UNITILE
RAISED ACCESS FLOOR SYSTEMS

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CORPORATE MOBILE CONNECTIONS

Mobile Bill Payment at HO, Branch offices and Zonal Offices

Guidelines:

- United Group uses Airtel and Jio network for all its employees. Vodafone is used for factory employees.
- In case of any special requests, the Admin team will review the request and proceed once approval is received from the relevant issuing authority.
- All back-office employees are set on a standard plan. Sales managers may/ may not have a different plan, based on the region they are assigned to and if international travel is undertaken. For this, the Admin team will list out the best possible plans available.



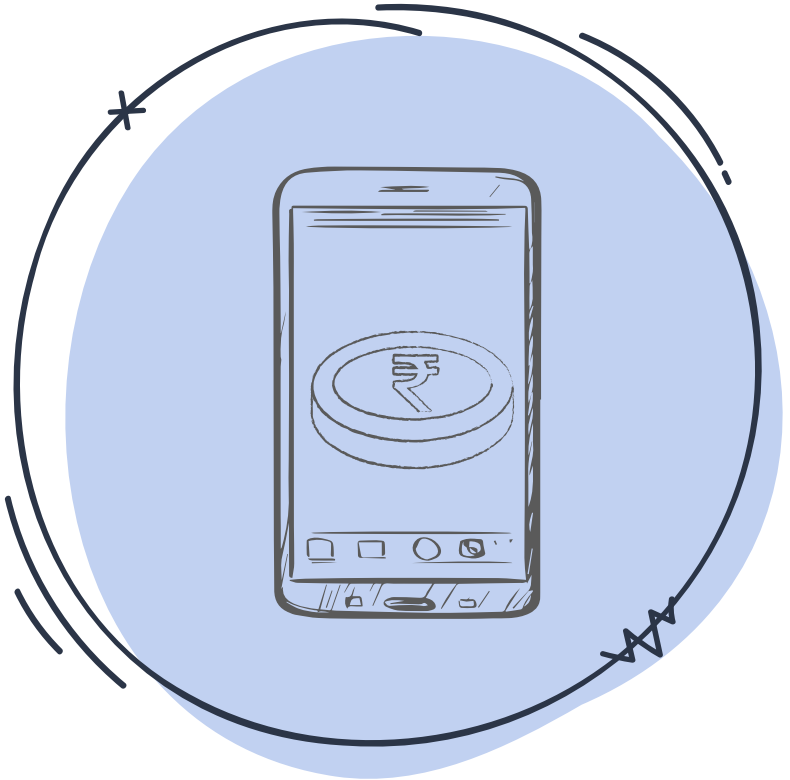
CORPORATE MOBILE CONNECTIONS

Mobile Bill Payment at HO, Branch offices and Zonal Offices

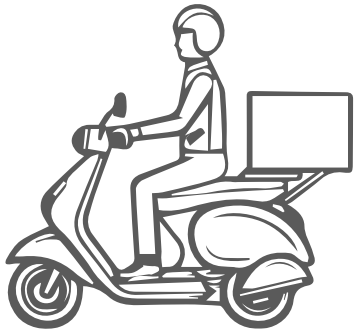
Payments:

- All payments towards telecom facilities are made by the Mumbai HO accounts and Admin team. If a particular branch connection is not listed under the corporate plan, the local Admin team can make the payment for the same so long as it is within the stipulated guidelines.

- Any excesses incurred on IR, if not suitably justified will be reviewed and an explanation will be requested for the same. In case the reasoning is found to be insufficient, the disallowed amount will have to borne by the employee.



COURIER PROCESS



We have tie-ups with local courier companies i.e Shree Nandan, Professional and Bluedart. Couriers by default go through Professional courier and only urgent couriers will go by Bluedart. For couriers that need to go by BlueDart/ International couriers, the respective person should send a mail to Admin department stating the urgency for the same.

Points to remember:

- A Front office executive is responsible of handling over the Courier with proper information to the right courier agency and receiving & handing over the courier to the concerned person/s.
- Courier service is meant for official purposes only.
- The courier submission should not be later than 5:00 PM at the front office with the proper address. For urgencies, courier shall be accepted after 5:30 PM.
- Any employee handling over the Courier shall give all required information to the front office executive.
- The details of the incoming/outgoing courier shall be entered by the office assistant in the courier register and on the system.
- The office assistant personally hands over the incoming courier to the employee and takes a counter signature as proof of acceptance.



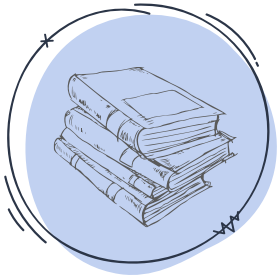
STATIONERY REQUISITION PROCESS



The office assistant is incharge of distribution & recording requests for items from an employee.



For ordering of Letterheads, the front office executive needs to get the same approved from his/her reporting authority before proceeding with placing an order.



Any Printing requirements (Book Printing, Stickers, Board, File Binding etc.) should be sent to the Admin team in a timely manner so that there is sufficient time to procure items should they be out of in-house stock.

MEETING REQUIREMENTS



Regular meetings / Client meeting:

- The front desk will be intimated about any scheduled meetings a day prior by the employee hosting a meeting.
- Tea/coffee will be provided on demand.
- Apart from Tea/ coffee, other refreshments will be made available on request.

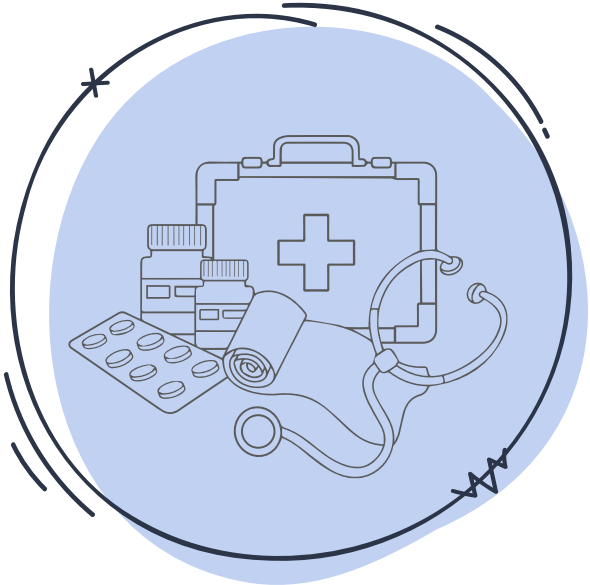


Calendar blocking for group / client meetings:

- Employees are required to block the E-Calendar for their respective group / client through their official email ID while keeping the Admin team in CC.



EMERGENCY AND HEALTH SERVICES



- The Front desk is equipped with a First Aid kit and over-the-counter medication for common illnesses. For specific medication, the local chemist details can be taken from the Front desk/ an employee can request the same to be ordered.
- In the event of a fire, the Mumbai office has 5 fire extinguishers stored on the ground floor in the printing area and 2 exits- the main entrance and the back exit near the Accounts department. Employees seated on the mezzanine floor are required to move to the ground floor exits in a single file.
- In the event of any emergency, details for the local general physician are as below:

  Mumbai:

  Dr. S. H. Malik

  Operating timings: 09:30am – 01:00pm and 05:30 – 09:00pm

  Address: Shop No. 2, Salvador, Lokhandwala Complex Rd, Shastri Nagar, Andheri West, Mumbai, Maharashtra 400053.

  Factory:

  Dr. Ramesh Sanjana

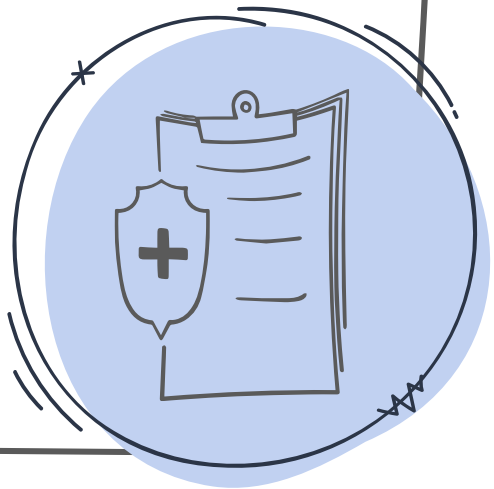
  Sanjana Hospital I Contact Number: +91 9825111344/ (260)2575555

- For COVID related protocols and policies that the company follows and has implemented, please refer to the detailed SOP and policy on HR Mantra.

MEDICLAIM POLICY

United Group has obtained a group Mediclaim policy from Bajaj Allianz. All details regarding the same shall be communicated to employees by the Admin and HR department.

- All employees of our company are enrolled under Mediclaim at the time of joining.
- Mediclaim is an additional benefit offered to all employees, and it will cover the company payroll workers or contractual workers from the date of joining.
- The Mediclaim policy will cover an employee with his/her spouse and children (restricted to a maximum of two, up to age 25).
- Any Mediclaim related help or Claim submission details are to be sent to the Admin executive with a CC to the HR team.
- For a more detailed understanding, employees can access the Mediclaim Policy procedures and Benefit chart available on HR Mantra.

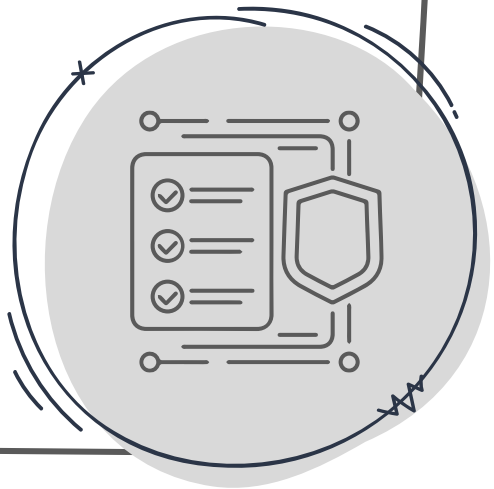


MEDICLAIM POLICY

Claim Procedure:

- Employees have to inform the Admin department regarding all planned surgeries/hospitalization before admission to the hospital with details of illness and expected expenses. This will help with swift processing of claims.
- In the event of any reimbursement claim, all documents should be submitted within 30 days from discharge to avoid delays.
- All reimbursement claims should be duly supported by original documents like hospital bills, chemist bills, prescriptions, doctor's bills, X-ray's, discharge card from the hospital, first detection certificate of the doctor mentioning the date of detection of illness, investigative reports etc.
- The Admin team is responsible for following-up with the Accounts department for employee Mediclaim reimbursements.

Click here to know more



GUEST HOUSE POLICY

In order to provide employees with hassle free stay and comfort of working, Unitile offers company accommodation. In the context of this policy, the accommodation refers to shared company accommodation. This document covers process and policies regarding allocation, stay and management of the company accommodation.

Eligibility:

Employees on payroll of Unitile deputed to locations other than base city or guest/client invited by employee with a formal approval of the HOD.

Click here to know more

