

Guest house Policy & Rules for employees

- Smoking, tobacco, any illegal substance and alcohol consumption are not permitted at Guest house
- Occupants are advised not to keep valuables in the company accommodation and they will be responsible for the safety of valuable items if kept in the rooms
- Visitors coming to see an employee staying in the company accommodation should meet them in outside area and are not allowed to visit the rooms of the Guest house.
- Occupants are advised to keep noise levels to minimum which should not affect the neighbours. Any complaints coming from neighbours or landlord will be addressed and action will be taken on concern occupant
- Occupants are advised to keep company accommodation clean and best of hygiene condition.
- All cups, plates, cutlery etc. must be promptly returned to the kitchen and put away. They should not be left in the bedrooms.
- No personal items such as clothing, shoes, books, stationary etc, should be left lying around in any of the common areas
- Occupants are advised to go through the copy of company accommodation legal agreement. Apart from the terms and conditions mentioned in this policy document, occupants will have to abide by terms and conditions mentioned in the company legal agreement
- Any exception should be approved by the HR Manager