



# **CODE OF CONDUCT**

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Human Resource Department, Greenbook Media and Apps Pvt Ltd

This document conveys the **code of conduct** of **Greenbook Media and Apps Pvt Ltd**, and it applies to all the employees and interns of the company, including all designated ranks from top to the bottom of the hierarchy and will be revised at the company's discretion from time to time. Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties, and keep themselves updated with the company policy and code of conduct. Please note, in this whole policy, wherever the word employees is mentioned, it includes: part-time employees in the head office/branch offices, full-time employees in the head office/branch offices and part-time/full-time employees working from home. Same with the Interns whether they work in our offices or even if they work from home.

### **1. Compliance with law:**

The employees and interns are expected to perform their duties ethically and be responsible when dealing with products/services, clients, colleagues, finances, to ensure a good public image and protect our company's legality.

### **2. Respect in the workplace:**

The respect among all the employees and interns should remain in the company. Our company will not allow any kind of harassment, discrimination, vitimisation or anything that disrespects our company or any employees/interns, in the offices as well as the communication platforms like skype groups and WhatsApp groups.

We believe in equal opportunity in terms of work, interpersonal relations and in the HR processes like performance evaluation, recruitment, etc.

### **3. Offer letter and Remuneration:**

As soon as the recruitment process/interview/tests are completed, the inception of employment/internship will be considered from the time when we receive a copy of offer letter signed by the candidate. This offer letter can be filed as a physical copy or and as a soft copy, as per the situation.

All the employees will be entitled to receive their fixed salary/commission/incentives as mentioned in the offer letter. The remuneration (in Indian Rupees) will be paid to the employees/interns who are residing in India, to their Indian bank account or via PayPal. Employees/interns outside India can receive their remuneration (in U S Dollars) through bank wire or PayPal, as per the situation.

All our full-time employees are entitled for company bonus and benefits plan, which shall be at the sole discretion of the company. This will be communicated to staff time by time via email.

#### **4. Professionalism:**

All employees must show integrity and professionalism in the workplace.

##### **4.1 Corruption:**

We strongly discourage accepting gifts and bribes given by clients or partners. All employees and interns are expected to follow this for the benefit of internal and external party.

##### **4.2 Job duties and authority:**

All employees and interns must complete their job duties and responsibilities to ensure integrity and respect for our clients, stakeholders and society. No employee/intern of any designation should misuse the authority given by our company. All the managers and team leaders are expected to delegate work to the team/team members considering the amount of work load and competencies of team/team members. Similarly, all teams/team members are supposed to follow the instructions and directions seriously, delegated by their leader/managers.

##### **4.3 Reporting:**

All the employees and interns must consider it to be on the top priority, to report to their reporting manager/leader without failing, as per the reporting system adopted.

##### **4.4 Meeting:**

All The employees and interns must be present in the meetings conducted. In case if one cannot attend the meeting or conference, prior notice must be sent to their respective team leader/manager via mail (also a phone call if possible).

##### **4.5 Absenteeism and tardiness:**

All employees and interns should follow the schedule and be punctual on both times beginning as well as at the end of working hours.  
Employees can take leaves as per the HR policies discussed with them by our HRD via mail (also mentioned in the offer letter).  
It is the duty of all employees and interns to inform their reporting manager/team leader about the leave via mail and a phone call if possible.  
To communicate absence is very important as the backup employees have to be prepared.

#### 4.6 Conflict of interest:

We expect employees/interns to not let any personal, financial or other interests affect their efficiency, capability or willingness to complete their duties and responsibilities.

#### 4.7 Coordination:

A good coordination is a must for the smooth running of any organisation. So, we expect our employees and interns to create a friendly and cooperative office/work environment and be collaborative.

### **5. Non-Disclosure:**

- 5.1 It is an express condition that during the tenure of the employment and after the termination of employment with the Company that all of the Company's information including that of its clients and business relations are to remain a matter of utmost confidentiality between employees/interns and the management at all times. No such confidential information can be disclosed to any third party.
- 5.2 Employees and interns must agree to sign and be bound by the terms of the Non-Disclosure and Non-Competition Agreement required to be signed, during the term of employment/internship with the Company and at all times thereafter. All the employees and interns are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding remuneration / terms of employment to any other employee of the Company except their immediate superior. Any disclosure of confidential information will be considered a serious misconduct and breach of the terms of your employment.
- 5.3 Company may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

## **6. Non-Competition:**

By joining this company in the designated position employees and interns are prohibited to engage in any competing activity or business during the course of their employment

## **7. Intellectual Property Rights:**

- 7.1 The company will retain ownership of all intellectual properties generated during the course of the employees and interns' employment as part of their duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by the employees/interns individually or as part of a team during the course and part of their employment will be wholly vested in the company, unless permitted by an explicit agreement. For such an exclusion, employees/interns involved are bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by their employment.
- 7.2 Any publications, materials, designs, methodologies or software code developed or produced by the employees and interns during their time of employment with the company must be disclosed to the company immediately and will remain the property of the company.
- 7.3 The employees and interns must agree and acknowledge that the product of their work and services will be considered a work made for hire and the company will be deemed to be the sole authority of the said products and the sole owner of the copyright therein (and in all renewals and extensions thereto).
- 7.4 The employees/interns will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products/services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

## **8. Resignation & Termination:**

8.1 A confirmed employee can resign from the Company by giving one month's written notice.

8.2 Once resigned, employees can not apply for employment again for the next 6 months.

8.3 In case of absence without notification for more than 3 days will be considered as a case of abscond. In which company will give a warning once through mail, along with a period to rejoin not exceeding 30 days from the first day of such absence, failing to which will lead to termination.

8.4 In case where an employee rejoins after getting the warning mail, and absconds again (absence without informing the company for 3 days or more) employment with the company will be terminated.

8.5 On termination of employment with the company irrespective of the circumstances, employees/interns are bound to return to the company the following:

8.5.1 Any material items belonging to the Company per inventory, and all non-material items in their possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of their role (login credentials, business contact information).

8.5.2 Any physical company documents that may have in their possession

8.6 The Company may terminate the contract of employment without any notice, if employees/interns are:

8.6.1 Incapacitated or prevented by illness, injury, accident or any other circumstances beyond their control.

8.6.2 Discharge in fulfilling duties for a period exceeding three months.

8.6.3 Found guilty of grave misconduct or willful neglect in the discharge of duties.

- 8.6.4 Found to be of unsound mind.
  - 8.6.5 Convicted of any serious criminal offence.
  - 8.6.6 Found to have a past criminal record.
  - 8.6.7 Found to have given incorrect or untrue information to the Company.
  - 8.6.8 Found to be a drug addict.
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- 8.7 Once the employment is terminated, the person(s) can never apply for Employment with the company again, whatsoever.