

Subject: Announcement of New Policies for Enhanced Work Efficiency

Dear Team,

In our continued efforts to enhance efficiency and ensure smooth workflow, we are implementing a few updated policies, effective from Monday. The next one week will serve as an adjustment period to help you get accustomed to these changes. From 3rd February onwards, all points mentioned below will be strictly noted and enforced.

Updated Policies:

1. Work Timings:
 - a. The official reporting time is 10:45 AM.
 - b. Any arrivals after 10:45 AM will be marked as a half-day. And salaries will be deducted for the same without warning. This is non-negotiable under any circumstances.
2. Daily Meetings:
 - a. A mandatory daily meeting will be conducted from 10:45 AM to 11:00 AM to discuss the day's tasks and objectives.
 - b. At the end of the day, All team heads will maintain a daily log of respective team members in a google sheet accessible to only them and Anand. (Please create these sheets by EOD today)
 - c. All team heads will have a call with Anand at 7.15 Everyday.
3. Updating joblist one day advance:
 - a. Before leaving for the day, all Account Managers must coordinate with their respective teams to finalize and submit a task sheet for the next day.
 - b. Account Managers can call their respective clients to understand the priorities for the next day to ensure no jobs are coming at the last moment.
 - c. Also **STRICTLY** no ad hoc jobs to be added in the joblist. If the client is giving ad hoc jobs, please conduct a meeting with the client and ensure we introduce a process to streamline the work.
4. Monthly Calendar Updates:
 - a. All calendars must be completed and updated before the 20th of every month to streamline planning and scheduling.
5. Leaves Policy:
 - a. Work from home is not allowed for any employee. If you are going on a leave for unavoidable reasons, please ensure following things:
 - i. Account Managers: Inform your client about your unavailability. Assign your tasks in advance to the respected team member. And respond to critical queries by forwarding it to your manager/co-worker.
 - ii. Designers: Complete your critical tasks in advance.
 - iii. Digital: Scheduling is done in advance to avoid last minute rush. And assign work to your coworker to look into critical campaigns. Reply to client queries if any.

- b. All leaves/half day requests to be informed on email to hr@quantastic.in. If the leave is not approved by your manager, salary will be deducted for the same. (No whatsapp communication will be entertained)
 - c. For planned leaves for more than 2 days, team should be informed 10 days in advance with similar email process.
 - d. For sick leaves, email has to be send on hr@quantastic.in if required HR will ask for relevant medical certificate.
6. Reimbursement Policy
- a. For food and travel reimbursement, dedicated budget per person will be shared with respective teams. If they overspend, company will not be responsible for the additional payment. This holds true, even in case If we are taking the reimbursement from the clients.
 - b. No reimbursement payment for the vendors will be paid to any employee, we will need a GST invoice from the vendor and the payment will be made against it.

Thank you for your dedication and support in maintaining a productive work environment.

Best regards,
Anand