



Rules & Regulations

As an Interior+ employee, adherence to the company's Conduct and Discipline regulations is mandatory. Misuse or abuse of company systems and protocols during working hours is strictly prohibited. Any violations of these standards, once identified by management, will result in disciplinary action as outlined in our policy.

1. All employees are required to remove their shoes upon entering the office and store them in the designated shoe cabinet. Wearing shoes within the office space is not permitted.
2. Employees are required to either power off their computers and laptops or set them to sleep mode during lunch breaks and before leaving the workplace. Additionally, employees must ensure that all lights and air conditioning units are turned off before vacating the premises to promote energy conservation.
3. Employees are strictly prohibited from mistreating, neglecting, or misusing any business equipment or tools, ensuring their proper use and maintenance at all times.
4. Employees are strictly prohibited from reporting to work under the influence of alcohol or any other substances. Additionally, bringing narcotics or prohibited substances onto company premises is not allowed under any circumstances.
5. During working hours, employees are allowed to use only one earphone to ensure awareness of their surroundings and effective communication.
6. Employees are not allowed to enter superior offices, the finance and account office without prior authorization. Access to these areas is strictly limited to authorized personnel only.
7. Employees are required to maintain a presentable appearance during working hours. For any appointments, a smart casual dress code is expected to ensure professional representation.
8. Employees need to ensure all personal belongings are kept within your designated workspace. Maintain a neat and organized desk by tidying up your immediate area at the end of each workday before leaving.
9. Employees must keep their phone in silent mode during meeting.



10. Working Hours: 10 a.m. - 7 p.m.

- Employees must not be habitually late or leave early without a valid reason and permission from their supervisor.
- Game Changer & Visionary Level are entitled to flexible start times, allowing them to begin work anytime between 10 a.m. and 11 a.m. However, if they choose to start later than 10 am, their end time will be extended accordingly. For example, if a Soul Guardian starts work at 10:30 a.m., their end time will be adjusted to 7:30 p.m.

11. Lunch/Break Hour: 1 p.m. - 2 p.m.

- Employees are expected to return promptly after the designated lunch/break hour. Habitual lateness following breaks is not permitted.
- If you have a scheduled appointment during the lunch break hour, you are permitted to take your lunch either before or after the standard break time to accommodate your schedule. Please inform your superior in advance to ensure proper coordination.

Dietary Restriction: Please note that beef is not allowed in the workplace.

12. All appointments must be entered into TimeTree to ensure that everyone is aware of scheduled commitments. This helps maintain transparency and allows for better coordination across the team.

13. Annual Leave & Medical Leave

- Requests for annual leave must be submitted at least one week in advance for approval.
- Employees must promptly notify their supervisor of any medical leave and provide a valid medical certificate. Please note that submitting a request does not guarantee automatic approval.

Providing false or misleading information to obtain employment or a leave of absence is strictly prohibited and will result in disciplinary action.

14. Office Access and Security Policy

- Employees are not permitted to open the office door for anyone who is not a team member, unless the individual has a confirmed appointment with a colleague.
- Before allowing entry, employees must verify that the visitor has a scheduled appointment with a specific team member.
- If an individual arrives without a prior appointment, employees must inform their supervisor before granting access to the office.



At Interior+, we deeply value and trust our employees, recognizing their unwavering dedication and commitment to both their work and the success of our organization. Every member of our team can expect a professional, supportive working environment that fosters growth and emphasizes excellence in performance. We are proud to offer a culture that empowers our employees to thrive and succeed, and we are confident that your journey with us will be both rewarding and fulfilling. We wish you continued success and hope you fully enjoy the collaborative and dynamic environment we've worked hard to create.

Regards,



BEING EXTRAORDINARY IN THE ORDINARY

Nicsmand Lim, Group Managing Director