

Mindtree Kalinga: Our Code of Conduct

Special Economic Zone

Mindtree Kalinga is a notified Special Economic Zone of the Government of India. Entry into, work, stay and exits from such a zone are regulated by law. There are on campus staying quarters that are a part of the SEZ. These are not to be confused with a hotel or a college hostel. As a SEZ, Mindtree Kalinga is under security and surveillance. As Mindtree Minds, we understand our legal obligations for being on a SEZ. We keep it safe, secure and legally compliant through exemplary, personal conduct.

Drug, Tobacco, Alcohol, Weapons

As an SEZ and as a Mindtree premise, at Mindtree, consuming drug, alcohol, tobacco and such chewable substance is prohibited. As a respect for the law and good behavior, our Security Staff has been asked to turn out anyone who may be under the influence of drug or alcohol.

Professional Etiquette

In all interpersonal dealings, we present ourselves to each other, as fellow professionals at all times. We pay attention to grooming and cleanliness. We respect the fact that personal intimacy of any kind is not becoming of any one of us during our stay at Mindtree Kalinga.

Respect for Support Staff

We respect all those people who work to make Mindtree Kalinga a world-class facility, irrespective of the nature of their work or their education and station in life. We volunteer to share their work whenever we can. We make our own beds, pick our own plates. We take pride in wiping wash basins and toilet areas after use.

Use of Campus

Many people before us have worked very hard to create the facilities at Mindtree Kalinga. We see ourselves as custodians of this world-class facility. We believe that we must leave it behind in better shape than in which we inherited it. We do not litter. We tidy things up. We do not stray into any area that has restricted or prohibited access signs on them. We do not bring in personal vehicles into the Campus. We do not leave any item of value unattended whose loss would make us unhappy.

Sustainability

Mindtree Kalinga is one of the world's most sustainably-built and maintained premises. We are extremely proud of its stories like Magic Bricks, The Eternal Pond, Passive Cooling and Composting. On our part, we use this remarkable platform to care for Mother Earth. We segregate our waste. We switch off all devices when not in use. We take 2 minute showers.

Friends & Family

Much as we may miss our friends and family, we understand why they cannot visit us at Mindtree Kalinga because it is a SEZ and an area demarcated for restricted access and for intended use only.



Food

At the cafeteria, as Mindtree Minds, we take small helpings and return for more; we pay attention not to waste food. We know the need for a balanced but nutritious diet, we eat responsibly.

Health

In as much as we think of wellness, in case of an illness, we promptly seek help. We are particularly sensitive to containing all communicable diseases. We pre-inform all prior medical conditions that can cause us danger if not attended to in time and properly. We have a Health Center inside, catering for any emergencies.

Out Pass

There will be 5 working days (Monday –Friday).Out pass is allowed, on week days (Monday – Friday) after 5:30PM only in case there is no session post 5.30 PM. In case Campus Minds want to stay out over the weekend, they need to follow the stay out procedures. They need to be back in campus by 7:00AM on Monday.

Digital Devices

We know when to, and when not to, use digital devices. We are particularly careful about cellphone usage that may disturb other people in the campus.

Mindtree’s Integrity Policy

As Mindtree Minds, we read, understand and abide by Mindtree’s Integrity Policy. We take pride in keeping our head held high on all matters that concern integrity at Mindtree.

When in Doubt

Whenever we may be in doubt about any aspect of staying and working at the Mindtree Kalinga campus, we do not act in haste. We are assured that help is a call and a mail away. We can choose to speak to Anindya Maitra at +91 9008666077, Rishin Chakraborty at +91 9962269472 and Biswajit Das +91 9937063966 or write to Kalinga@mindtree.com.

I am proud to sign this Code of Conduct. I am proud to be “We”

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Name

Place

Date

