

VIE LABS PRIVATE LIMITED,  
NARASARAOPET,  
Date : 01-10-2022.

TOC : **CEO ORDER - CEO004**

SUB : **Change in Work timings of the Company**

This order should be implemented with immediate effect from 3rd of OCTOBER 2022.

As per the discussions and work productivity in the probation week as informed earlier. I have found few people not contributing their part of work to the company.

So, I decided to call for a change in work timings of the company with conditions stated below.

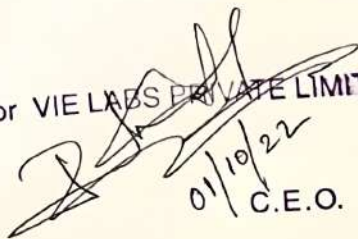
**Mandatory Conditions to be followed :**

1. All teams should work 4 days a week and 2 hours per day on Monday, Tuesday , Friday , Saturday.
2. Working days in this week - 1 are Thursday , Friday , Saturday in view of Vijayadasami and its corresponding festivals falling on Monday, Tuesday.
3. Official work timing of the company is as mentioned **08:00 pm to 10:00 pm [ IST ]**. That is same as **20:00 to 22:00 [ IST ]**
4. Meetings must be carried out on working days by appropriate chiefs. Every one must be available in the corresponding meeting.
5. Every Saturday there should be a "report of work" done in the following week that must be submitted to the CEO or Deputy CEO by every chief officer.
6. Daily , Weekly, Monthly deadlines should be followed by all chiefs to assign work to their teams.
7. Every employee can avail 3 leaves every month and leaves expire every month. They cannot be availed in the next month.
8. All leaves are sanctioned by the CEO or Deputy CEO in respect of working staff on that day. Will be sanctioned on a first come first serve basis.
9. In absence of a chief, he/she is entirely responsible for the whole functioning of the team. So, I suggest creating a meeting and assign a temporary replacement for him/her. Please mail the same ahead to the CEO/Deputy CEO.

10. Every chief must maintain an attendance record and need to present when the CEO/Deputy-CEO asks for it.
11. The CEO has all authority to join any daily meeting and ask for the presence of employees. When not responded that particular employee will be issued a single warning representing the board and called for explanation.  
(Note: 3 warnings from the board, gives you pink slip as per agreement)
12. Employees can avail upto 5 leaves with any of the following reasons.
  - A. Health issue (Doctor appointment with proper proofs must be submitted)
  - B. On Function (with proofs pre-approved at least 3 days before)
  - C. On journey (proof of journey)
  - D. Personal (reason to be informed informally)
  - E. Examination (proof of call for exam, proof of attending exam)
13. Profits from now will not be shared monthly. Instead we share it as "ROP".  
This implies we will get 1st ROP when we start the first batch of paid interns and so on.
14. Employees with a leave of 2 weeks or more will be issued a direct warning irrespective of board decision.
15. If any employee leaves the company, his/her shares will be used for the company's development and research with a cap of 10%.
16. Public holidays will be released every month. Public holidays for October as below.

S.NO	Date	Day	Event Name	Type Of Holiday
1	02-10-22	Sunday	Gandhi Jayanthi	Public Holiday
2	03-10-22	Monday	Ashtami	Company Holiday
3	04-10-22	Tuesday	Navami	Company Holiday
4	05-10-22	Wednesday	Dussehra	Public Holiday
5	24-10-22	Monday	Diwali/Deepavali	Public Holiday
6	25-10-22	Tuesday	Convenience Day	Company Holiday

For VIE LABS PRIVATE LIMITED

  
01/10/22  
C.E.O.

Thank you,  
**Rohith Gangaraju**  
CEO