

EMPLOYEE DECLARATION FORM



I acknowledge and agree to the following:

II. Hours of Work

The Employee's normal working hours are:

Monday - Saturday Morning Shift 4 HRS from 9.30am to 1.30Pm
Monday - Saturday Evening Shift 4 HRS from 2.30pm to 6.30Pm

This is a total of 8 hours per day.

II. House Rules

- Smoking shall be prohibited in all public areas, including conference and training rooms. No smoking shall be permitted at any time in any area of Business.
- You shall not bring anyone in the business area during the working hours including your friend or family into the office without invitation from Company
- Canvassing, soliciting and peddling in the Building are prohibited and you shall not solicit other clients for any other business or other purpose without the prior written approval of Just Yatra.
- You shall be prohibited from participating in any type of harassing or abusive behavior, at face to face meeting or over phone to team members, other clients or invitees, verbal or physical in the office for any reason
- You shall be prohibited from using phone for personnel communication in the office or during the office Hours. You shall be prohibited for log in any other website other than Just Yatra.

III. Correspondences/ Courier Handling

- You shall receive letters / courier on behave of company only after prior approval from manager.
- You shall forward / hand over all the letters / courier (if any received by you) possibly on same day to concern department as per instruction by manager.

VI. Termination of employment

During the Employee's probationary period, this employment may be terminated by either party giving four week's notice to the other. All notices of termination shall be given in writing.

V. Property

I acknowledges that all files, customer records, lists, books, records, literature, software, products, audio/ video recorded by me in training session, photograph of me during events in the course of employment with the Just Yatra, and other materials such as SIM Card , Mobile Phones shall at all times remain the sole property of the Just Yatra.

I agrees that upon request and upon termination of the Employee's employment hereunder, howsoever arising, I shall surrender to the Just Yatra all the above mention properties including training audio/video recorded by me or any photograph of me in company uniform. I agree I will have no objection for using all the audio/video/photograph for training and promotion purpose in future.

Employee Name: JUSTYATRACOM

Employer Address: BONGAIGAON ASSAM

Employee Signature: _____ Date: ____/____/____

Employee Signature: _____ Date: ____/____/____