

GCOC- (GLOBEX CODE OF CONDUCT) :: Important Instructions

(W.E.F 01 January 2021)

To ensure strict compliance of the following instructions to all the staff members of Globex Computer-

- 1- All staff members have to report by their scheduled time.
- 2- Any staff who reports to the office without delay throughout the month will be given a bonus of Rs 500 as a reward and if the staff reports late by more than 15 minutes, he will have to pay a fine of Rs 100 on that day. A penalty of Rs.300 per day will be payable for late reporting more than 3 times in any month.
- 3- For any casual leave without prior notice or permission, a penalty of Rs 300 along with the salary of that day will be payable.
- 4- Only biometric entries will be valid as attendance proof.
- 5- Use of mobile phones is absolutely prohibited, so after the arrival of the staff, if the staff members are found talking to their mobile phone or they are talking on the phone personally during their work, penalty of Rs. 500 / - will be payable.
- 6- Penalty of Rs 500 will be payable if any staff member is found doing WhatsApp / Facebook / YouTube or any type of personal surfing or video call etc. on mobile phone.
- 7- Taking selfies/photos by any staff member without any command is completely prohibited, if found to be, a penalty of Rs.500 will be payable.
- 9 - Penalty of Rs. 500 will be payable if found doing any kind of personal work through any computer or Internet of the Institute.
- 10- It is compulsory for all staff members to come in the same dress code as prescribed daily. Penalty of Rs 50 will be payable for violation of dress code.
- 11- 01 CL will be payable to each staff every month, if CL is not taken, in that case the CL can be cashed with Rs. 300.
- 12- For Half Day Leave Rs.200 / - will be deducted.
- 13- Every staff member is not allowed to leave the institute during the Institute time (except emergency), a penalty of Rs. 500 will be charged from that staff for violating the above.
- 14- It is completely forbidden to give any information or talk to any student / visitor from his personal phone, a penalty of Rs.100 / - will be payable if found doing so.
- 15- Only written letter or official email will be valid for any permission / information / complaint.
- 16- The use of profanity or talking loudly with any staff member can lead to suspension / dismissal of the staff concerned.

Staff Signature as a token of acceptance GCOC

17- The use of PAN MASALA / GUTKHA / CIGARETTE / LIQUEUR is prohibited in the institute council, in violation of the above rule, the concerned staff can be punished with Rs.1000 / - or suspended / dismissed on the same day or both. can go.

18- Each staff has to complete their daily tasks on the same day and send a report, if the work given is not completed on the same day, then a late task charge of Rs. 200 / - will be charged.

19- On sharing of any type of information of the Institute / breach of confidentiality, the staff concerned can be dismissed and FIR can also be lodged.

20- In the event of non-compliance / objection to the above instructions, the staff will have to resign.

Please Pay Attention -

1- The above instructions have been made to discharge our responsibilities safely so that discipline and discipline can be made in the institute.

2- We are sorry for any inconvenience caused to you, but we are committed to our obligations.

by -
GLOBEX MANAGEMENT