



# GUEST HOUSE POLICY

## Guest House Policy

**Objective** - To provide hospitality to visiting employees and dignitaries and to ease out the hassles of relocation by providing a transit facility.

**Applicability** - This policy is applicable to all employees of the company and its subsidiary/associated companies, only in cases where the facility is available. The guest-house accommodation is provided to the employees who are visiting Head office or any of the branch offices due to transfer, deputation and to new joiners relocating from a different city.

### **Guidelines**

- i. Guest House Facility is applicable to employees only and not extendable to their relatives. Exceptions are based on the merit of each case and can be made by CMD/CHRO.
- ii. Guests are required to fill in the mandatory details and sign in the register at the time of check-in and check-out.
- iii. Employee can avail the facility for a maximum of 7 days, unless extension is approved by CMD/CHRO. During stay in company guest house, no DA is applicable. Employees are required to make their own arrangements thereafter.
- iv. Employees having a temporary or permanent residence at the place of posting cannot avail the guest-house facility.
- v. The administration department at a given location is entrusted with the responsibility of the guest-house. The guest is responsible for the cleanliness, electricity and water conservation.
- vi. Food served at the guesthouse should meet high quality standards. The cook is primarily responsible for the quality, quantity and hygiene. Food is to be prepared with proper planning so as to avoid wastage. Personal cooking is to be avoided
- vii. Employee is expected to take reasonable care of guest-house facilities while at the premises. Personal belongings shall be the responsibility of the employee/guest
- viii. Employee should not encroach on the privacy of other guests by way of shouting, playing loud music, having official/personal meets etc.
- ix. Employees must conduct themselves in a manner befitting to the company values.
- x. Liquor consumption, non-vegetarian food & smoking is strictly prohibited.
- xi. The guest should not disturb the other occupants of the property.
- xii. We do not encourage guests to meet personal friends and acquaintances at the Guest House.
- xiii. Laundry & ironing services are on chargeable basis.
- xiv. In case of any breakages/ loss to the property due to careless behavior, the cost of the same will be debited to the employee.
- xv. Parking at/ around the guest-house will be at owner's risk.
- xvi. Carrying out any articles provided in the guest-house without prior information to the caretaker is strictly prohibited.
- xvii. Employee staying at guest-house is not permitted to enter after 11 PM.
- xviii. Company is not liable for any mishap during the stay at guest-house.
- xix. Employee on medication should carry their Doctor's prescription and medicines along during the stay at guest-house.