

**i2e MONTHLY MEET-UP POLICY 2025**

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## i2e HR i2e Monthly meet-up Policy 2025

**1. SCOPE**

This policy is applicable to all employees of i2e Consulting working in India who are based out of specific locations/cities where monthly team meet-ups are conducted. These sessions are designed to strengthen collaboration, communication, and operational alignment among location-based teams (hereinafter referred to as “Employees”).

**2. OBJECTIVE:**

The Monthly Team Meet initiative is aimed at promoting local team bonding, encouraging peer-to-peer collaboration, and facilitating project alignment. These in-person sessions create a space for team members to co-work, address ongoing challenges, share knowledge, and strengthen overall team culture in the organization current working environment.

**3. FREQUENCY & LOCATION:**

- Monthly Team Meets are conducted **once a month** at each active location.
- Dates are finalized and shared by the **L&D team at the beginning of each month**.
- The location is typically a designated **co-working space or office facility**, confirmed based on team size and availability.

**4. PARTICIPATION CRITERIA:**

- All employees based in the selected city/location are expected to participate.
- These sessions are considered a **mandatory in-office working day**.
- Exceptions or leave on the day of the meet must be communicated and approved by the **Reporting Manager at least one week in advance**.

## 5. SESSION FORMAT:

- Each monthly session will generally include:
  - Team catch-up and sync on deliverables
  - Joint working on live projects or discussions
  - Informal bonding to strengthen team relationships
  - Cross-department conversations (as required)

## 6. GUIDELINES FOR ATTENDANCE:

- **Mandatory Attendance:**
  - All attendees are required to attend the meet.
- **Leave of Absence / Exemption:**
  - Employees unable to attend due to genuine reasons (e.g., health issue, emergency) must inform their Reporting Manager and seek approval in writing.
  - Last-minute exemptions will be treated as Leave / Absence and will be subject to the company's leave policy.
- **Dress Code:**
  - All employees must report in **Business Casual attire**. This is a non-negotiable guideline to maintain professionalism during such scheduled in-office working sessions.
- **Timings:**
  - The sessions will begin at a pre-decided time (typically 10:00 AM unless specified otherwise).
  - Employees are expected to be present on time and stay for the full duration.
  - Delays or early exits must be informed to and approved by the Reporting Manager.

## 7. NON-COMPLIANCE:

- Habitual absence, unapproved leaves, or late arrivals during Monthly Team Meets will be noted and **may lead to HR intervention or disciplinary action**.
- Managers are expected to ensure that their respective teams are compliant and must report non-attendance to the HR team within 24 hours of the session.

Revision and Deviations:

The management will periodically review the policy based on market trends, corporate inputs and business need within the organization. The management may at any point of time change or withdraw part of or the whole policy. Any deviation from the policy will be approved by the HR Head.

**Verified By:****Reshma Narkar****Sr. Manager - HR****Approved By:****Vishal Rane****COO**