



OFFICE SECURITY

OBJECTIVE

It is important to safeguard the Company's properties including information. This policy sets out to guide Employees on the office security requirements of the Company.

POLICY

- Office security is the responsibility of every staff.
- Employees are to note the following basic security requirements:
 - Store all confidential or classified documents in drawers, cabinets or approved security containers or cabinets.
 - Lock all drawers and cabinets before you leave the office.
 - Refrain from discussing classified matters in public or with the press unless authorized by the Company.
 - Obtain authorization from the Head of Department when bringing any classified material or document out of Company premises.
 - Report to Admin if you spot any unauthorized visitors

EMPLOYEE IDENTIFICATION CARD

OBJECTIVE

For security reasons, the company issues Employee Identification Cards to all employees along with access card for the entry to office premises. This policy spells out the guidelines for the issuance of Employee Identification Cards. The Card is used for proper identification for security and office accessibility as well as identification for entitlement to employee benefits.

POLICY

- When employees join the Company, they will be issued an Employee Identification Card. Employees must carry it always while on Company premises.
- In general, all regular employees are given 24 hours access to the office, including Saturdays, Sundays and Public Holidays.
- All contract and temporary employees shall have restricted access as determined by the Head of Department.



- Employees are to safeguard their Staff Identification Card carefully. Should an employee lose or misplace his Card, please inform the Administration Department immediately so that the Card can be disabled.
- If an employee loses or misplace his Card, the Company will charge a non-refundable replacement fee of 250/- towards access card and identity card. This fee is waived if replacement is due to reasonable wear and tear.
- On resignation, employees are to return their staff identification card and access card on the last day of their service with the company, failing to do so Rs. 250 shall be deducted from your final monies.

PROCEDURE

The HR Department will request for the relevant personal details and a passport size photograph for issuing the Staff Identification Card.

The Staff Identification Card is generally issued on the day the employee commences employment.



CORPORATE CREDIT CARD

OBJECTIVE

The Company participates in a Corporate Credit Card program for providing a means of charging all company-related expenses incurred by employees during performing their work. Company reserves the right to provide Corporate Credit Card to employees, which requires Management discretion.

SCOPE

This policy is applicable for Senior Management staff upon Management Discretion.

POLICY

- The Corporate Credit Card shall be used only for corporate expenditures incurred on behalf of the Company during performing company related duties.
- The application is subjected to the approval of MD & CEO depending on job requirements.
- The employee will be liable for all transactions charged to the Corporate Credit Card account. Employees are restricted to use the Corporate Credit card for the personal expenses.

PROCEDURE

- Corporate Credit cards are issued only for identified employees upon Management discretion.
- Based on Management approvals, Finance department will assist in issuing a corporate credit card to the employee looping Admin and HR department.
- Post receiving the Corporate Credit Card, the concerned employee shall immediately sign on the space provided behind the card.
- On separation from VBHC, the employee shall immediately surrender the Corporate Credit Card to HR Department.