

	<b>My Home Constructions Pvt. Ltd.</b>		
	Policy on Guest House for Graduate Engineer Trainees (GETs) /Post Graduate Engineer Trainees (PGETs)/Trainees		
	<b>MHCPL-HR-SOP -22</b>		
	<b>Date: 01<sup>st</sup> Dec,2025</b>		
	<b>Rev. Version 0</b>		

## 1. Objective

This policy defines the guidelines for accommodation of Graduate Engineer Trainees (GETs)/ Post Graduate Engineer Trainees (PGETs)/Trainees at project sites in company guest houses. It ensures proper discipline, transparency and effective utilization of the facility during their training period.

## 2. Eligibility

- All GETs /PGETs/Trainees posted are eligible for guest house accommodation.
- The facility is strictly for GETs/PGETs/Trainees only; family members, friends or other outsiders are not permitted.

## 3. Duration of Stay

- GETs/PGETs/Trainees are entitled to stay in the company guest house for a maximum period of 1 year from the date of reporting.
- No extensions will be granted beyond this period under any circumstances.
- After completion of 1 year, GETs/PGETs/Trainees must arrange their own accommodation.

## 4. Allotment & Occupancy

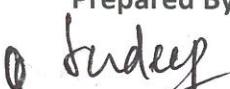
- Allotment will be made in consultation with Site HR /Head Office HR team.
- Accommodation may be on a sharing basis depending on occupancy levels.

## 5. Code of Conduct

- GETs/PGETs/Trainees must maintain discipline, hygiene and harmony in the premises.
- Misuse of resources such as electricity, water, furniture or appliances is prohibited.
- Smoking, alcohol consumption, parties and entertaining outsiders are strictly prohibited.
- Overnight visitors are not permitted.

## 6. Facilities & Responsibilities

- The company will provide only electricity, lights, fans and water in the guest house.
- GETs/PGETs/Trainees must arrange their own bedding and other personal necessities.
- Occupants are responsible for keeping their rooms and common areas clean and orderly.
- Any damage or misuse of the facilities will be recovered from the concerned GET/PGET/Trainee.

Prepared By   VP (HR & ADMIN)	Recommended By:   Director - Projects	Approved By:   Executive Vice Chairman
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- All personal expenses (toiletries, laundry, transport, extra food, etc.) are to be borne by the GETs/PGETs/Trainees.

## 7. Compliance

- At the time of allotment, GETs /PGETs/Trainees must sign an undertaking confirming adherence to this policy.
- Any violation may result in immediate cancellation of accommodation and disciplinary action.

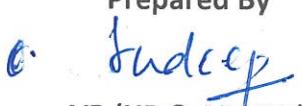
## 8. Administration

- HR will maintain a register of allotment, occupancy and check-in/check-out details.
- Regular checks will be conducted to ensure compliance.

## 9. Management Rights

The Management reserves the right to amend, modify or withdraw this policy at its discretion, as deemed necessary for organizational or operational reasons. The decision of the Management shall be final and binding in all matters related to this policy.

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