

## EMERGENCY CONTACT

Note: The emergency contact information is extremely helpful to emergency responder also this information is critically important to notify family members or friends in case of any emergency.

Please update 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: Ethan Sebastian

Employee ID: APD-1092

Department: Negotiation officer WC-Collections

Manager: Danish Rasheed

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


Contact Name: Ambrose Braganza

Contact Home Phone Number: 0332-0370274

Contact Work Phone Number: -

Contact Cell Number: 0317-2014279

Employee Relationship to the Provided Contact: Brother

Employee Signature:  \_\_\_\_\_

## Company Policies & Acknowledgement:

### Terms and Conditions of Training:

1. Training will be provided in the Night Shift from 08:00 pm - 05:00 am.
2. You will get (10) working days of Training i.e. 1st week Theoretical and 2nd Week of Practical Training.
3. You will be assessed during the training on a daily basis and on any negligence from your end; management reserves the right to take necessary action, which may include termination of the training period without any notice. If you are terminated during the training period, you will not be paid.
4. You must pass all assessments during the training period to be eligible for employment. For any reason, if you fail the assessments then your journey stops and you will not be considered for this position nor will you get paid.
5. Uninformed absenteeism or non-serious/ unprofessional attitude during the training period will not be tolerated.
6. You must attend all 10 days of training; any absence during the training will result in disqualification.
7. You will only be paid for the 10 days of training, excluding the weekends/ any official off/public holidays.
8. Once the training is completed, you have to spend another 2 weeks at least to be eligible for the training salary.

### 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's.

### Sexual Harassment & Hostile Work Environment Policy:

Anyone found involved in any kind of physical harassment (e.g. leg pulling, leering, making offensive remarks, violating one's personal space, telling sexual or lewd jokes, eve teasing, making sexual gestures, sending sexually suggestive messages, emails or images etc.) or emotional harassment (e.g. comments on one's physical appearance, racial discrimination, gender discrimination, degrading remarks, negative stereo types regarding one's beliefs or

ethnicity, derogatory or intimidating references to an employee's mental or physical impairment etc.), that individual would be terminated with immediate effect.

### **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 of 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 found guilty by any means, company will terminate such individual followed by a defamation law suit 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 fund raising/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 to the limits of legal, civil and criminal prosecution of the employee by our legal team.

#### **Code of Ethics in accordance with Confidentiality:**

Potential, current 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 whether permanent, contractual or on ad hoc basis should strictly refrain to conduct any or all kind of transaction 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. Employee 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. The company is unrestricted and have a legal right to pursue against the delinquents for any civil and criminal action / heavy cost in case of his involvement in such like 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 constraint within their job parameters.

#### **Code of Ethics in accordance with Misconduct:**

The company shall be entitled to terminate / dismiss your contract 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 co-worker, disobey or refuse to carry out the work orders of your Superior/Management or are irregular in attendance.
- You are declared medically unfit by the medical practitioner appointed by the Company.
- 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 policy document thoroughly and shall abide by all the terms and conditions.

Employee Name: Ethan Sebastian

Employee ID: AP2-1092

NIC #: 42301-9755953-5

Signature & Date:  15th Aug'22