

# LAAL KAANDA – WORKPLACE POLICY

## 1. Purpose

This policy ensures a safe, respectful, and disciplined workplace aligned with Laal Kaanda values: quality, hygiene, customer satisfaction, and teamwork.

## 2. Employment Guidelines

Employees must provide valid documents, follow assigned shifts, and maintain punctuality. Unauthorized absence may lead to penalties.

## 3. Working Hours & Attendance

Standard shift is 8–10 hours. One weekly off is provided. Attendance must be marked daily. Repeated late arrival may result in deductions.

## 4. Dress Code & Hygiene

Uniform is mandatory. Hair must be covered. Gloves required for food handling. No jewelry allowed. Personal hygiene is compulsory.

## 5. Food Safety & Cleanliness

Follow strict hygiene standards. Keep workstations clean. Avoid direct contact with food. Dispose of spoiled items immediately.

## 6. Behavior & Conduct

Maintain respectful communication. No misconduct or abusive language. Mobile use is restricted during work.

## 7. Substance Policy

Smoking, alcohol, or drugs during duty are strictly prohibited. Violations may lead to termination.

## 8. Cash & Inventory Responsibility

Ensure proper cash handling and inventory usage. Theft or negligence will lead to strict action.

## **9. Order Handling & Customer Service**

Prepare accurate orders on time. Maintain packaging quality. Handle complaints politely.

## **10. Disciplinary Actions**

Violations may lead to warnings, salary deductions, suspension, or termination.

## **11. Health & Safety**

Report injuries immediately. Sick employees must not handle food. Follow emergency procedures.

## **12. Confidentiality**

Do not share recipes or business data. Social media posting without permission is prohibited.

## **13. Leave Policy**

Leaves require prior approval. Emergency leave must be informed early. Unauthorized leave may result in deduction.

## **14. Team Culture**

Support teammates and maintain a positive environment. Growth is based on performance.

## **15. Acknowledgment**

All employees must agree and sign this policy.