If an employee needs to leave the office premises earlier for any reason, they must complete an outpass form. The outpass form is to be authorized by the HR department or the Managing Director before the employee can leave.
32. Employees who choose to take an advance salary are required to adhere to the following conditions:
 - An advance salary will be given only after the completion of 3 months of continuous employment.
 - The advance will be equivalent to half of the employee's monthly salary.
 - If an employee leaves the company before clearing the advance, the outstanding amount will be deducted from their final settlement. The employee is not permitted to leave the office until all pending payments are cleared.
33. No one is allowed to take leaves on Thursday and Saturday, and after any official holiday. If anyone did there'd be sandwich penalty which means Rs.5000/- fine for each day.
34. There is no paid leave for the employees who are working since less than a year for the company. So if they will take any leave, there would be deduction of their each day salary.
35. If an employee is terminated due to behavioral issues or as a result of complaints from other employees, no salary will be provided at the time of termination.

Fine Sheet

Sr No.	Fine Name	Description	Amount	Limits
	Late Sign IN	Last sign in time is 09:15 AM	1500	If more than 05 days in a month then 6th day it will be charged double (3000)
	Leave without application	Without Application approval	5000	After two times, 10,000
	Leave by application	With HR/MD approval unpaid leave	Per day salary	Only one day leave in a month approved for 2nd it will be deducted double.
	Half day leave A	Half Day Leave or before off leave approved Application	40% to 70%	FOR 03-days from per day salary deducted and for more 70% After 10 TIMES in a month it will be 90%.
	Half Day leave X	Or early sign out without closing or application approval	2000	After 7 times 10,000
	Out pass fine	If without out pass anyone leave office	500	After 03 it will be 1500 in a months
	Blue Dot Fine	Fine for misbehave / laughing/ speaking/ if admin noticed anything	100	After 10 times in a month it will be 250
	Brown Dot Fine	Fine against laziness/ or show no interest in work/ if admin noticed anything	250	After 10 times in a month 500
	Gray Dot Fine	Performance/ forget task/ louder voice fine/ if admin noticed anything	350	After 15-times in a month 750
	Black Dot Fine	For any type of excuses, not completed work in specified time	500	After 07 times in a month it will be charged 2500
	Yellow Dot Fine	Break any rule, use mobile, attending personal calls time waste	750	if break two rules in a same day then 3000
	White Dot Fine	Vulgar dressing or without employee card	850	if more than 03 times in a month for 4th pkr 3000
	Red Dot	Misuse of office equipment / damage any equipment	1500 + product price	if found any damagewithout inform that then the damage product will be recovered from team salary
	Orange Dot	If don't take care cleanness of office/ use abusing language	1000	more than 03 times the fine will decuted from every staff member who are there.
	Green Dot	Misbehave with senior or client, visitor or at phone	5000	no reasons accepted, respect them is first pority
	Pink Dot	If one person disturb anyone &	7500	for any type of issues between

		anyone complained about them		staff if one person do same two times admin issue warning letter
	Super Dot	Employee complain by anyone	From above 1000	admin decided
	1 st Warning Letter	Only admin authorized	Half month salary deducted	moreover, not authorized for any pay leave, off or for advance payments till the last day of year.
	2 nd Warning Letter	Only admin authorized	Full month salary deducted	moreover, there next month salary will late, strictly working focused not authorized for any pay leave, off or for advance payments till the last day of year.
	Final Warning Letter	Only MD authorized	Fired from office & no salary for him/her of the month	only MD & board of directors authorized or if cross limits of fine
	Resgin/Leave Company	Without inform/ any argue on working or any type of fine on last working month	No salary or pay any amount for last month working	if anyone resigning without inform before 60-days /

Work Rules Acknowledgement Form

I have received a copy of the Company Work Rules and have read it.

As a condition of employment, I agree to abide by all Company rules, regulations and policies.

Name: _____

Designation: _____

Signature: _____

Date _____

