

Employee Code Of Conduct

Being an employee of **Neo Multimedial**, every employee will have to follow the below mentioned Conduct and Discipline rules and no one is allowed abusing the system while on duty. If management finds any employee against the system, Management shall render an employee liable for disciplinary action.

We see ourselves as promoters of change. We shall work in committed teams and achieve our business objectives with honesty and integrity.

Hours of work:

- The minimum basic working week is 48 hours per week, Monday to Saturday. This is generally based on the company's official hours of operation, 10:00am start – 6:00pm finish.
- Working hours are subject to change as per the management's decision.
- In case of some important work, employees are expected to be present on Sunday for which the company will be providing a weekly off.
- An employee is expected to work additional hours as when reasonably necessary for the effective performance of the job or as business demands necessitate.

Breaks:

- It is important that employees take the breaks which they are given for their rest and well-being.
- If additional breaks to lunch break are taken throughout the day, then the additional time must be made up either at the start or at the end of the day.

Attendance and timekeeping:

- Regular attendance is essential to the Company's efficient operation and is a necessary condition of employment. When employees are absent, schedules and Client/customer commitments fall behind, and other employees assume added workloads.
- Employees are expected to attend work and organized meetings punctually at the times required. This is an integral part of reliability and professional conduct.
- Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their manager and HR department before their starting time.
- Company providing a grace period of 15 minutes to reach (till 10:15 am).
- Late coming is permitted till 10:15 AM, if employee is coming after 10:15 AM, then it would be considered as late arrival, two late arrivals will result in a fine of Rs. 100 per late ins.

- Three late arrivals in a month will be considered as a one half day leave and five late arrivals will be treated as one full day leave
- One late arrival a month is permitted, if employee is getting late for some genuine reason, as a warning/grace period. (Employee should inform HR department and his manager about the late arrival.)
- Leaving Office before scheduled time needs permission from respective Manager.
- Leaving Office before 4:00 PM will be considered as Half day leave.
- Employees should advise their manager when they leave THE OFFICE premises during working hours, except during lunch breaks. This will ensure that they can be located in the event of an emergency

PROBATION PERIOD

The probation period gives the new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Neo Multimedial uses this period to evaluate employee capabilities, work habits and overall performance.

All new and rehired employees work on probation basis for the first 180 calendar days after their date of hire. Any significant absence will automatically extend the probation period by the length of the absence. If Neo Multimedial determines that the designated probation does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for the specific period.

Upon satisfactory completion of the probation period, employees enter the regular employment classification.

During the probation period, the new employees are eligible for those benefits that are required by the law. After becoming regular employees, they may also be eligible for other Neo Multimedial provided benefits, subject to the terms and conditions of each benefit programs. Employees should read the information for each specific benefits program for the details on eligibility requirements.

JOB DESCRIPTIONS

Neo Multimedial makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section, essential responsibilities and duties section, a supervisor's duties section, a qualification's section.

Neo Multimedial maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations.

The HUMAN RESOURCE department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any

changes in the positions duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that may be assigned and that additional responsibility may be assigned as necessary. Contact the HUMAN RESOURCE department if you have any questions or concerns about your job descriptions.

SALARY ADMINISTRATION

Recruiting and retaining the talented employees is critical to our success, Neo Multimediam is committed to pay its employees equitable wages against the performance that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Employees should bring their pay related questions to the attention of their immediate supervisors who are responsible for fair administration of departmental pay practices. The accounting department is also available to answer specific questions about the salary administrative program.

Use of facilities and equipment:

- Employees should take all possible care when using company's property, goods, intellectual property and services and ensure they are used efficiently, carefully and honestly.
- Unless permission has been granted by the employee's manager, company resources are not to be used for private purposes(esp. surfing sites or phone/mobile calls other than those required for official purpose) failing to which disciplinary/finacialy action will be taken.
- Employee can check their personal mails at the time when they login and Logout time or during their Lunch hours. (i.e. between 1:30 PM to 2:00 PM)

Duties and responsibilities:

- Employees are expected to fulfil their responsibility as per their job description (as mentioned in annexure I with offer letter) with full sincerity.
- If employee is assigned some important task by the management other than those mentioned in annexure I he/she is required to perform it with full enthusiasm without giving excuses.

Leaves:

- During probation of six months, employee is only entitled for the leaves according to the holiday calendar of the company.
- After successful completion of probation period, employee is entitled for 1CL and 1 PL per month.

Termination:

- Employee on probation is expected to serve one month's notice period to the company and after completion of probation, employee should serve notice period of 3 months to the company so that the alternative could be arranged and proper guidance could be provided with complete handover of responsibilities by the employee leaving the company to the new joinee.
- Excessive absences, or lateness and excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination. If employee is absent from work for three (3) consecutive days without notice, the company will consider that he/she have voluntarily resigned from position.
- Termination on the ground of misconduct is possible after conducting a disciplinary action. Here, the employee will be given an opportunity to explain his/her stand.
- Company may terminate the employment by giving the following period of notice (or payment in lieu) depending on service:

Period of continuous service	Notice period
Not more than 1 year	1 week
More than 1 year, but not more than 3 years	2 weeks
More than 3 years, but not more than 5 years	3 weeks
More than 5 years	4 weeks

If employee is over 45 with more than two years continuous service, he will receive an additional week's notice (or payment in lieu).

- If any employee commits breach of any of the conditions as laid by the company or guilty of misconduct or conduct themselves in a manner which would bring the Company or its employees into disrepute they will be discharged immediately without notice or salary in lieu thereof and in such cases they will have no claim on the Company whatsoever
- **Use of facilities and equipment**

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12. Personal and professional behaviour

Employees should perform the duties associated with their position to the best of their ability, diligently, impartially and conscientiously. In the performance of their duties, employees should:

- comply with legislative and industrial obligations and administrative policies
- fulfil their Equal Employment Opportunity and Occupational Safety & Health obligations
- strive to keep up to date with advances and changes in the knowledge and the professional and ethical standards relevant to their areas and expertise

- maintain adequate documents to support decisions made
- treat all persons with courtesy and sensitivity to their rights and provide all necessary and appropriate assistance
- not take or seek to take improper advantage of any official information gained in the employment with Neo Multimedial.
- not harass or discriminate against employees or in work practices on the grounds of sex, pregnancy, race (including colour, ethnic background or national identity), marital status, disability, sexual preference, political or religious belief, or age
- act responsibly when becoming aware of any unethical behaviour or wrong doing by any employee. Such information should be forwarded to the CEO
- continuously improve work performance. All employees should actively pursue quality improvements
- not make disparaging remarks about other employees

VISITORS IN THE WORKPLACE

To provide the safety and security for the employees and the facility at Neo Multimedial only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against thefts, ensures safety of equipments, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

All visitors should enter Neo Multimedial at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors

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We believe in our Employees and we appreciate their loyalty and commitment towards their work and organization, every employee in **Neo Multimedial**. can look forward to a professional working environment, with a clear focus on performance.

We wish you the entire best and looking forward to a long and mutually-rewarding relationship.

With warm regards,
HR Department

Neo Multimedial