



## **SOP's ALL STAR TECHNOLOGIES**

Following are the Standard Operating Procedures for the employees of All Star Technologies:

### **1. Punctuality:**

Every Employees must be on time and there is no extra leverage of being late. Three late arrivals in a month will cost a one day salary deduction. Our office timing is 08:30 hours to 16:30 hours and the least check-in time will be 08:35. Check-in after this time will be considered as late. After two late arrivals in a month will result in a penalty.

### **2. Personal Accounts Login:**

No one will be allowed to use any personal account of social media, Email or any other platform in office. If observed, a dock of Rs.500/- along with a warning.

### **3. Data Breach:**

Employees having access to sensitive company data are bound to keep it secure. Any data breach will lead to serious consequences.

### **4. Use of Mobile:**

Employees are not allowed to use mobile phone on the floor. If observed, a dock of Rs.500/- along with a warning. For urgent calls, you can take call outside the floor.

### **5. Leaves:**

There will be one approved leave in a month after completion of Probation Period. Extra leaves will cost a salary deduction. No leave will be entertained with weekends in any situation.

1 Leave = No Salary Deduction

2 Leaves = 1 Day Salary Deduction

3 Leaves = 2 Days Salary Deduction Further leaves will follow the same pattern.

All star technologies discourages leave without prior permission due to operational reasons. All are to seek prior sanction of their leave by sending an email to higher management. However, due to unavoidable circumstances, if an employee is unable to report to work on a specific day without prior sanction, then he/she should telephonically inform his/her supervisor before 08:30

am, his/her reason of absence. Any default on this for more than 2 times shall be considered as leave without pay.

### **Half Day Leave:**

There will be two half day approved leaves in a month. Two Half Day Leaves will be considered as One Approved Leave. One half day leave and one approved leave will be considered as 2 leaves. Moreover, there will be only 25 minutes break.

1 Half Day Leave = No Salary Deduction

2 Half Day Leaves = 1 Day Salary Deduction

3 Half Day Leaves = 2 Days Salary Deduction Further leaves will follow the same pattern.

### **6. Breaks:**

There will be only one break of 45 minutes from 1:15 PM to 02:00 PM. While shift timing on Friday the shift timings will be 8:30AM-04:45PM with break from 1:15PM-2:30PM. (1 hour 15 minutes)

### **7. Dress Code:**

Employees are requested to come in office in proper dress code. Jeans, Dress Pants are allowed to wear. However, T-Shirts are only allowed on Friday or Saturdays. No Cotton trousers, funky T-Shirts or loose sandals are allowed during week days.

### **8. Code of conduct:**

It is just as essential that you act in a professional manner and extend the highest courtesy to co – workers, visitors, customers, vendors and clients. All star technologies expects certain code of conduct from all employees. The following would be considered an act of indiscipline:-

#### **SECTION 1**

- **Stopping work before time.**
- Constant late attendance.
- Excessive absenteeism.
- Offensive conduct and/or language.
- Irresponsible handling of company's property.
- Personal use of company's property without permission.

- False expense claim.
- Smoking in the prohibited area of the company premises.
- Violence and harassment to other employees.
- Disturbing / distracting other employees.

## **SECTION 2**

- Falsification of company records.
- Theft of company property.
- Intentional destruction of company property.
- Intentional violation of company rules.
- Disclosing confidential / financial/ intellectual information to outsider.

Any act of indiscipline, under section 2 and repeated acts of indiscipline under section 1 will lead to immediate suspension / dismissal. Dismissal due to indiscipline / misconduct will not be entitled to any notice or pay or any benefits / privileges.

## **9. Resignation/termination:**

All star technologies would like to have long term association with all its employees. However, in the unfortunate incidence of a resignation by a permanent employee or employees on probation, a notice period of 15 days must be served. In the event of any violation of the terms of your employment or any breach of trust of commitment of any act prejudicial to the interest of the company, your services may be terminated by the company without any notice and the employee shall not be eligible for any payment in lieu of notice.

## **10. Holidays:**

All star technologies will observe selected public holidays as notified at the beginning of each calendar year other than weekly holidays.

## **11. Increment and Bonuses:**

Performance reviews are conducted once every year, with an exception of a three month review during your probation period. All performance reviews are based on merit, achievement, job description fulfillment and performance at your position. Initial salary and designation of a new Employee is based on his qualification, experience and suitability for the position. Salary review will be based upon performance review, as well as past performance improvement; attitude; cooperation; adherence to all employment policies and your position in your salary range.

- **Annual Bonus (upto 10%):**

All permanent full-time employees with satisfactory performance will be eligible for this.

## **12. Salary Disbursement:**

Salary for the month ending on the last day of every month will be paid before the 5th day of the following month directly through bank. Salary account of the employees shall be opened with Allied bank, and for that an account opening form will be provided and the same has to be filled and submitted with proper supporting documents within a week.