

The place to work in the bank

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The Place to Work in the Bank

Is this your first day at work in this bank? Welcome to the organization and rest assured your experience with this place is going to be a pleasant one. This brochure is designed to help you with the induction and familiarization procedure that you have to go through to make yourself comfortable here. This brief guide would make you feel at home and would give you an idea of what to expect from the bank.

First, the bank is a hospitable place to work and despite the hectic work schedules, the work is fulfilling and there is every chance of career progression and avenues for your professional success. For this to happen, you need to put your best foot forward and we would expect you to adhere to the rules and regulations that govern the professional conduct here.

WORKING HOURS

The working hours are fixed, though, you may come in a bit late with the prior permission of your manager. Do remember to inform your manager in advance so that the customers do not have to wait at the counter or in your office. You have to ensure that you abide by the timings and if you have put in extra hours, you can claim overtime for it. Note that overtime does not apply to the managerial cadre.

Your attire must be professional and it must not be flippant or casual. Men are expected to wear ties and optionally a jacket or a suit. Women are expected to dress professionally in business suits. No jeans or sneakers are allowed on all days. On some Fridays that are specially designated, you may come in casual attire. These days would be intimated to you in advance and most of the time there would be some fun and frolic along with celebrations

of special occasions in the office. You are not allowed to have food or drinks at your work seat. There are designated cafeterias for these.

PROFESSIONAL CONDUCT

You are expected to be civil with the customers and put up with minor irritants in their behavior towards you. However, you may raise the issue with your manager if you feel that a particular customer is behaving badly with you. Apart from this, you are expected to be aware of the rules of conduct that are supplied to you along with this brochure.

The bank would make every effort to make the work place a fun place to be. We celebrate birthdays of all employees with a surprise gift and coupons for you and your spouse or partner to a movie along with dinner. Apart from this, it is an informal practice for your co-workers in each division to celebrate the birthdays in a manner that they choose. There are yearly trips to the zoo for you and your families and the bank would bear all expenses towards this. Further, you can get your kids to the work place on designated days every year.

FUN ACTIVITIES

There are parties at Christmas time for employees only and you can expect the parties to be as good as they are anywhere else. The bank also celebrates some special occasions like the Annual Day where productive employees are rewarded for their hard work with special awards. There are also awards for teams that have achieved their targets in the financial year.

CONCLUSION

We leave you with this information to go and feel for yourself what kind of a place the bank is. You can record your first impressions and let us know what

needs to be improved in our induction process. We would love to hear from you and would take all steps to ensure that your first day at work is really a memorable experience for you.