

## VITROTA JOB RULES

### GENERAL CONDUCT

- Maintain professionalism and ethical behavior during all interactions.
- Respect the company's values, policies, and virtual workplace culture.
- Treat all clients, team members, and collaborators with respect and courtesy in all forms of communication (email, chat, video calls, etc.).

### REMOTE WORK ENVIRONMENT

- Ensure you have a stable internet connection and the necessary tools (e.g., laptop, software).
- Maintain a distraction-free workspace during working hours.
- Be available during agreed working hours or as per project deadlines.

### ATTENDANCE AND AVAILABILITY

- Log in and out of the designated work platform as per your schedule.
- Attend all scheduled virtual meetings and notify your manager in advance if unavailable.
- Submit timesheets or work logs regularly, if required by the company.

### CONFIDENTIALITY AND SECURITY

- Keep all project files, credentials, and communication confidential.
- Use company-approved platforms for sharing and storing files.
- Report any security breaches or suspicious activity immediately to us.

### PERFORMANCE AND DEADLINES

- Deliver high-quality work within the specified timeframes.
- Be proactive in seeking clarification or support when facing challenges.
- Collaborate effectively with team members on shared projects using designated tools (e.g., Canva, Wordpress, etc.)

### PAYMENT AND RESIGNATION POLICY

- During the first month of employment, the company will withhold 5 days' salary as a security deposit. This amount will be released on the last working day upon completion of proper resignation procedures.
- Salaries will be processed either 7 days after the completion of work or on a monthly basis, depending on the agreed payment cycle.
- Payments will be transferred through the designated payment method provided by the employee (e.g., bank transfer )
- Employees are required to provide a 15-day notice period before leaving the company.

### ACKNOWLEDGMENT

I, the undersigned, confirm that I have read, understood, and agree to adhere to the payment and resignation policies outlined by Vitrota PVT Limited.

Applicant's Signature

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## VITROTA JOB APPLICATION FORM



### PERSONAL INFORMATION

Full Name \_\_\_\_\_  
Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Gender ☐ Male ☐ Female  
Home Address \_\_\_\_\_  
City \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### EDUCATION

School \_\_\_\_\_  
Experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OTHER INFORMATION

Join with us Full time or part Time

☐ Full time. ☐ Part time.

Applying Our Job Post  
\_\_\_\_\_

### PAYMENT DETAILS

Account number \_\_\_\_\_ Account name \_\_\_\_\_  
Bank Name \_\_\_\_\_ Branch \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_