

Policy: Staff Duties

PL No – 7

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Applicability – All Employees on Company Roll

Total Number of Pages – 2

These are general rules which are to be followed by every staff member, they will not just help the organization but also will help you in your personal life.

- 1- Each staff member is responsible for seeing that the policies designed for the organization are followed and carried out. If you see someone not following the policies, it is your duty to advise them directly, if that fails, please let the Head – HR know about it. But while advising directly, always be friendly and polite.
- 2- Follow the working hours of the organization, if you need to change them, get it approved in written and inform those who are closely/distantly related to your work, so they are aware of it. Otherwise an empty post will create trouble for the entire organization.
- 3- Keep your own desk, office space clean and tidy. See that papers, others objects are not scattered on your desk or in your office.
- 4- All staff members are responsible that while leaving in the evening their doors are closed, lights, fans, ACs are turned off. Lockers are locked and nothing valuable is left in open.
- 5- If you are going out in the plant or somewhere else for a longer period than a few minutes, make sure that your ACs, Fans, Lights are turned off.
- 6- Keep your supplies (Stationaries and any other items) enough, order them in advance before you run out. Always write requisition about 5-7 days in advance, in case of stationaries follow the stationary policy.



- 7- Read and reply your daily emails/letters/messages. Do not earn a reputation of a dump yard where whatever is being dumped never comes back.
- 8- If you change your address or phone number, always inform about the same to the HR department.
- 9- Follow the purchase mechanism of the company and do not purchase anything unless you are following the company policy on it.
- 10- Keep your attire as presentable as possible. A good presentation creates a good impression.
- 11- If something in the company needs repairing, always inform the maintenance Head in written. Do not go to him personally and tell it verbally.
- 12- If you get a letter/mail that does not concern you, send it to the concern person. If you do not know the concern person, then send it to the Head – HR.
- 13- Review policies/training manuals periodically to freshen these up in your memory.
- 14- If you have questions related to your job, always and only ask your senior about it.
- 15- If your post/working location is changed, always inform about the same to the HR department.
- 16- If you have any grievance, ALWAYS, ALWAYS, ALWAYS inform in the HR department, if you are not being heard there then you can approach directly to Head – HR.
- 17- To the best of your ability always help your fellow staff member, always remember he is part of the same team, not an opponent. Be courteous and polite about the same.
- 18- It is the responsibility of every staff member to maintain a good image of the company within and outside the company. You are responsible for the physical appearance of the company, the personnel working in the company and the performance of the company.

OK Approved

Written By
Head – HR



Approved

Approved By
Management