

Wayanamac Education Trust(R)

Don Bosco Institute of Technology

Kumbalagodu, Mysore Road, Bengaluru -560074

Service Rules



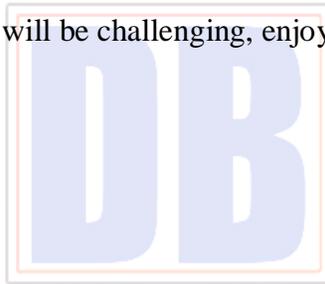
WELCOME TO DON BOSCO INSTITUTE OF TECHNOLOGY

I welcome you to at Wayanamac Educational Trust and wish you every success in your future At Wayanamac Educational Trust, we believe that each employee contributes directly to the growth and success of the institution, and we hope you will take pride in being a member of our team.

This handbook is developed to describe some of the expectations of our employee and to outline the policies, programs and benefits available to the eligible employees. Employees should become familiar with the contents of the employee handbook and it will answers many questions about the employment with Wayanamac Educational Trust.

We believe that professional relationships are easier when all employees are aware of the culture and values of the organization. This guide will help you to understand better our vision for the future of business and the challenges that are ahead.

We hope that your experience here will be challenging, enjoyable and rewarding.



With Best wishes!

[B.BYLAPPA]

Chairman

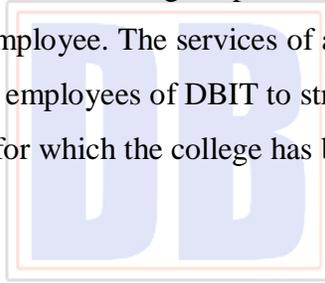


PREAMBLE

Don Bosco Institute of Technology (DBIT) was established in the year 2001 by Wayanamac Education Trust (WET), Bangalore, a body registered in the office of Sub Registrar, Jayanagar, Bangalore-560011.

The management of WET, in order to disseminate value based technical education to the meritorious students irrespective of caste, creed, religion or language and to make significant contribution in the field of Engineering and Technology, started DBIT at Kumbalagodu, Kengeri Hobli, Bangalore South Taluk, Bangalore-560074.

These rules may be modified, altered or amended by the management as found to be necessary from time to time. Such modifications or amendments will come in to effect from the date of approval by the WET and subsequently ratified by the Governing Council of DBIT and shall apply immediately to all employees of the college superseding the rules and regulations in force at the time of appointment of the employee. The services of all employees of DBIT are bound by these rules and it is expected of the employees of DBIT to strictly adhere to these rules and strive to achieve the aims and objectives for which the college has been established.



1. INTRODUCTION

1.1. ORGANIZATION DESCRIPTION

1.1.1 TRUST

The Wayanamac Education Trust (WET) was established in the year 1999 with a view impart higher education, especially in the technical field to the meritorious students irrespective of caste, creed, religion or language. The WET is committed with the idea of giving value based technical education and thereby creating enlightened citizens and at the same time with excellent know-how in the respective in the branch of study. The WET runs the below mentioned educational institutional:

1. Don Bosco Institute of Technology
2. Don Bosco Institute of Management Studies & Computer Applications
3. Don Bosco Independent PU College Mysore Road
4. Don Bosco College of Science and Management
5. Don Bosco Independent PU College HSR Layout

1.1.2 TRUSTEES:

BOARD OF TRUSTEES :

- | | | |
|-----------------------|---|----------------|
| 1. Sri. Bylappa | : | President |
| 2. Sri. P B Manjunath | : | Vice President |
| 3. Sri .B Raghav | : | Secretary |
| 4. Mrs. A Pramila | : | Trustee |
| 5. Mrs. B Sujatha | : | Trustee |

The Board of Trustees Manages the Affairs of the Trust

1.1.3 THE GOVERNING COUNCIL

The Governing Council consists of Government Nominees, Nominee of the University, Eminent persons and the Management. The Governing Council also makes Policy Decisions for the growth and development of the Institution.

1.1.4 ADVISORY COMMITTEE

1. Sri. B. Bylappa
2. Sri. P. B. Manjunath
3. Sri. B. Raghav
4. Prof.C.K.Subbaraiiah
5. Prof.B.S.Basavarajaiah
6. Shri.Naganagouda.S.J

1.1.5 MANAGEMENT PHILOSOPHY

Management Duties:

- a. To impart quality technical education to be competent to meet the future challenges of progressive society.
- b. To mould responsible citizens with ethical values to contribute to the Society, the Nation and the World.
- c. To empower the students by making them innovative, inquisitive and creative to face challenges in both professional and personal lives.

1.1.6 THE HISTORY OF DBIT

Don Bosco Institute of Technology (DBIT) was established in the year by the Wayanamac Education Trust, Bangalore, a body registered in the Office of the Sub Registrar, Jayanagar, Bangalore. At time of its inception, there were three branches of study viz. Electronics and Communication Engineering, Computer Science and Engineering and Information science and Engineering with an intake of 60 students in each of the above branches. During the year 2002-03 Mechanical Engineering was added with an intake of 60 students and Electrical and Electronics Engineering and MBA was started during the year 2003-04 with an intake of 60 students each.

1.1.7 DBIT NOW

Don Bosco Institute of Technology (DBIT), commenced on the year 2001 , now stands of the threshold of taking a leaf into the elite group of Institutions. DBIT is one of such Institution offering Technical Education in the State of Karnataka, which is watched monitored with high expectations by the other Institutions, stakeholders and society at large. This is the time, where all the resources and efforts are to be channelized and well directed on gain step. Towards this

endeavor, of becoming one of the leading institutions, team spirit and effort is only means to the stakeholders. In line with the Management's Vision and Institute's Mission, all the employees of DBIT will put their best foot forward and do the best all the time to reach the goal.

1.1.8 VISION, MISSION AND THE CORE VALUES

VISION

Don Bosco Bangalore to be the distinguished centre of excellence to nurture and transform the talent of millions through quality and value based education in the area of technology, management and science through its innovative facilities of higher learning towards human excellence

MISSION

To Create a distinguished destination wherein personal, intellectual and professional qualities of the students to be strengthened through partnering with the industry, government and professional bodies in a collaborative efforts.

CORE VALUES

- The pursuit of excellence lifelong learning through value based education.
- An healthy and orderly learning environment.
- Community development and participation.
- Fairness, honesty and respect to every individuals of the society.
- Transforming local talent to global resources.

1.1.9 ORGANIZATION STRUCTURE:

Please refer the DBIT website.

[http:// donboscobangalore.education](http://donboscobangalore.education)

1.2 DEFINITIONS

1.2.1 Institution: Means Don Bosco Institute of Technology. The term college shall have the same meaning and interpretation where ever it is used in the various clauses of the departments, offices and other sections of the college.

1.2.2 Employee: means any person appointed or employed to work in WET in any class or position.

1.2.3 Management: means the Executive Committee of WET.

1.2.4 President: means the President of WET.

1.2.5 Governing Council (GC): means Governing Council of WET constituted by the Executive Committee of WET to run the day to day affairs of the college.

1.2.6 Chairman: means the Chairman of the Governing Council of WET.

1.2.7 Appointing Authority/Competent Authority: means the President or Executive Director or Secretary or any person specifically authorized by the Executive Committee. It shall include: Principal, Registrar, Director-R&D and Director-HR.



2 THE EMPLOYMENT

2.1 EMPLOYMENT STATUS

2.1.1 CLASSIFICATION OF EMPLOYEES:

The employees of WET are classified under the following groups:

- a. **Permanent employee:** An employee who is appointed against a permanent vacancy and has completed the period of probation or extended period of probation satisfactorily and has been confirmed, in writing, by the competent authority.
- b. **Probationary employee:** A Probationary employee is appointed against a permanent vacancy; but has not completed the prescribed period of probation or extended period of probation satisfactorily and has not been confirmed, in writing, by the competent authority.
- c. **Contract employee:** Contract employee is one who is employed on contract for a specified period of time or for the execution of specific work. Upon the lapse of time or completion of specific work, the employment of the employee automatically ceases. The contract may be renewed by mutual consent on such terms and conditions as accepted by the employer and the employee. A contract employee is entitled to the benefits as specified, in writing, in the terms of contract employment.
- d. **Casual employee:** A Casual employee is one who is employed on day to day basis for the work of occupational or casual nature. The Casual employee shall not be entitled to any of the benefits allow to other employees of the intuition.
- e. **Part Time employee:** A Part Time employees is employed to undertake a work of less than normal period of working hours of the institution. Such employees are entitled only to the benefits as specified in the letter of appointment.
- f. **Visiting employee:** A visiting employee is one who is appointed to visit the college on specific days to perform a discharge specific work on such terms and conditions offered by the college and agreed upon by the employee. Such employees have no claim for any benefits allowed to other employees of the college.

No person shall be in employment of the institution unless he/she is in receipt an appointment letter duly signed by the competent authority. At the time of resuming duty, the persons appointed shall submit an undertaking binding himself/herself to the service rules and regulations

of the institution and shall produce all such originals certificates, testimonials etc., in proof of qualification commensurate with the nature of the appointment.

2.1.2 RECRUITMENT POLICY

Whenever a vacancy arises due either faculty leaving the institution or additional requirement as a result of increase in intake, 50% of such vacancies are filled up by recruiting from outside. This is done with a view to bring in fresh and new ideas into the functioning of the Institution.

Such vacancies are advertised twice in a year in the leading English /Local language news papers. In receipt of applications and after scrutinizing them, candidates are called for an interview of a specific date. Sufficient and adequate time will be given to outstation candidates to make arrangements for travel to Bangalore and possible stay for day more, if required.

A selection committee will be constituted consisting of:

Subject Expert from outside the Institution

- a. Principal of the WET
- b. Head of concerned Department
- c. Management Representative
- d. Senior Faculty of the Department

The selection process consists of Introduction, Presentation of credentials like qualification, experience and References. The candidate will then be tested for subject knowledge and competence.

After furnishing the technical round, the candidate will undergo HR round with the officials of Confidence.

A final list of candidates, slightly more than actual requirement is recommended by the Selection Committee and endorsed by HR for further action. The purpose of selecting more than required candidates is to cater to an eventuality of any selected candidate not turning up.

2.1.3 LETTER OF APPOINTMENT

- a. All letter of appointment shall be signed by the competent authority or any other person designated by the competent authority to discharge the specific function.
- b. Unless otherwise stated, the employees' time during the working hours of the college shall be at the disposal of the principal of the college and he/she may be employed in any manner or

assigned with any work as deemed expedient by the Principal and the employees shall have no claim for additional remuneration or compensatory benefit for all such works assigned to the employees during the working hours of the college.

2.1.4 PROBATIONARY PERIOD

- a. Generally, an employee before being considered as permanent, he/she is deemed to be on probationary period for a minimum of two years from the date of entry in to the service. The probationary period may be extended at the desecration of the appointing authority based on the performance and the confidential reports received from the Head of the department and the Principal. Such a period of the extended period of probation, if the services of the probationary employee are not found satisfactory, he/she will be discharged from the service without assigning any reason whatever.
- b. During the period of probation, if the employee's performance and conduct are found to be satisfactory, the competent authority may confirm the service of such employee, in writing. Such employees shall be deemed to be permanent employees of the institution.
- c. A permanent employee, whose services are confirmed by the management and who is promoted to a higher post, shall be on probation for a period of one year thereafter. During this probationary period, the employee is liable to be reverted to the previous post at any time at the discretion of the management.

2.1.5 TERMINATION OF SERVICES

- a. During the period of probation of extended period of probation, the services of a probationary employee may be terminated without assigning any reason whatsoever. No appeal shall lie against such termination of services during the probationary period.
- b. During the tenure of a permanent employee, if the performance and conduct of the permanent employee is not found satisfactory, or if it is found that the employee is habitually committing misconduct of minor nature, the management has the right to terminate the services of such employee by giving notice of one month or in lieu of the competent authority.
- c. Permanent employees, who for proposal reasons are desirous of leaving, shall submit a letter, in writing, giving specific reasons to relieve him from the services of the institution. Such period of notice shall be a minimum period of three months' salary to the institutions.
- d. No employee is entitled to be confirmed or to be treated as a permanent employee for the only reason of having completed the probationary period, until the confirmation order is issued, in writing, b the competent authority. In the absence of confirmation letter, the employee is

deemed to be on extended period of probation. If the performance and conduct of the employee are not found to be satisfactory during the extended period of probation, then the management may discharge him/her from services without assigning any reason.

2.1.6 PROMOTION

- a. No employee can claim promotion as a right and he/she will be promoted only on the basis of his/her eligibility to hold the promotional post, seniority and length of service.
- b. When a higher post falls vacant, the management is free to consider all the eligible candidates available including those external candidates who apply for such post against an advertisement or otherwise, and appointment is made on the basis of merit, qualification and suitability.
- c. The promotion of an employee from a lower to a higher cadre shall be at the discretion of the management and will be determined on the basis of merit, ability, efficiency, performance, conduct, loyalty, health, length of service and suitability for the post.
- d. He/She has to appear for an interview with the subject expert whenever he/she is considered for promotion.

2.1.7 TRANSFERS

- a. The management in the interest of the institution can make interdepartmental transfers within the institution and the employees are bound to comply with such orders. In the event of refusal to accept such orders, the employee shall be considered as absent from work without any sanction of leave for the period of such absence and shall not be eligible for salary for insubordination. Such an employee is liable for disciplinary action.
- b. In case an employee requests for transfer to another department upon his/her suitability to the post consonant with his/her qualification and experience and if the request is granted by the management, the salary and the other conditions associated with the latter post becomes applicable provided that his/her salary in the new posting shall not be more than what was in the former post.

2.2 EMPLOYMENT POLICES

2.2.1 EMPLOYEE RELATIONS:

WET believes that work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this field. If employees have concerns

about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the HR department.

Our experience has shown that if employees deal openly and directly with the HR department, the work environment can be excellent, communications can be clearly, and attitudes can be positive.

We believe that WET amply demonstrates its commitment to employees by responding effectively to employee concerns.

In an effort to protect and maintain direct employer/employee communications, we will do anything we can to protect the right of employees to speak for themselves.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advertisement opportunity to all individuals, employment decisions at WET will be based on merit, qualification and abilities. WET does not discriminate in employment opportunities and practices based on race, colour, sex, state origin, age or any other characteristic protected by law.

This policy governs all aspects of employment including, selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employees with question or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of their head of the department or HUMAN RESOURCE DEPARTMENT. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.2.2 WAYANAMAC EDUCATIONAL TRUST ETHICS AND CONDUCT

The successful business operation and reputation of WET is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for the integrity and excellence requires careful observance of spirit and letter of all applicable laws and regulations, as well as a scrupulous regards for the highest standards of conduct and personal integrity.

The continued success of WET is department upon our Students' and parent's trust and we are dedicated to preserving that trust. Employees owe a duty to WET to act in a way that will merit the continued trust and confidence of the Public.

WET will comply with all applicable laws and regulations and expects its Directors, Managers and Associated staff members to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principals, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate head of the department and, if necessary, with the [HR Department], for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsible of every WET employee and associated members.

Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

2.2.3 CONFLICTS OF INTEREST

Employees have an obligation to conduct services within time line that prohibit to actual or potential conflicts of interest. This policy establishes only the frame work within which WET wishes to operate. The purpose of these guidelines is to provide general direction so that employees seek further clarification on issue related to the subject of acceptable standards of operation.

Transaction with outside firm must be conducted with the framework established and controlled by the Executive Director, WET. Business dealings with outside firms should result in unusual gains for those firms. Unusual gain refers to bribes; product bonuses, special fringe benefits, unusual price breaks, and other windfalls design ultimately benefit the employer, the employee or both. Promotional plans that could be interpreted to involve unusual gain require specific Director Level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence³ a decision that may result in a personal gain for that employee or far of relative because of WET business dealings. For the purpose of this policy, a relative is any person whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if employees have any influence or transactions involving purchases, contracts or leases, it is imperative that they disclose to the Director of WET as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only where an employee or relative has a significant receives any kick back, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving WET.

2.2.4 OUTSIDE EMPLOYMENT

Employee may not hold any type of outside employment as long as they are as they are associated with WET.

Employee may not received any income or material gain from individuals outside WET for material produced or services rendered while performing their jobs.

2.2.5 NON DISCLOSURE AGREEMENT

The protection of confidential information and trade secrets is vital to the interest and the success of WET. Such confidential information includes but is not limited to, the following examples:

- a. Computer Program & Codes
- b. Scientific data
- c. Marketing Strategies
- d. Computer lists
- e. Scientific formulae
- f. Technological data
- g. Scientific prototypes
- h. Customer lists
- i. Financial information
- j. Human Recourses Strategies
- k. New Market Research

All employees and associated members are required to sign a nondisclosure agreement as per condition of employment. Employees or associated members who improperly use or disclose trade secrets or confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefits from the disclosed information.



3. EMPLOYEE PERSONNEL FILES

3.1 RECORD OF DATE OF BIRTH

The date of birth of an employee, as furnished by him/her at the time of joining duty, shall be supported by any one of the following documents:

- a) Secondary School Leaving Certificate
- b) Birth certificate issued by the corporation, Municipality or Registrar of
- c) Births and Deaths.
- d) Marks Card
- e) Certificates
- f) Previous Employment relieving letter and salary slip
- g) Resume
- h) Joining Report
- i) Employee Profile

The WET needs the photocopy of these documents for the employee's personal file.

3.2 ACCESS TO PERSONNEL FILES

WET maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, record of training, documentation of performance appraisal and salary increases, and other employment record.

Personnel files are the property of WET and access to the information they contain is restricted, generally, only HUMAN RESOURCE personnel will have access to these files.

Employees who wish to review to their own file should contact the HUMAN RESOURCE with reasonable advance notice. Employee may review their own personnel files in WET office and in the presence of an individual appointed by WET to maintain the files.

The original documents once submitted to WET will not be given to the employee until he is in employment with WET.

3.3 PERSONNEL DATA CHANGE

It is the responsibility of each employee to promptly notify WET of any changes in personnel data. Personal mailing addresses, telephone numbers, numbers and name of the dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has

changed, notify the [HUMAN RESOURCE DEPARTMENT] or any other department that maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, record of training, documentation of performance appraisal and salary increases, and other employment record.

3.4 PERFORMANCE EVALUATION

WET strongly follows method of IPMM (Integrated Performance Measurement & Management). Employees and associated members are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Performance evaluations through IPMM are conducted to provide both Head of the department and employees the opportunity to discuss job tasks, identify and correct weakness, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

The annual salary review of all employees is based on purely on performance.

The human resource department is available to answer specific questions about the IPMM.

3.5 JOB DESCRIPTION

WET makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualification section (including education and / or experience, language skill, mathematical skill, reasoning ability, and any certification required), a physical demand section, and a work environment section.

WET maintains job descriptions to aid in orienting new member to their jobs, identifying the requirements and each position, establishing hiring criteria, setting standards for employee performance evaluations.

The (HUMAN RESOURCE DEPARTMENT) prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the positions duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employee should remember that job descriptions do not necessarily cover every task or duty that might be assigned and that additional responsibilities may be assigned as necessary.

Contact the [HUMAN RESOURCE DEPARTMENT] if you have any questions or concerns about your job description.



4. EMPLOYEE BENEFIT PROGRAMS

4.1 EMPLOYEE BENEFITS

Eligible employees of WET are provided a wide range of benefits. A number of the programs cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. You [HUMAN RESOURCE DEPARTMENT] can identify the programs for which you are eligible.

Employees benefit from the Provident Fund and E.S.I schemes.

DBIT also intends to introduce group insurance scheme.

The benefits program requires contribution from the employee beside employer's contribution.

4.2. LEAVE

The Management has the right to amend the leave rules from time to time as per the decision of the Executive Committee and ratified by the Governing Council of the college. All employees will be bound by such leave rules.

- a. The Management has decided to designate the HOD's, non-teaching staff and office staff as non-vacation staff requiring their presence even during vacations and the teaching staff as vacation staff.
- b. The vacation staff is eligible for 12 days of Casual Leave (CL) in a calendar year. During the probationary period, the staff can avail a day's Casual leave every one month of completed service.
- c. The vacation staff should undertake the examination work during vacation compulsorily.
- d. The maximum period of casual leave sanctioned to any employee is not more than 3 days at a stretch and not more than 3 days in a calendar month. In case of contingency, the leave sanctioning authority may cancel the leave employee is bound to report back to duty on receiving recall notice either in writing or communicated through phone.
- e. Women employees, whose services are conformed, are eligible for 90 days of maternity leave once in the entire service period. Maternity leave is available after 3 years of satisfactory service.

- f. Special Casual Leave is sanctioned to employees to attend Seminar/Conference/ Workshops. Short-term training programs, if sponsored by the college and to attend any examination work of the University, Subject to the approval by the Principal.
- g. All leave applications shall be forwarded through proper channel and the applicant shall make alternate arrangement for the classes and shall indicate counter arrangement for the classes and shall indicate counter arrangement for the classes lost during the leave period.
- h. An employee shall necessarily be present in the college on the last working day of the college and the re-opening day of the college. An employee remaining absent remaining absent on the re-opening day or last working day shall be treated as absent from duty during the entire prior of vacation.

4.3 LIST OF HOLIDAYS

WET will grant holiday time off to all employees on the Government Holidays as per University Holiday List

- List of Holiday is available with
[HUMAN RESOURCE DEPARTMENT]

4.4 EDUCATIONAL ASSISTANCE

WET recognizes that the skill and knowledge of its employees & associated members are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees or associated members can maintain attainable jobs with in WET

WET will provide educational and training assistance program to its employees or associated members immediately upon the assignment

Before going for training, employees or associated members must sign a bond depends upon the numbers of days and the cost of that program.

While training program is expected to enhance employee's performance and professional abilities, WET cannot guarantee that participation in formal training will entitle the employee or associated members to automatic advancement, a different job assignment, or pay increases.

4.5. REWARDS & RECOGNITION

DBIT believes in recognizing and rewarding outstanding contributions of its employees.

5 TIME KEEPING / PAY ROLL

5.1 TIME

5.1.1 COLLEGE WORKING HOURS

- a. The College will function for five and half days in a week except on holidays declared by the Government /VTU.
- b. The normal working hours of the college are from 9.00 a.m to 5.00 p. m on all working days and from 9.00 a.m to 1.15 p.m on Saturdays. In case of teaching staff, the no of working hours shall be 40 hours per week (excluding lunch/coffee break). These working hours shall be without any prejudice to the right of the management to modify the working hours of the employees in the interest of academic needs and requirements.
- c. An employee may be required to work beyond his normal working hours and may also be called upon to work during holidays if the exigencies of work so demanded. During such eventualities, an employee shall not be entitled to extra remuneration or compensation of any kind for such extra hours of stay and work in the college.
- d. The working hours stipulated above shall not apply to watchmen, drivers, maintenance staff, employees in hostel/canteen and all such employee whose service are considered by the management as being necessary to be present in the college/hostel/canteen for such specified working schedule in the interest of the college. Such employees shall, however, leave their place of duty only after the respective next shift employees relieve them. After being relieved these employees who take charge of duty of any special instructions, accidents, hazards, defects, loss, theft etc.

5.1.2. TIME KEEPING

BIO-enabled time recording tool must be used by all members to record entry & time of leaving. Accurately recording time worked is the responsibility of every employee. Government law enquires WET to keep accurate record of time worked in order to calculate employees pay and keep benefits. Time worked is all the time actually spent on the job performing assigned duties.

Time keeping is also recordable for keeping track of empolees and associate members punctuality and which is lead to their performance analysis.

Altering, falsifying, tampering, with time records may result to the disciplinary action, up to and including termination of employment.

To maintain accuracy in time keeping, WET has installed bio-enable system on all entrance gates.

5.1.3 OVERTIME

WET will not support any over time policy. Employees and associated members are requested to complete their assignment in given period of time. However, if there is any call for urgent assignment, employees and associated members will get reimbursement.

Please contact to [HR DEPARTMENT] for any question regarding this policy.

5.2 SALARY

5.1.1 PAYMENT OF SALARY

- a. The employees of the college will be paid their salary during first week of the following month. Salary is generally credited to the employees bank account held by him/her in the bank approved by the management or by account payee cheques.
- b. The management shall deduct from the employee's salary, all statutory recoveries such as I.T., P.T., and P.F. along with wages for LWA sanctioned to the employee during the month, any contribution to approved activities, loss of pay for absenteeism. Any damage or loss to college property caused by the employee and penalties.
- c. In the event that a regularly scheduled pay day falls on a day off such as a weekend or holiday, employee and associated member will receive pay on the next working day after the regularly scheduled pay day.
- d. Employees will receive salary slip from WET accounts department. Currently disbursement of pay will be through axis bank. This can be change if bank changes their policy.

5.1.2 SANCTION OF INCREMENTS

- a. Subject to satisfactory work, good conduct gaining minimum credit point based on assessment procedures implemented by the management, an employee shall be sanctioned the annual increment in the pay scale in which he is borne. Annual increment falls due only on the prescribed day and month of the date of confirmation of service.

- b. If an employee remains absent from services, his/her annual increment shall be deferred from the date of such absence. When an employee working in lower scale of pay is promoted to or appointed to higher scale of pay, his /her next increment shall fall due only after the employee completes one year of satisfactory services in the higher post.
- c. Not with standing anything said in the above clauses, an employee is not entitled to any increment/promotion during the probationary period. The annual increment shall fall due only after one year of satisfactory completion of service of the employee.
- d. No employee shall claim increment/promotion as a matter of right. Increment shall have to be earned by the employee by earning minimum redit points as prescribed by the Management

5.3 ADMINISTRATIVE PAY CORRECTION

WET takes all responsible steps to ensure that employees & associated members receive the correct amount of pay in each pay cheque and that employees are paid promptly.

In unlikely event that there is an error for pay, the employee should promptly bring the discrepancy to the attention of the [ACCOUNTS DEPARTMENT] so that corrections can be made as quickly as possible.



6. WORK CONDITIONS

6.1. USE OF PHONE AND MAIL SYSTEM

Personal use of the official telephone/mobile for long distance (STD/ISD) calls is not permitted.

The use of WET paid postage for personal correspondence is not permitted.

The use of mobile phone in work is not permitted. This policy does not apply on employees and associated members related with support services but they are requested to keep their mobile phone on vibrating or in silent mode.

To ensure effective telephone communications, employee should always use an approved greeting and speak in courteous and professional manner. Please confirm information received from the caller, has done so.

6.2 SMOKING

In keeping with WET intent to provide a safe and healthful work environment, smoking is prohibited throughout the work place.

This policy applies equally to all employees, associated members, students, and visitors.

6.3 USE OF EQUIPMENT

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to record, exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your reporting officer if any equipment, machines or tools appear to be damaged, defective or in need for repair.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

6.4 BUSINESS TRAVEL EXPENSES

WET will reimburse employees and associated members for reasonable business travel expenses incurred while on assignment away from normal work location. All business travel must be approved in advance by the [PRINCIPAL] and from [HOD]

Employees whose travel plans have been approved should make all travel arrangements through WET travel department. When approved, the actual costs of travels, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the WET. Employees are expected to limit expenses to reasonable amount. Contact [HR DEPARTMENT] for classification of limits.

TA & DA Packages to officials sent on official duties

Gradation of Employees	
Category	Basic Pay range
A	Rs.9060 & above
B	Rs.5850 to 9059
C	Rs.4150 to 5849
D	Rs.4150 & below

Employees are entitled to travelling allowance & daily allowances based on the above basic pay range category alone is not the criteria. The deputation for the college on duty purpose can claim this benefit.

Items	Category			
	A	B	C	D
1.Travel by air with in the state & outside state	Principal	Professors	Secretary	Are eligible
2.Travel by train	I Class AC	I Class Sleeper	I Class AC Chair Car	II Class Sleeper
3.Travel by Bus	Highest grade accommodation			Next to the highest
4.By own or hired taxi	Rs.3per KM			Not entitled
5.Daily Allowance				
(a) WITHIN KARNATAKA				
(i)With Karnataka, Bangalore	150	125	85	60
(ii)Within Karnataka, Corporate Area	125	85	75	55
(iii)Within Karnataka, other places	100	75	60	50
(b) OUTSIDE KARNATAKA				
(i)Specified cities	180	150	125	85
(ii)Other places	150	110	85	60

Note:

- i Principal/Professors can stay in lodging where boarding & lodging facilities are Available and produce bill for actual claim.
- ii DA is for 24 hours less than 6 hours no DA.
- iii Journey for Headquarters and HQ in part of DA entitled period.
- iv Place concerned between college premises and Bus stand/Rly Station and also in outstation, actual amount paid for auto rickshaw, taxi are also reimbursable.

6.5 EMERGENCY CLOSING

At times, emergencies such as severe weather, fire, or power failures, can disrupt our operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will not be considered as a leave for individual's employees or associated members.

6.6 VISITORS IN THE WORK PLACE

To provide for the safety and security of employees and facilities at WET only authorized visitors are allowed in work place. Restricting unauthorized visitors help maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguards employee welfare, and avoid potential distractions and disturbances.

All visitors should enter WET at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible conduct and safety to their visitor.

6.7 COMPUTER EMAIL USAGE

Computer, computer files, the email system, and software furnished to employees and associated members are WET property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. **To ensure compliance with this policy, computer and email usage may be monitored.**

WET strives to maintain a work place free of harassment and sensitive to the diversity of its employees. Therefore, WET prohibits the use of computers and the email system in the ways that are disruptive, offensive to others or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to ethnic slurs, racial comments, off colour jokes, or anything that may be construed as harassment or sharing disrespect for others.

Personal emails are not permitted to use in work hour. However, the employees are allowed to check their emails during their free time. Emails may not be used to solicit others for commercial ventures, religious or political causes, outside organization, or other non business matters.

6.8 INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by WET to assist employees and associated members in obtaining work - related data and

technology. The following guidelines have been established to help ensure responsible and productive internet usages. While internet usage is intended for incidental occasional brief personal use is permitted within reasonable limits during free time.

All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of WET and as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees and associated members should always ensure that the business information contained in internet, email messages, and other transmission is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the internet remain at all times the property of WET. As such, WET reserve the right to monitor internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer system.

Data that is composed, transmitted, accessed or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

The unauthorized use, installation, copying, or distribute of copy righted, trademarked, or patented material on the internet expressly prohibited. As a rule, if employee did not create the material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the internet.

Internet users should take the necessary anti-virus precautions before downloading or copying the file from the internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action.

- a) Sending posting discriminatory, harassing, or threatening messages or images.
- b) Using the organization's time and resources for personal gain.
- c) Staling, using or disclosing someone else's code or password without permission.
- d) Coping, pirating or downloading software and electronic files without permission.
- e) Sending or posting confidential material, trade secrets or proprietary information outside of the organization.
- f) Violating copyright Law.
- g) Failing to observe licensing agreement.

- h) Engaging in unauthorized transaction that may incur a cost to the organization or initiate unwanted internet services and transmissions.
- i) Sending or posting messages or material that could damage the organization's image or reputation.
- j) Participating in the viewing or exchange of pornography or obscene material.
- k) Sending or posting messages that defame or slander other individuals.
- l) Attempting to break into the computer system of other organization or person.
- m) Refusing to cooperate with a security investigation.
- n) Using internet for political causes or activities.
- o) Jeopardizing the security of the organization's electronic communications systems.
- p) Sending or posting messages that disparage another organization's products or services.
- q) Sending anonymous email messages.
- r) Engaging in any other illegal activities.

6.9 WORK PLACE MONITORING

Work place monitoring may be conducted by WET to ensure quality control, employee's safety, security.

Computer furnished to employees are property of WET, AS such, computer usage and files may be monitored or accessed.

Because WET is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that work place monitoring is done in an ethical and respectful manner.

6.10 WORK PLACE VIOLENCE PREVENTION

WET is committed to preventing work place violence and to maintain safe work environment. Given the increasing violence in society in general WET has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during working hours or on its premises.

All employees, associated members, and temporary employees should be treated with courtesy and respect at all times.

Conduct that threatens intimidates or coerces another employee, associated members, student, or a member of public at any time, including off duty periods, will not be tolerated.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your reporting officer or any other member of management. Do not place yourself in peril.

WET will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.

WET encourages employee to bring their disputes or differences with other employees to the attention of their reporting officer or the [HUMAN RESOURCE DEPARTMENT] before the situation escalates into potential violence. WET is eager to assist in the resolution of employees disputes, and will not discipline employees for raising such concerns.



7. EMPLOYEE CONDUCT & DISCIPLINE

7.1 EMPLOYEE CODE OF CONDUCT

To ensure orderly operations and provide the best possible work environment, WET expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- a) Theft or inappropriate removal or possession of property.
- b) Falsification of timekeeping records.
- c) Working under influence of alcohol or illegal drugs.
- d) Possession, distribution, sales, transfer, or use of alcohol or illegal drugs in workplace, while on duty or while operating employer-owned vehicles or equipment.
- e) Fighting or threatening violence in the workplace.
- f) Boisterous or disruptive activity in the workplace.
- g) Negligence or improper conduct leading to damage of employer-owned or customer owned property.
- h) Insubordination or other disrespectful conduct.
- i) Violation of safety or health rules.
- j) Sexual or other unlawful or unwelcome harassment.
- k) Possession of dangerous or unauthorized materials.
- l) Excessive absenteeism or any absence without notice.
- m) Unauthorized disclosure of confidential information.
- n) Violation of personal policies.
- o) Unsatisfactory performance or conduct.

7.2 DUTIES & OBLIGATIONS

- a. Every employee of the college shall maintain a high standard of work, conduct and exhibit excellent professional ethics. He/She shall be loyal to the college and observe all the rules and regulations diligently during his/her tenure of service in the college.

- b. Every employee shall carry out the work assigned to him/her by his/her superiors conscientiously and faithfully in accordance with the instructions of his/her superior and shall maintain discipline, decorum and dignity of the post he/she holds, at all times in the premises of the institution. He/She should co-operate with other staff and superiors in discharging duties and responsibilities demanded by the post.
- c. Every employee is obliged to accept any work of the institution assigned by the authorities to him/her consonant to his/her post and should discharge his/her duties keeping in mind the progress and prosperity of the college.
- d. Every employee shall, at all times, be courteous and considerate to colleagues, students, superiors and visitors.
- e. Every employee shall, always, be neatly dressed while on duty and follow the dress code specified. They should keep their work place neat and tidy all times.
- f. Every employee shall take sufficient and utmost care of machinery and equipment, tools and instruments, materials, furniture and fittings, books and journals, cash and other properties of the college and shall take all reasonable precautions to safeguard such properties of college against any accidental damage, theft, and loss, breakdown due to negligence in operation or maintenance. Any damage or loss, if noticed and attributed to negligence, mishandling or misuse, improper maintenance and not following instructions during operation, such employees shall be liable for disciplinary action. Employees shall promptly report any accident, hazard, loss, damage or breakage to college property noticed by them to the superiors. Besides, the management shall have the right to recover the value of such breakages, damages, and loss from the concerned employees.

7.3 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, WET expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place burden on other employees and on WET. In the rare instances when employees cannot avoid being late to work or are unable to work on scheduled, they should notify their reporting officer as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

- a. Every employee shall report for work at the assigned place and at the notified time for commencement of duties. The employee shall affix the signature in the attendance register at the time of reporting and departure from the college in the manner specified by the Principal indicating the exact time.
- b. Any employee failing to affix his/her signature at the reporting and departure timings as stated above is liable to be marked absent from work.
- c. Every employee is bound to be present in his/her department during the working hours, discharging his/her duties as specified by the Head of the Department (HOD). If an employee is found absent from the department during working hours except by specific permission of the HOD and duly recording the purpose in the movement register, he/she shall be liable to be treated as absent from work for the day in question, besides, he/she will be liable for disciplinary action.
- d. An employee reporting late for duty at the commencement of the college or leaving the college earlier than the closing time of the college three times during any calendar month he/she will forfeit a day's casual leave or a day's salary in lieu of the casual leave if he/she has no leave at his/her credit.
- e. No employee shall loiter in the college premises during the working hours or play any game, visit canteen (except during tea break) unnecessarily; such errant employees will be liable for disciplinary action.

In all cases of absence from duty without availing leave or obtaining permission or an employee fails to discharge his/her duties, the principle of "No Work No Pay" shall apply to such employees.

7.4 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all the employees and affect the public image WET present to customers and visitors.

During business hours or when representing WET, you are expected to present a clean, neat and tasteful appearance. You should dress and groom yourself accordingly to the requirements of your position and accepted social standards. Your reporting officer or Head of the department is responsible for establishing proper dress code. Consult HR department if you have any question as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may

be made to a person with a disability without unduly restricting individual tastes the following personal appearance guidelines should be followed.

- a. Employees are expected to come in formal wear.
- b. Jeans, Bermudas, T-shirt and shorts do not present appropriate professional attire.
- c. Unnaturally coloured hair and extreme hairstyles, such as spiked hair and shaved heads, do not present and appropriate professional appearance.
- d. Offensive body odor and poor personal hygiene is not professionally acceptable.
- e. Jewelry, facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- f. Multiple ear piercing (more than one ring in each ear) are not professionally appropriate and must not be worn during business hours.
- g. Visible tattoos and similar body art must be covered during business hours.

7.5 RETURN OF PROPERTY

Employees and associated members are responsible for all WET property, materials or written information issued to them or in their possession or control. Employees or associated members must return all WET property immediately upon termination of employment. Where permitted by applicable law, WET may withhold from the employee's or associated member's cheque or final pay cheque the cost of any items that are not returned when required. WET may also take all action deemed appropriate to recover or protect its property.

7.6 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with WET; WET requests at least a month written notice of resignation from employees or one month's salary.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

7.7 SECURITY INSPECTION

WET wishes to maintain a work environment that is free of illegal or improper materials. To this end, WET prohibits the possession, transfer, sale or use of such material on its premises. WET requires the co-operation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of WET. Accordingly, they, as well as any articles found within them, either with or without prior notice.

7.8 PROBLEM RESOLUTION

WET is committed to providing the best possible working conditions for employees and associated members. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receive a timely response from management WET.

WET strive to ensure fair and honest treatment of all employees. Head of the departments, Managers, employees and other associated members are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, NO employee will be penalized, formally or informally for voicing a complaint with WET in a reasonable and in business- like manner.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

7.9 MISCONDUCT

The term misconduct means any act/behavior of the employee, which goes against the rules and regulations of the college. The misconduct may be either minor or major misconduct as defined hereunder and made applicable to all the employees.

Minor Misconduct

- a) Absence from duty without notice or remaining absent for duty after availing leave.
- b) Habitually reporting late to the college, and leaving the college early.
- c) Leaving the place of work during the college working hours without obtaining permission of the HOD and without entering in the movement register.
- d) Wearing untidy dress or not observing the norms of cleanliness while on duty.
- e) Inefficiency, laziness or carelessness in performance of work.
- f) Refusal to receive notices and memos or any official communication from HOD, Principal, Registrar and Management.

- g) Loitering or wasting time during working hours of college.
- h) Improper or discourteous behavior towards students, colleagues, visitors etc.
- i) Sleeping or gambling during college working hours.
- j) Failure to report to duty when leave has been refused or when leave has been cancelled and employee has been recalled to duty.

Major Misconduct:

- (a) Neglect or non-performance of duties assigned to employees.
- (b) Failure to report at once to superiors any accident, hazard, loss or theft noticed inside the college premises or to report promptly any defect or mistake which might result in the malfunctioning of machinery, equipment, etc, ultimately causing injury to persons or loss to the college.
- (c) Engaging in other employment either part time or contract while in the service of the college.
- (d) Taking private tuitions or conducting coaching classes or being associated in any form with such agencies.
- (e) Using indecent, abusive or unparliamentarily language or making false allegations against superiors, colleagues, students, visitors etc.
- (f) Insubordination or disobedience, whether alone or in combination with others, of any order of the superior or instigating other to insubordination or disobedience.
- (g) Furnishing false and incorrect information or withholding any relevant and pertinent information at the time of appointment or at any other time while in service subsequent to the appointment.
- (h) Involving directly or indirectly in activities like theft, fraud, dishonesty etc., in connection with the college property, property of other employees or students.
- (i) Involving directly or indirectly in activities like tampering with records, falsification, defacement or destruction of any records of the college.
- (j) Bring liquor or any other intoxicants, drugs to the college, consuming any intoxicant or drug in the college premises or reporting to work in inebriated condition.
- (k) Demanding or collecting money within the college premises for any purpose or reason without the prior permission of the Principal.
- (l) Fighting, abusing, assaulting or threatening other employees or students.
- (m) Intimidating employees/students of the college by threats or other means with a view to prevent them from performing their duties/classes.

(n) Habitual breach of any standing orders, service rules or committing minor misconduct 3 times.

(o) Any act subversive of discipline or good behavior in the college premises, if it affects the smooth and efficient working of the college.

7.10 PENALTY FOR MISCONDUCT

Penalties for Minor Misconduct:

- (a) Censure
- (b) Withholding of increment
- (c) Withholding of promotion

Penalties for Major Misconduct

- (a) Demotion to a lower post or to a lower grade in the same post.
- (b) Discharge or removal or termination from service.
- (c) Dismissal from services.

7.11. PROCEDURE FOR DISCIPLINARY ACTION

1. No order of punishment shall be made without the employee being given an opportunity to explain in writing to the charges of misconduct alleged against him/her.
2. For imposing any disciplinary action against misconduct on the part of the employee, there shall be a recorded inquiry and the procedure for all such inquiries shall be strictly as per the Karnataka Private Educational Institutions (Discipline and Conduct) Rules, 1975. In case the employee admits the charges, in writing, no such inquiry is required.
3. For minor misconduct, the following procedure shall be followed in the inquiry:
 - (a) A charge sheet shall be given to the employee, in writing showing causing his/her to submit his/her reply to all the charges stated in the notice within seven days from the date of receipt of the charges.
 - (b) On receipt of the delinquent's reply, the disciplinary authority shall form a departmental inquiry committee to look into the charges and the reply to the charges submitted by the delinquent.
 - (c) If the employee agrees to the charges, in writing, the inquiry committee shall have to submit the report to the disciplinary authority through the Principal stating the gravity of the charges.
 - (d) The disciplinary authority on receipt of the report from the inquiry committee shall submit a report to the disciplinary authority through the Principal for imposing the penalty.

- (e) In case the employee refuses to accept the charges, the inquiry committee shall call for witnesses, record the proceedings and adduce their inference and submit the findings of such inquiry stating the gravity of charges to the disciplinary authority.
- (f) The disciplinary authority shall initiate action against the employee in the light of inquiry report as per Sub Section 21.3 (d) above.
5. For major misconduct, there shall be a detailed inquiry in accordance with the procedure stated below:
- a) The employee concerned shall be issued a charge sheet and a show cause notice to reply to the charges within seven days from the date of receipt of the charges.
- b) If the employee concerned agrees to the charges, in writing, the procedure as per Sub Section 21.3 clause (c) and (d) to be followed.
- c) If the employee refuses to accept the charges or if his explanation is not satisfactory, the management may form an inquiry committee consisting of:
- (i) A senior faculty member of the college.
 - (ii) A representative from outside the college.
 - (iii) A Presenting officer/ Registrar.
- and arrange to hold a recorded inquiry on the charges of misconduct giving an opportunity to defend in the light of principle of natural justice. The inquiry committee should inform the date of hearing well in advance.
- d) The employee shall be required to present himself/herself on the date of hearing at the assigned time and place for inquiry into the charges of misconduct when called upon to do so by the inquiry committee.
- e) If the employee fails to appear at the inquiry for reasons, which the management or the inquiry officer considers unsatisfactory, then the inquiry committee shall proceed with the inquiry and decision taken with ex-parte in his/her absence.
- f) The employee subjected to inquiry shall be permitted to produce any document or witness in his defense.
- g) The proceedings are all recorded on the days of hearing and signed by the employee.
- h) On conclusion of the inquiry, the inquiry committee shall submit the findings to the management stating whether all or any of the charges leveled against the employee are established.

- i) If the charges are proved in the inquiry, then the disciplinary authority by taking into account, the gravity of misconduct and the previous records of the employee, may recommend punishment under these rules. The nature and quantum of punishment shall be at the discretion of the management.
- j) The order passed for any punishment by the management shall be communicated to the employee concerned.
- k) When the inquiry proceeding are in progress and if the management feels that it is necessary to place the employee under suspension, the appointing authority may by order, in writing, suspend the employee without salary of allowances with effect from the date as specified in the suspension order.

7.12. WORK PLACE ETIQUETTE

WET strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the work place may be disruptive or annoying others. Many of these day-to-day issues can be addressed by politely talking with co-workers to bring perceived to his or her attention.

In most cases, common senses will dictate an appropriate resolution. WET encourages all employees and associate members to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines and not necessarily intended to be hard and fast work rules with disciplinary consequences.

They are simply suggestions for appropriate work place behavior to help everyone be more conscientious and consideration of co-workers and the work environment. Please contact the **[HUMAN RESOURCE DEPARTMENT]** if you have any suggestions regarding these workplace etiquette guidelines.

- a. Return copy machine and printer settings to their default settings after changing them.
- b. Replace paper in the copy machine and printer paper trays when they are empty.
- c. Be prompt when using the manual feed on the printer.
- d. Keep the area around the copy machine and printers orderly and picked up.
- e. Be careful not to take or discard other's print jobs or faxes when collecting your own.
- f. Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your **[HEAD OF DEPARTMENT]**

- g. Try to minimize unscheduled interruptions of other employees while they are working.
- h. Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or work space.
- i. Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open area.
- j. Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- k. Minimize talking between work spaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- l. Try not to block walkways while carrying on conversations.
- m. Refrain from using inappropriate language (swearing) that others may overhear.
- n. Monitor the volume when listening to the music, voicemail, or a speaker phone that others can hear.
- o. Clean up after yourself and do not leave behind waste or discarded papers.

7.13 SUGGESTION PROGRAM

As employee and associated members of WET, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work, improvement or cost saving ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit WET by solving a problem, reducing costs, improving operations or procedures, enhancing customer services, eliminating waste or spoilage, or making WET a better or safer place to work.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reason why it should be implemented.

Submit suggestions to the **[HUMAN RESOURECE DEPARTMENT]** and, after review, they will be forwarded to the Management. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition may be given to the employees who submit a suggestion that is implemented.
