



INDUCTION KIT

HUMAN RESOURCE DEPARTMENT



Dear Team

We are delighted to welcome you to join the family of VivaJiva Pvt.Ltd. We are looking forward to build a long and an enduring relationship with you. It shall be our pleasure to assist you to work happily, contribute substantially and above all to realize your full potential.

Once again, welcoming you and wishing you all the best,

With warm regards,

(HR HEAD)
HUMAN RESOURCE DEPT



GENERAL INFORMATION ABOUT HR & ADMIN. DEPT.

Entry and Exit

Entry and exit of employees is only through the main entrance.

Employees using their vehicles must ensure that the vehicles are to be parked in prescribed parking area.

All visitors are given a gate pass duly signed at the gate while visiting officials and the same is signed by the respective official before leaving the factory. Visitors are also given with a Visitor Badge, which they are supposed to display during their presence inside the company premises.

All visitors and guests shall meet the Security Officer and inform their arrival to the person intended to meet and wait at the Entrance Gate till such time they are not intimidated.

Salary Administration

Immediately upon joining, a Saving Bank Account is to be opened with HDFC BANK. The monthly salary is credited to the salary account with the bank on every month.

First Aid

For immediate medical attention, the first aid kit is available.

Manner of Speech

Employees are suggested to observe certain decorum while talking with their colleagues and outsiders. The conversation is expected to be polite and soft.

Smoking

The Company is thankful to all its employees for not smoking. It is a well-respected policy of the company that no one shall smoke during working hours.

Holiday List

A detailed holiday list is available in the HRD.