

## EMERGENCY CONTACT

Note: The emergency contact information at your earliest also in case of any changes in emergency contact details, please contact Human Resources Department at your earliest.

Employee Name: M. Shayan Khan Employee ID: APD-1083  
Department: Billing Department Manager: Mirna Jahanzai


In case of emergency, please contact the following individual as per my discretion.

Contact Name: Ebad-Ul-Rehman Khan

Contact Home Phone Number:                     

Contact Cell Phone Number: 0320-8271592

Employee Relationship to the Provided Contact: Brother

Employee Signature: 

## Company Policies & Acknowledgement:

### Fraudulence Policy

If any employee is found guilty or involved in any kind of fraudulence for any reason OR under any circumstances that individual will be terminated without any warning. Further to this, all dues of the individual will be held including Salary, Incentives, Bonuses and Experience Letters. There will be no exceptions for any senior employee, team manager or department head.

### Salary Policy

Salaries are dispersed within the first 10 working days of every month. Each employee must submit their account details to HR within 10 working days of his/her joining. In-case any candidate fails to submit their account details, the Company runs a second pay-roll between 15th till 20th of every month so every employee gets paid. There is no policy for advance salary; also we do not issue salaries via check or cash. We don't accept candidates to submit any irrelevant account details like Cousin's, spouse, any colleague or etc.

### Sexual Harassment & Hostile Work Environment Policy

Anyone in the workplace might commit harassment. A management official, co-worker, non-employee such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed. We all have to give respect to every male & specially the females. Following would be considered harassment in the premises of the Company. If we find anybody involved in these kinds of activities, then strict decisions will be taken against the concern which may include termination of the services

- Pulling leg (Making fun of any individual)
- Leering, i.e., staring in a sexually suggestive manner.
- Making offensive remarks about looks, clothing, and body parts.
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another's body.
- Telling sexual or lewd jokes, Eve teasing, keeping sexual pictures, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images.
- Comments about an individual's skin color or other racial discrimination/ethnic characteristics.
- Making disparaging remarks about an individual's gender that are not sexual in nature.
- Negative comments about an employee's religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an employee's birthplace or ancestry.
- Derogatory or intimidating references to an employee's mental or physical impairment.

All listed behaviors/conducts are considered sexual harassment in all forms of verbal, physical as well as written.

- Harassment can occur from either gender side, male to female and female to male as well as same gender meaning one female can create hostile work environment for another female and one male can create hostile work environment for another male. It can also take place from a staff member to a manager or from a manager to a staff member.
- All direct or implied threats from peer to peer or from manager to staff member that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation, also fall under the same course of action.
- Romantic and/or sexual relationship between staff and management is strictly prohibited as it constitutes a conflict of interest. It also leads to alleged accusation of sexual harassment when a conflict arises between the two parties involved.

### Social Media Policy

Following instructions/directions are hereby issued to all employees and it is expected that all will remain bound and abide by the same; otherwise Administration will be at liberty to take any legal action available under the law and rules of the company, including major penalty and termination of the services. All employees are directed to firmly abide by the following social media clauses. Non adherence to the following policies shall result in immediate termination of the employee's contract/services with the company.

- No employee is allowed to create any social media page/group/channel/forum/blog etc. With the name or resembles the name of Appedology Pvt. Ltd. or its clients.
- Employees are not allowed to spread/propagate or introduce their political/religious views or affiliations on our official social media page/group/channel/forum/blog etc. Same policy applies within our office premises and official working hours as well.
- Employees are prohibited and restrained to discuss post or expose/comment about any other employee of Appedology Pvt. Ltd., its clients or their family members on any social media or online forum.
- Employees are required to apply for official approval from the higher Management of the company before sharing any information related to Appedology Pvt. Ltd. or its clients on their own social media page/group/channel/forum/blog or at any other online forum.
- Any former or active employee of Appedology Pvt. Ltd. is strictly prohibited to post/publish any disrespectful and negative content regarding any employee/staff/manager/administration of Appedology Pvt. Ltd. or its clientele. Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs are strictly prohibited. Such employees will be legally prosecuted depending upon the severity of violation.
- Internal policy matters, procedure and information that are financial, operational and legal in nature, as well as any information that pertains to clients and customers or any processes must not be discussed, shared or brought under consultation on any social media or online forum.

- Employees are not allowed to share any personal/internal information of the company on social media such as personal addresses, personal phone numbers or any other information without the *consent of the individual/entity*.
- Employees are strictly not allowed to contact our Clients/suppliers/Customers and their families on social media network or at any other unofficial online forum. If any former or active employee is found guilty by any means, the company will terminate such individuals followed by a defamation lawsuit by our legal team.
- Employees are prohibited to officially represent or use Appedology Pvt. Ltd. or any of their clients' names on the social media for any fundraising/public welfare awareness activity unless officially designated, permitted and assigned by the Higher Management.
- In general, any action or activity on social media (even of the social media) that may bring any sort of disrepute or disrespect to the company, such act will be strictly dealt by the disciplinary management.
- Failure to comply with aforesaid policies, rules and regulations will be termed as a serious breach of the company's code of conduct. Disciplinary action will be taken against violators which may not be limited to suspension/termination of employees' contract and may go beyond the limits of legal, civil and criminal prosecution of the employee by our legal team.

## CODE OF ETHICS IN ACCORDANCE WITH CONFIDENTIALITY

### Introduction and Ethics Statement

Appedology Pvt. Ltd. conducts its business honestly and ethically. We are constantly improving the quality of our services, products and operations that will create a reputation for honesty, fairness, respect, responsibility, integrity of our clientele with trust and sound business judgment. Appedology Pvt. Ltd. employees should not compromise its principles for short-term advantage in any or all circumstances. The ethical performance of this company is the sum of the ethics of the workforce. Thus, we are all expected to adhere to high standards of business integrity, strict confidentiality in terms of its clientele.

### Importance of confidentiality

Appedology Pvt. Ltd. maintains reverence for client's confidentiality and has high priority to comply with legislation that governs disclosure of information. In this regard we have policies and procedures that provide guidelines for employees to ensure confidentiality of client's business; employees should only access certain information for work that is covered by their job description with adherence to policies and procedures of the organization.

### Employee conduct

Potential and former employees of the company must never permit their personal interests to conflict, or appear to conflict, with the interests of the company, its clients or affiliates. All employees must be particularly not allowed to contact company clientele, its affiliate or third party vendors. All employees whether permanent, contractual or on an ad hoc basis should strictly refrain from conducting any or all kinds of transactions with company clients in the capacity of professionally or in the personal capacity through phone / cell, E-Mail, social media, or via other electronic applications/devices. Employees are not allowed to record voice or video conversations in the office premises of any staff member of the company without written consent from all the parties involved in the conversation.

#### Violation of Conduct

All employees of the Appedology Pvt. Ltd. Company is officially cautioned to refrain from such *nefarious activities* and not to make any efforts adverse to the interest of the organization. Hereby It is regretted to state here that the by laws and rules of the company totally negate these kinds of activities and any employee who is in violation of this conduct or any involvement in this act. The company is unrestricted and has a legal right to pursue against the delinquents for any civil and criminal action / heavy cost in case of his involvement in such activities and is also at the liberty to terminate the services / job of the employee.

It is therefore, being informed to all employees not to make any efforts to contact with the clients of the company in personal capacity and to remain constrained within their job parameters. In accordance with confidentiality and code of ethics all employees should adhere and strictly comply with this policy even after leaving the job.

The company shall be entitled to terminate your services/ training period without notice on any of the following grounds:

- You are convicted of a criminal offence by a competent Court of Law / Authority.
- You are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the organization, If found involved in any un-ethical activity i.e. taking drugs, having Alcohol, theft/stealing of data or anything that belongs to the company, or any activity which impacts negatively on company's reputation, involve in hostile work environment, sexual harassment or use of obscene language.
- Misbehavior with a coworker, disobey or refuse to carry out the work orders of your Superior/Management or are irregular in attendance.
- Negligence of your assigned duties and poor performance during training period.
- Uninformed absenteeism during training period.
- You are declared medically unfit by the medical practitioner.
- If Management found your qualifications/Degrees not verified/attested by govt. Regulation or counterfeit experience letters.

#### Acknowledgement:

This is to confirm that I have read this entire document thoroughly and shall abide by all the terms and conditions.

Employee Name: M. Shayan Khan

Employee ID: APP-1083

CNIC #: 42101-0712138-9

Signature & Date:  03/08/2022