

At Studio Sanjay Sarvaiya,

We prioritize excellence and professionalism. Our established office rules and regulations are integral in creating a conducive workplace, fostering creativity, collaboration, teamwork, and client satisfaction, all of which are pivotal to our overall success.

Dear Valued Team Members, We kindly request that you read this message with careful consideration and wholeheartedly commit to following it.

Adherence to Office Hours:

Every team member is required to conscientiously follow their designated office hours. Punctuality is a fundamental aspect of our work culture, and it is vital that office timings are rigorously observed.

Professional Attire:

Professional attire is mandatory at Studio Sanjay Sarvaiya. We believe that a professional appearance contributes to a positive workplace atmosphere.

Weekly Time Sheets:

Weekly time sheets must be accurately completed before leaving the company premises at the end of each workday.

Leave Entitlement:

You are entitled to use 4.5 days of leave quarterly, resulting in 18 days (about 2 and a half weeks) annually, including sick and paid leave.

Leave Request and Approval:

If you need to take leave, kindly submit your request with at least one week's prior notice to the company. Additionally, ensure that you complete the leave request form and obtain the requisite approvals.

Data Security and Confidentiality:

All team members must adhere to strict data security and confidentiality guidelines. Unauthorized access, sharing, or disclosure of sensitive information, data, drawings is prohibited.

Lunch and Tea Break:

Lunch hours are set from 1:30 p.m. to 2:45 p.m. The tea break would be for 30 minutes, at 4:00 pm to 4:30 pm

Mobile Phone Usage

Mobile phone usage during working hours should be limited, as it can negatively impact productivity. The use of headphones during work is prohibited, except during online meetings, and playing songs or audio from your mobile device in the office is not allowed.

Fulfillment of Duties:

Each team member is expected to fulfill their duties diligently. This is especially crucial in the case of long-term projects and critical issues. Leaving the company under such circumstances is not permitted.

Inferior Performance:

In cases of inferior performance, the company reserves the right to initiate immediate termination with a fifteen-day notice period.

Document Validity for Fresh Employees:

For newly hired employees, it is mandatory to submit all required documents immediately upon receiving a call from HR confirming your job offer. Also, please carry the original documents with you on your first day of work.

Job Confirmation and Agreement Signing:

Once you confirm the job, you must sign the employment agreement, marking the official commencement of your position with Studio Sanjay Sarvaiya.

Remote Work Policy:

Please be aware that remote work is not available under any circumstances. Fresh employees are expected to be physically present in the office.

Resignation Process:

In the event of resigning from Studio Sanjay Sarvaiya, a two-month notice period is mandatory. Failure to serve the notice period will result in paying two months' salary, as per company regulations.

Notice Period for Resignation:

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Workplace Safety:

The safety of our employees is of paramount importance. All team members must follow workplace safety protocols, report any hazards, and participate in safety training as required.

Code of Conduct and Professionalism:

All employees should maintain a high standard of professional conduct and respect for colleagues. Harassment, discrimination, or any form of disruptive behavior will not be tolerated.

Use of Company Resources:

Efficient use of company resources, including office equipment and supplies, is essential. Wastage or misuse of resources should be avoided.

Reporting Concerns:

Any concerns or issues related to workplace ethics, policies, or any other matter should be promptly reported to the appropriate department or management.

We deeply appreciate your understanding and cooperation in maintaining these standards, as they are essential for our shared success. If you have any questions or need more clarification regarding these policies, please contact us..

Thank you for your commitment and dedication to **Studio Sanjay Sarvaiya**. Best of luck.