

***MYYTAKE GROUP
Handbook of Policies
2020***



FOREWORD

Dear Colleague,

It is indeed a privilege to have you as a member of our MYTAKÉ Group Family.

It gives us immense pleasure to share this handbook containing the essence of our HR Policies.

This handbook provides us with an opportunity to learn about our various HR policies and enhance our understanding of these policies.

We are sure that this handbook will make it easy for you to refer to these policies instead of relying on memory.

Happy reading!!



TABLE OF CONTENTS

S.NO.	CONTENT	PAGE NO.
1.	RECRUITMENT	
2.	HEALTH AND SAFETY	
3.	SECURITY	
4.	GRIEVANCE	
5.	HARASSMENT	
6.	LEAVING	
7.	MOBILE	
8.	DIGITAL CONTENT	
9.	LAPTOP	
10.	ELECTRONIC MAIL SYSTEM	
11.	TRAVEL & CONVEYANCE	
12.	SUBSISTENCE	
13.	ATTENDANCE & LEAVE	
14.	MISCELLANEOUS	
	CORPORATE CULTURE	



PREFACE

This **MYTAKE Group** (“*Organization*”) Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all employees as a condition of their employment at the Organization.

The Handbook describe the expected actions and behaviours of employees while conducting Organization business. This Handbook is not a contract of employment nor is it intended to create contractual obligations for the Organization of any kind. The policies and procedures outlined in this handbook will be applied at the discretion of Organization unless specifically mentioned.

The Organization reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook. Furthermore, the Organization reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

The Organization strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges. The Organization values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the Organization alike can thrive. Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee handbook. It does not cover each and every policy in detail – for further clarification/ query please contact your reporting officer. Your individual terms and conditions are outlined in your Contract of Employment or Letter of Appointment.

Organization’s Commitment:

Our employment code of practice is intended to underline below mentioned basic principles:

- We will recruit, employ, & promote people in a way that is free of discrimination.
- We will provide a safe & healthy work environment.
- We will seek to maintain compensation & benefits at a level, which provide incentive for high level of accomplishment.
- We will create an atmosphere for personal development & advancement, which is compatible with our corporate goals.
- We will seek to promote timely, two-way communications between employees & management.

We expect our employees to put the interest of the Organization ahead of their own interests. Employees shall act in the best interest of the Organisation.



1. **RECRUITMENT POLICY**

We undertake to be a fair & reasonable employer and to this end, we have adopted a recruitment policy that contains the following elements:

- To recruit people who meet the requirements of the job and have the potential to progress within the Organisation.
- To inform potential employees of how the selection procedure is progressing.
- To ask only for information that is relevant to the selection process.
- To take up references only with a potential employee's specific consent.
- To treat all applications in the strictest confidence.

1.1 **INTERNAL OPPORTUNITIES**

We will try to promote from within the Organisation wherever possible. There may be occasions however where a job is not publicized internally.

1.2 **EQUAL OPPORTUNITIES**

MYTAKE Group is an equal opportunity employer.

It is our express policy that all job applicants and employees will be given the same consideration regardless of gender, sexual orientation, marital status, age, disability, faith, creed, race, HIV, or AIDS status.

These equal opportunity objectives apply equally to recruitment, promotion, transfer, training, benefits, facilities, procedures, and all terms & conditions of employment.

We ask our managers to work within both spirit as well as the letter of the law, helping to create a comfortable, inclusive working atmosphere in which everyone is treated with the dignity and respect they deserve.

1.3 **EMPLOYMENT OF RELATIVES AND FRIENDS**

We will require all applicants to disclose their relationships with existing employees. We will treat seriously any attempt to conceal family or social relationships between existing employees and applicants.

1.4 **PERIOD OF PROBATION**

Before being offered permanent employment, you may be asked to serve a period of probation as specified in your employment contract for your new manager to assess your on-the-job performance. The probation period typically applies to all new employees and is considered a useful element of the Organisation's recruitment process.

At the end of probation period, your reporting officer/manager shall be explaining your work performance and achievements and shall explain in case any drawbacks are observed by him.

You shall be given an opportunity to discuss your progress and work achievements with the Organization and if your performance is satisfactory, your employment shall be confirmed.



However, if the Organization has been reported your poor and unsatisfactory performance, and if convinced, in that case, either your probation period will be extended for three months more or your employment shall be terminated immediately at the discretion of the Organization.

1.5 CONTRACT OF EMPLOYMENT OR LETTER OF APPOINTMENT

Your Contract of Employment, or Letter of Appointment, sets out in detail your terms and conditions of employment within the Organisation.

Where there is a difference between written policy, as stated in this handbook, and your Contract of Employment or Letter of Appointment, the terms in your Contract of Employment or Letter of Appointment always take precedence.

From time to time, the Organisation may choose to amend its conditions of employment but in such case, you would be notified of any change in writing.

2. HEALTH & SAFETY POLICY

We aim to provide a safe and healthy working environment for our employees and will not knowingly tolerate unsafe conditions.

Please adhere to the following policies and procedures to ensure a safe and efficient working environment. You are encouraged to adopt safe practices in your day-to-day work as a matter of course. It is the responsibility of all staff to contribute to a healthy and safe environment, reporting hazards to your managers, so that action can be taken.

2.1 FIRE PROCEDURE

All the employees in the Organization shall be aware of fire procedures and location of fire exits and extinguishers as well as assembly point in the case of a fire. Fire drills shall be held in the Organization to create awareness amongst the employees. All employees are expected to take these fire drills seriously.

In case of an emergency, dial 100 for immediate emergency assistance.

2.2 INCIDENT REPORTING

If you are injured at work or whilst on Organisation business, you should report the incident to your manager immediately. If you have an accident at work, please cooperate in providing details of the incident and the extent of your injuries immediately to the Organization.

2.3 NO SMOKING

In recognition of staff preference, and because it is good practice, the Organisation offices and areas of work are designated non-smoking areas.

3. BUSINESS ETHICS AND CODE OF CONDUCT

- 3.1 **Honesty and Trust worthiness** - Organization employees should be truthful to people involved. They should not intentionally mislead or deceive others by distorting information, exaggerating, or providing a partial truth. Nor should they discriminate against people by doing or abstaining from doing something that is required to be done. It is expected that



Employees, in the true spirit of transparency, should disclose and provide related information, as well as correct any misunderstanding on facts.

- 3.2 **Loyalty**- Our employees should exhibit their loyalty to the Organization by dedicating themselves to their respective duties and to its people by providing support and assistance whenever required. They should not use or disclose confidential information for personal advantage. On the contrary, they should maintain the ability to make decisions independently as professionals, avoiding inappropriate conduct and conflict of interest, as well as being faithful to the Organization and their colleagues. If the employees intend to leave and work somewhere else, they should notify appropriately in advance and treat the Organization information as important and confidential. They should not exploit their former positions for their own benefit.
- 3.3 **Fairness** - All employees should be fair and just towards all people and other employees. They should not use their power deliberately, neither should they resort to cheating or inappropriate tactics to obtain or maintain benefits or advantages from misled or distressed people. Fair-minded executives should disclose the agreements set for consideration and treat everyone equally, be open to disagreeable opinions, willing to admit the mistakes they make, and ready to shift positions and beliefs to appropriate and correct ones, if the situation demands.
- 3.4 **Concern and Respect for others** - Organization employees should mutually respect each other's honour, freedom, privacy, legal and human rights, as well as the interests and shall treat everyone as equal without discrimination by gender, class, or race.
- 3.5 **Commitment to Excellence**- Employees should excel in their performance, i.e., should be equipped with knowledge, be prepared, and should work hard to enhance knowledge and skills to cope with every issue under one's responsibilities.
- 3.6 **Leadership**- All employees should be aware of their own responsibilities and leadership requirements and should seek and comply with code of conduct models that would benefit themselves and the organization when put to work.
- 3.7 **Policy on Compliance with the Law and Relevant Rules and Regulations**- The Organization is committed to complying with all relevant laws, rules and regulations and has established the policies as follows:
- Employees must comply with the Organization's rules and regulations.
 - Employees must not assist, support, or conspire to avoid any legal or regulatory compliance.
 - Employees must cooperate with supervisory agencies as well as report information on violation of or non-compliance with existing laws or regulations to concerned persons.
- 3.8 **Policy on Confidentiality of Information**- The Organization has advised the employees to focus on confidential information especially internal information not yet disclosed to public or any data or information that may affect the business of the Organization. Employees must not use information they receive from their employment for personal benefit or for conducting business or other activities in competition with the Organization and must not



disclose business secrets to any third party especially to competitors even after termination/resignation/retirement.

3.9 Policy on safeguarding Organization Property- The Organization expects its employees to utilise the resources and assets of the Organization in a most efficient manner, to increase corporate competitiveness and to provide the best possible services. Employees should use the resources and assets in a cost-efficient manner for maximum benefit of the Organization and should help to protect the Organization’s properties and assets from improper depreciation or loss.

4. SECURITY POLICY

The Organisation expects you to take responsibility for the security and privacy of the Organisation property and proprietary information that is entrusted to you in the course of your employment. If you wish to use the property provided to you from your place of work to utilize it out of the office environment you must get prior written approval from your Manager.

In the interest of good security, all desks, cabinets, or other lockable furniture should be securely locked at the end of each day. Valuables, whether personal or Organisation property, should be safeguarded.

4.1 IPR & CONFIDENTIAL INFORMATION

All employees share the responsibility to ensure that proper security and confidentiality of the Organization’s information is maintained. Report any breach promptly to the Human Resource Department or to the concerned authority. Anyone who violates this policy will be subject to disciplinary action and possible legal recourse.

General policies:

- You may not disclose or use proprietary or confidential information except as your job requires. You also may not disclose or use any proprietary or confidential information that you obtained during your employment with any previous employer.
- Do not discuss confidential information with anyone, including co-workers, customers, and individuals outside the Organization, except as necessary to carry out assigned duties. Take extra precautions when you are in areas where someone may overhear your discussion or observe your work. Clear your desktop of any confidential information before leaving your desk. If you need to leave your computer during the workday, you should use the “lockout” feature which will require you to enter a password when you return. Where appropriate, clearly mark files as “Confidential.”
- In managing the operations of our Organization’s business, certain employees become privy to sensitive information about the business, our customers, and other associated persons. This information must remain confidential both internally (within the Organization) and externally (outside the Organization, including spouses and family members). Do not discuss it with others beyond what is required to perform your job unless you are given specific authority to do so.



- All press queries should in the first instance be referred to the promoters, founders. Employees are barred from talking to the Press about any official matters.

4.2 CARE OF PERSONAL PROPERTY

The Organisation shall not be responsible for any loss, theft, or damage to personal property of any employee. Employees are expected to exercise proper care over all personal belongings on our premises.

4.3 LOSS OF PROPERTY

Lost or found items should be reported as appropriate.

4.4 RIGHT OF SEARCH-

In the interests of safety and security, the Organisation reserves the right to examine any employee vehicle, package, or other items of personal property taken in or out of the Organisation premises at any time.

5. GRIEVANCE POLICY

All employees are covered by the Organisation's rules and standards relating to performance and behaviour. The procedure applies to all employees who have successfully completed their probationary period. No sanctions will be imposed until a case has been investigated. Any previous record will be taken into consideration when determining sanctions. Some offences may be considered so serious that the final written warning is never removed from your employment record. In such cases, re-occurrence automatically leads to dismissal.

The Organisation deals with work related problems fairly and justly by trying to resolve any problem which may arise, promptly and in confidence. This problem resolution procedure gives every employee the opportunity of a thorough examination of the facts surrounding a complaint. Your manager is responsible for the handling of all work-related problems. When an issue fails to be concluded satisfactorily through discussion, it will be referred to senior management levels. All efforts will be made to resolve problems at the earliest stages, but it is recognised that some problems require more complex solutions.

It is your responsibility to bring a problem to the attention of your manager, as soon as possible after the action which has produced the complaint, normally within a period of 30 days. It is the responsibility of managers to foster an atmosphere of open communications where complaints can be resolved fairly, consistently, and objectively.

5.1 DISCIPLINARY ACTION

Occasionally, disciplinary action may be necessary. It will be applied when all other means of reaching agreement or settlement have been exhausted or when someone has done something wrong, which, even as a one-off incident, merits disciplinary action.

The details which follow outline the circumstances when disciplinary action may be appropriate and are intended to serve as guidelines of the standards of behaviour expected.

To meet its objectives of impartiality and fairness, the Organisation will apply the following principles in all cases before invoking the Disciplinary Procedure:



As soon as a formal written complaint is received, the employee concerned will be informed.

- A meeting will be arranged within 5 days to discuss the matter with the employee, his/her manager, and departmental manager.
- The employee will be given the opportunity to state his/her case before any decision reached.
- The employee's case will be fully investigated before any action is taken.
- If agreement cannot be reached, or a satisfactory solution found, the matter will be referred within a period of 3 working days to a meeting between the employee, the appropriate Manager, and the Manager responsible for HR matters. Any decision taken at this meeting will be final.

5.2 GROSS MISCONDUCT

Incidents of gross misconduct warrant immediate disciplinary action, which may in turn lead to immediate dismissal.

Such gross misconduct includes, but is not limited to:

- sexual harassment of any kind. (please read #6.1 for details)
- theft, fraud, deliberate falsification of accounting, work, or personal records submitted to the Organisation.
- fighting or assault on another person
- deliberate or wilful damage to Organisation property.
- serious incapability caused by alcoholic consumption, or being under the influence of illegal drugs
- disregarding legislative, Organisation or departmental safety rules and procedures
- serious negligence which causes unacceptable and irreparable loss, damage, or injury
- refusal to comply with lawful instructions
- any other circumstances which fundamentally breach the employment contract

In cases of gross misconduct, the Organisation reserves the right to terminate the person's employment immediately without notice, or suspend him/her without pay for a period of up to three days whilst the matter is investigated and a decision is taken as to how to proceed.

6. HARASSMENT POLICY

If you believe that you have been subject to harassment or other forms of discrimination, you should bring this to the attention of your manager as soon as possible. If the complaint involves the manager, or if the manager fails to take satisfactory action, you can consult the manager responsible for HR matters.

Anyone who brings such a complaint to the attention of the Organisation in good faith will not be adversely affected because of reporting the harassment.

6.1 SEXUAL HARASSMENT



This is defined as behaviour of a sexual nature consists of any physical or verbal behaviour and any form of communication that has unnecessary, improper, or unwelcome sexual connotations. and which might threaten job security or create an intimidating working environment.

Sexual harassment may vary in form depending on circumstances. It may consist of, but not be limited to, any of the following:

- Unwelcome sexual advances, requests for sexual favours, display of sexual visuals, sexual audios, pornographic or obscene material and any other verbal or physical conduct of a sexual nature
- Transmitting any message, by mail, telephone, e-mail etc. which is obscene, lewd, suggestive, or blatantly sexual in nature
- Any explicit or implicit communication wherein a sexual favour or demand, whether by words or actions, is made a condition for an individual's employment, career progress, promotion etc. thereby creating a hostile environment.
- Sexually charged jokes or remarks and behaviour which have sexually oriented innuendoes
- Consistent pattern of unnecessary physical contact, staring or targeting unreasonable attention at an individual in day-to-day dealings
- Any pervasive pattern of behaviour which makes others uncomfortable, insecure or feel humiliated or disadvantaged on the basis of gender differentiation
- Actual sexual assault

To specifically address and effectively deal with complaints pertaining to such cases "Internal Complaints Committee" (ICC) has been formed in accordance with The Sexual Harassment of Women at Workplace (Prevention, prohibition, and Redressal) Act 2013.

Any employee who feels and is being sexually harassed directly or indirectly, such aggrieved employee may file a written complaint with any member of the committee through an email to posh.committee@myytake.com.

6.2 RACIAL HARASSMENT

This can manifest itself in many ways ranging from threats about job security to more subtle methods of creating discomfort such as offensive jokes, racist literature, and repeated comments.

By its very nature, harassment is rarely witnessed and victims, afraid of not being believed, are reluctant to come forward. Embarrassment, or fear of victimisation, especially where the perpetrator is the manager, will also stop victims from asking for help.

1. We undertake to deal with all such cases promptly, fairly, and sympathetically.
2. We recognise that staff who complain in good faith must be protected from victimisation.
3. If you find yourself being harassed at work, consider the following points:
 - Make it clear to the harasser verbally, and in writing if necessary, that the behaviour is unwelcome.
 - If you find it distressing, ask a colleague or a manager to broach the subject on your behalf.



- Keep a note of the details of your approach.
- Keep notes of the times, dates, and nature of all incidents.
- When possible ask witnesses to support your case.
- If you wish to initiate formal procedures, report the incidents to your manager or to the manager responsible for HR matters.
- The formal grievance and appropriate disciplinary procedure will be initiated.
- Special care and consideration will be given to maintaining confidentiality in these cases.

7. LEAVING THE ORGANISATION

7.1 TERMINATION

If the Organisation wishes to terminate your employment contract, it is required to give notice of its intent in writing. The length of notice is stated in your Letter or Contract of Employment.

The Organisation reserves the right to pay your salary in lieu of notice period

If you have holiday entitlement remaining you should discuss with your manager whether this should be used during your notice period or whether you may be entitled to receive payment in lieu.

7.2 RESIGNATION

If you wish to leave/resign from the Organisation, notice is required in writing of your intention to terminate your contract of employment.

The period of notice will begin from the date of this notification, and would be as per the terms of employment. The last day of service should be mutually agreed between you and your manager and confirmed in writing, but will be as per the discretion of the management.

If you wish to leave the Organisation before expiry of the notice period, and if the Organisation is agreeable to discharge you, you are obliged to make payment to the Organisation of an amount equivalent to your salary for the unexpired portion of such notice period. If you have holiday entitlement remaining, you will normally be required to utilize this during your notice period.

7.3 EXIT INTERVIEW

We believe that an exit interview provides valuable information for the Organisation's future management of its human resources and we would encourage all employees who leave to candidly share their experiences and perceptions with us. All employees who voluntarily resign their employment are therefore invited to participate in a confidential exit interview.

7.4 RETURN OF ORGANISATION PROPERTY

Upon termination of employment for whatsoever reason, employees must return to their manager all property belonging to the Organisation including Organisation car, computer equipment, credit cards, mobile phones, keys, entry pass, records, documents, accounts,



letters and papers (including all copies, summaries and extracts) within their possession or control, belonging or relating to the affairs and business of the Organisation and its customers.

7.5 DEDUCTIONS OF MONEY OWING TO THE ORGANISATION

The Organisation reserves the right to deduct from an employee's salary any money due to it including, but not limited to, outstanding loans, advances, certain training costs, the cost of repairing or loss to the Organisation's property caused by the employee, excess holiday pay or any other sums due.

7.6 RETIREMENT

Male and female employees are normally expected to retire from work at the age of 65.

The Organisation operates a pre-retirement scheme to help employees adjust to retirement.

It operates by reducing the working week over a period as follows:

- 3 months before retiring – working a 3-day week
- 1 month before retiring – working a 2-day week

Your normal salary, excluding overtime will be paid during this period.

8. MOBILE PHONES POLICY

8.1 PERSONAL CONNECTIONS

All claims are subject to periodic checking for excessive usage and if deemed unwarranted, cost may be charged back to user and privileges could be revoked without warning.

The employees can claim re-imburement of their personal mobile bill, as per budget agreed under Letter or Contract of Employment.

8.2 OFFICIAL CONNECTIONS

Organisation at its own discretion and if required may decide to issue an official mobile connection to an employee. The decision is solely the Organisation's. Even while the connection may be given by the Organisation, the Mobile handsets will be purchased by the employees at his / her own cost. Usage of these connections will be solely for official purposes and cost of personal calls may be debited to end-user.

9. DIGITAL CONTENT POLICY

The laws of copyright apply as much to material available on the internet as to other forms of published material. The Organisation can be held liable for the actions of its employees, if they breach third party copyrights.

For this reason, the Organisation must operate a strict policy with regard to the downloading and/or copying of copyright material, which includes any television programmes or films available through the internet by any method.



Employees may not download any copyright material by any method onto their PCs or laptops except in the following circumstances:

- All employees can view and download programmes, images and music owned or controlled by any MYTAK Group Organisation, provided they do so through MYTAK Group's own secure systems / Network.
- They may not access MYTAK GROUP material through any peer to peer network as that contributes to the illegal circulation of MYTAK Group material outside the Organisation
- Employees who need to view third party material as part of their job – for instance to understand developments in programming in a market – can view and download third party material, but again this must be through an MYTAK GROUP secure system / Network.
- Even if it is easier to acquire through a peer-to-peer network, unless this is a legitimate free or paying site (for instance a legal video-on-demand TV channel or website), these should not be used, as they have been found to encourage breach of copyright, and to acquire material from them will be assumed to be a breach of copyright.
- Such material must be viewed only for legitimate research and review purposes, not for general entertainment, nor for any purpose which would be illegal in any way, for instance for further copying or use of any part of the material, including its format in any other form or programme
- Any material legitimately downloaded may not be copied to third parties outside the Organisation, transferred to any un-secure network, or commercially exploited in any way.

10. LAPTOPS / DESKTOPS POLICY

- Laptops will be issued to senior members of the Organisation on case to case basis. Laptops and desktops provided by the Organisation are to be used judiciously and for official purposes only.
- All repair and maintenance work on the laptops and desktops provided by the Organisation are to be carried out by Organisation-authorized personnel only.
- Usage of laptops and desktops are governed by the following terms and conditions: -
 - i. Strictly, no downloading / storing inappropriate / offensive content on Organisation owned laptops / desktops.
 - ii. No storing content that could be deemed against the national interest of host country.
 - iii. It is the duty of the executive to maintain the laptop / desktop in proper working condition.
 - iv. You may be provided with training to enable you to make the best use of your computer equipment and you should ensure that you regularly delete unwanted files from your system to prevent the network from becoming overloaded.



- v. Please also exercise special care with food or drink in the vicinity of your computer terminal.
- vi. You are not allowed to load non-Organisation software, including games, onto your computer because of the proliferation of computer viruses, which can endanger the rest of the system.
- vii. You are prohibited from copying Organisation-owned software onto your own computer, as this constitutes a breach of copyright laws.
- viii. Please consult IT administrator before downloading any application on laptop / desktop as application could be infected and hardware could potentially get exposed to viruses and bugs.
- ix. Using the office IT network without permission to enter into Organisation server or into a colleague's laptop / desktop will be considered a serious offence and could result in dismissal from service.
- x. Unauthorised copying / storing / distributing of digital content, documents and media that could be deemed MYYTAKE GROUP proprietary and confidential would be seen as a serious offence and could result in dismissal from service.
- xi. Lending office laptop / desktop to an unauthorized person will be seen as a serious offence and could result in dismissal of service.

11. ELECTRONIC MAIL SYSTEM POLICY

The E-mail system is a direct form of communication within the Organization and shall be used only for official purposes. The E-mail system is an Organisation's property and should only be used for legitimate Organisation business. The Organisation reserves the right to monitor the system to enforce policies regarding business use and harassment, and to access information when an employee is not available.

Guidelines for use of Email System:

- Official email ids will be provided to all permanent staff.
- The email id is to be used solely for official communications.
- The email id is property of MYYTAKE Group and can be taken back without warning.
- Employees should disclose information from the systems to authorized personnel only.
- Employees shall address each other in a manner similar to the way they would speak face-to-face.
- Using the E-Mail system to harass others or send anonymous messages is expressly forbidden.
- Employees have no personal privacy rights in any material created, received, or sent through the E-mail system.
- The email id should never be entered into a website to receive personal alerts / mails / and promotional messages.
- The email id should not be entered into social networking sites to receive personal messages and emails.
- The email id cannot be used for sending unsolicited / offensive mail to anyone within or outside the Organisation.
- The email id should not be given out as the employee's personal email id to friends to receive mails.



- Employees who abuse or disregard the Organisation's E-Mail policy are subject to disciplinary actions including discharge.

12. TRAVEL AND CONVEYANCE POLICY

12.1 LOCAL DAILY

Conveyance cost of each employee shall be decided by the Organization on case to case basis. Organization shall reimburse full conveyance cost to its employees for travel which is done for official purposes. The conveyance cost shall be pre-approved by the reporting officer/ manager of such employee.

Please note that the Organisation shall not reimburse conveyance cost of any employee traveling between home and office (office will mean place of work). Any other travel beside this is claimable provided it is for official use

Organization, at its own discretion, may pay travelling expenses to such employee whose residence is unreasonably far. This is purely on discretion and case to basis.

Rate of re-imbursement followed by the Organization shall be:

Diesel 4-wheeler: Rs.10 per km

Petrol 4-wheeler: Rs. 10 per km

Two-wheeler: Rs. 2.50 per km

12.2 LATE NIGHT DROPS

Safety and security of our employees, especially female employees, is of the utmost importance for us. Organization provides late night drop facility for its female employees. All female staff can avail of late-night drop facility subject to below: -

- The Drop facility comes into effect only after 10pm.
- The staff member can claim full taxi fare from office / other work location to home/desired location provided she has clocked her full working hours (8 hours) already.
- In case the female staff member has a conveyance of her own, in that case instead of a full cab fare, she can claim conveyance cost from office / shoot location to home / desired location (provided she has clocked her full working hours (8 hours) already) at the above-mentioned rates.

12.3 LOCAL AIR / RAIL TRAVEL

All employees shall be reimbursed for the travel expenses, if only done for the official purposes. The reimbursement shall be subject to below guidelines:

- Employees are not permitted to purchase tickets without written authorisation from their reporting officer.
- Employees are not permitted to upgrade / modify ticket without approval from RO.
- Employees are required to retain boarding pass / ticket as proof of completion of travel.



- By default, the permitted class of local air travel for all levels of personnel is “Economy.”

12.4 LOCAL HOTEL

If you are required to stay overnight during your trip, you will be entitled to accommodation which should be booked through the designated travel co-coordinator.

12.5 INTERNATIONAL AIR TRAVEL

All employees need to provide a complete filled up Business Trip Approval Form before planning any travel for official purpose. The form shall elaborate reasons for your proposed trip, destination, dates, and approximate budget to your Manager for approval in advance of making bookings through the travel co-coordinator. All flights should be booked through the designated travel co-coordinator only or any other person designated by the Organization.

If you are required to take an overnight flight, you will be allowed a reasonable recovery period the next day if necessary.

You will be entitled to keep for your personal use any points or ‘air miles’ earned from reward schemes administered by air-lines or from the use of your credit card in payment of legitimate business expenses.

12.6 INTERNATIONAL HOTEL

If you are required to stay overnight during your trip, you will be entitled to accommodation which should be booked through the designated travel co-coordinator or the respective country travel desk, if any, to arrange hotel accommodation

The following rates are a guide for the maximum allowed. Excessive bills will be challenged and any overage will be the responsibility of the individual unless it can be justified.

Location for stay	Price per night
London	(INR 16000) Inc Tax
Berlin	(INR 15000) Inc Tax
Paris	(INR 16000) Inc Tax
Rome	(INR 16000) Inc Tax
Madrid	(INR 16000) Inc Tax
New York	(INR 16000) Inc Tax
Los Angeles	(INR 16000) Inc Tax
Rest of the US	(INR 13000) Inc Tax
Rest of the World	(INR 11000) Inc Tax

The reimbursement shall be subject to below guidelines:

- Please check before using hotel room telephones whether it will be cheaper to use than mobile or whether can use public phones (especially in Europe and US where there are high fixed fees per call). Personal calls must be kept to minimum. Excessive claims will be challenged.



- High telephone costs can also be as a result of accessing email. In order to avoid this please try to be more selective with which emails you access and try to access via webmail.
- Non-reimbursable items will include mini-bar, *laundry, beverages, and snacks, travel expenses for personal use, personal phone calls, and personal entertainment (e.g. movies, gym use etc).

**laundry costs are reimbursable if total travel days exceeds 4 days.*

**Iron Pressing costs are always fully reimbursable*

- Tips and gratuities can be claimed but must not be excessive. Usually a dollar a day is fine.
- Alcohol claims (when entertaining) must be reasonable. For the avoidance of any doubt, alcohol claims may be rejected at the discretion of the MY TAKE Group Founders if deemed to be excessive. Reasonable use of hotel recreational facilities is acceptable.

12.7 CREDIT CARD

Any corporate credit card issued to you should be used for payment of legitimate business expenses only. You will be entitled to keep for your personal use any points earned from the use of your personal credit card in payment of legitimate business expenses.

12.8 INTERNATIONAL EXPENSES

Local public transport and taxis can be claimed provided they are reasonable.

The following incidental expenses are non-reimbursable:

- Personal drugs and toiletries
 - Cigars, cigarettes etc.
 - Fines and parking tickets.
 - Newspapers, magazines, books etc.
 - Personal recreation, e.g. gym, movies, theatres
 - Clothing.
 - Hotel or plane movies
 - Mini-bar should be avoided if possible but drinking water is allowed if none is provided, or snacks in place of meal if arrival is too late.
 - excess Luggage ticket
- i. If there are any extraordinary, items that you believe should be reimbursed you will need the approval of your Manager before incurring the expense.
 - ii. Expense receipts should properly support all expenses; unless such receipts are unavailable, e.g. taxi fares in certain countries.
 - iii. Expense forms should be submitted to your manager as soon as possible after a trip and all credit card slips for payments by corporate credit card must be submitted in time for receipt of the statement by the Organisation.
 - iv. Expenditure of any significant amount must be agreed with either the Financial Controller or the Chief of Staff of the Organisation before monies are spent.



12.9 EXTENSION OF BUSINESS TRIP

If you wish to extend your trip for personal reasons, you must give prior notice to the Organization/ relevant parties. You will be responsible for all hotel, food, travel, and other bills incurred during such extension that would not otherwise have been incurred.

12.10 HEALTH AND PERSONAL SAFETY

You will be responsible for taking all reasonable precautions for safeguarding your health and personal safety when you are traveling on Organisation's business. This includes ensuring that you have had any vaccinations deemed necessary or advisable, the cost of which will be reimbursed to you by the Organisation.

The Organisation will provide suitable medical insurance, including evacuation cover where necessary and provide a medical kit where deemed necessary or advisable – please ask your travel co-coordinator or Manager for details if you are unsure.

13. SUBSISTENCE / FOOD POLICY

13.1 IN-STATION OFFICE STAFF:

a) Breakfast allowance is capped at Rs.300 per person/ day. Breakfast allowance can be claimed only if an employee has reached office / work location before 8am as was agreed to.

b) There is no such thing as a free lunch 😊

c) Snacks are not claimable

d) Dinner allowance is capped at Rs.500 per person/day. (Alcohol bill cannot be claimed under any circumstances) Dinner allowance can be claimed if employee has 1) clocked 8 hours 2) had dinner after 9pm.

13.2 IN-STATION STAFF ON LOCATION

a) Breakfast can be claimed (if it is not being served) if staff is on the 7am shift. Claim is capped at Rs.300 per person/day.

b) Lunch can be claimed (if it is not being served) if staff is on the 7am / 9am shift. Claim is capped at Rs.500 per person/day.

c) Snacks are not claimable

d) Dinner can be claimed (if it is not being served) if staff is on the 7am / 9am / 2pm / 7pm shift. Claim is capped at Rs.500 per person/day.

13.3 OUT STATION

All employees:

If meals are not being provided by Organisation during outstation travels, employees can avail of a flat per diem of Rs.1500 per person per day. This is inclusive of Breakfast, Lunch Dinner, snacks tea, water etc.



14. ATTENDANCE & LEAVE POLICY

The policies and procedural guidelines on leave entitlements are to: -

- Define an employee's entitlement to leave in its varying forms.
- To ensure that MYYTAKÉ Group legal obligations are met.
- Prevent discrimination due to inconsistent approaches towards the granting of leave.
- Ensure the maintenance of proper records, thus allowing control over leave documentation.

14.1 CONTRACTED STAFF ATTENDANCE AND HOURS OF WORK

Typically, your hours of work will be agreed with your manager to ensure that your department operates in the most efficient way. Please attend work promptly.

If, for any reason, you are delayed or unable to come to work, you must inform your manager in good time.

It is also helpful and causes minimum disruption to work patterns to schedule essential dental, hospital, or doctor's appointments at the beginning or at the end of the working day.

14.2 CONTRACTED STAFF WORKING DAYS:

The normal working days shall be 5 days i.e. Monday to Friday. 10am to 6pm.

Working beyond the above stipulated office hours will NOT attract an Over Time payment as it is clearly understood by every contracted employee that this is the inherent nature of the business unless your contract so provides. If so, please use your discretion in managing your time effectively, to minimise the need for overtime.

14.3 CONTRACTED STAFF OFF DAY:

The office shall be closed for its contracted employees only on Saturdays, Sundays and declared Public Holidays unless not required for pending/important work.

While every effort will be made to ensure an off to all on Saturdays, Sundays and declared Public Holidays, there will be days when that will not be possible. In such cases, contracted employee can claim a compensatory off day on some other day that is mutually agreeable with employee's reporting officer.

14.4 CONTRACTED STAFF LEAVES:

A contracted employee can take 1 day a month off for which he / she will be paid fully. (This is over and above the Saturdays, Sundays, and the Public Holiday(s) that may appear in the month). This off day can be carried forward, clubbed together with other such off-days and Public Holidays / Saturdays, Sundays, and availed at once subject to approval of employees reporting officer. Employees can start availing of this policy from his / her 2nd month in the Organisation. Casual / contracted employees are not entitled to paid parental or any other sort of leave.

14.5 PERMANENT STAFF WORKING HOURS

The normal working days shall be 5 days i.e. Monday to Friday. 10am to 6pm.



Working beyond the above stipulated office hours will NOT attract an Over Time payment as it is clearly understood by every permanent employee that this is the inherent nature of the business unless your contract so provides. If so, please use your discretion in managing your time effectively, to minimise the need for overtime.

OFF DAY:

Saturday, Sunday and declared Public Holidays:

While every effort will be made to ensure an off day to all on Saturday, Sundays and declared Public Holidays, there will be days when that will not be possible.

14.6 PERMANENT STAFF COMPENSATORY OFF / TIME OFF IN LIEU

You can avail Time off in lieu of public holidays or weekends worked in your home territory. Applications for time off in lieu must be made prior to any time off being planned or taken. Time off in lieu must be taken within one working month of the occurrence of working on a public holiday or weekend, or else will automatically be forfeited.

If you are required by the demands of the job to work on a weekend or on a public holiday while overseas, you will be given time off in lieu subject to the following: you must make it clear on your business trip approval form that the trip will involve such days, and get approval.

Time off in lieu will usually be required to be taken as soon after the event as possible, but also at a time/date to be approved by your manager in the normal way. Time off in lieu is not given for overnight flight home.

14.7 FLEXIBLE WORKING SPACE

You may, in certain circumstances, at the Organisation's discretion, be able to work from a place other than your designated workplace, for instance, from home or at different times from normal office hours. However, this must be discussed and agreed with your manager beforehand.

14.8 ANNUAL LEAVE FOR PERMANENT STAFF

Each person is given 21 working days as annual leave for every 12 months of employment. Annual leave may only be taken at a time mutually acceptable to management, the employee requesting leave, and production schedule requirements.

Employees who wish to take annual leave are to complete an *Application for Leave* form, which will await the approval of their Manager.

14.9 DEFERRAL OF HOLIDAY ENTITLEMENT

The entire year's holiday allowance should be taken in the calendar year in which it is accrued. However, at the discretion of management, you may be able to carry over up to 50% of your entitlement, which should be taken before June 30. No payment will be made in lieu of untaken holiday.

14.10 ADDITIONAL HOLIDAY ENTITLEMENT



One additional day will be added to your contractual entitlement after every successful completion of one-year service until a maximum of 21 days leave per year. If in year #1, you are entitled to 21 working days off a year, in year #2, you will be entitled to 21+1=22 working days off a year. This is capped at 42 working days off a year.

14.11 SICK LEAVE

Sick leave is provided for employees when personal illness, injury, or accident prevents them from doing their job. It is expected that employees will not abuse this leave entitlement at any time during their employment.

Unused sick days are not accumulative and do not carry over. After you have successfully completed your probation period, you are entitled to up to 14 days paid sick leave per year if no hospitalisation is necessary. If hospitalization is necessary, the 14 days may be extended up to 60 working days by the medical practitioner in charge of your treatment but this will be considered as unpaid leave.

Sick leave taken during probation period will be treated as unpaid leave.

For any days to be treated, as paid sick leave, you must inform the Organisation at the earliest opportunity (latest within 4 hours of your absence) and you must produce a medical leave certificate from your doctor. You are not required to produce a medical certificate for half-day's sick leave but such half days will be counted towards your annual sick leave.

Failure to comply with these conditions will entitle the Organisation, at its discretion, to treat such leave as annual leave, unpaid leave, or absence without leave, depending upon the circumstances.

Any sick leave more than 14 working days per year may, at the Organisation's discretion, be treated as annual leave or, if you have utilised your annual leave, as unpaid leave.

If an employee's sick leave is frequently recurring, counselling may be appropriate to determine contributing factors.

Employees who wish to make application for sick leave are to complete an *Application for Leave* form for approval by their manager who will then notify the Pay Office.

14.12 COMPASSIONATE LEAVE

Three days paid leave is to be granted because of the death in India of the employee's

- spouse,
- father, mother,
- step-father, step-mother,
- foster-father, foster-mother,
- brother, sister,
- child, step-child,
- Parent-in-law.



On the death outside India of a near relative, up to three days paid leave is to be paid, together with an appropriate number of unpaid days leave should the employee decide to travel to that country. One day's paid leave may be granted at management's discretion, in the event of a serious illness of a near relative.

Employees who wish to make application for compassionate leave are to complete an Application for Leave form for approval by their manager who will then notify the Pay Office.

Care giver's leave is available to people if a person who is dependent on them is sick. A doctor's certificate may be requested to support the application for leave, and a leave form must be completed by and given to the manager.

14.13 PARENTAL LEAVE

The Organisation has an enhanced parental pay policy to encourage men and women to continue with their careers if they so choose. If you become pregnant, please discuss the matter as soon as possible with your manager who will be able to advise you accordingly.

All female permanent employees, whatever their length of service, are entitled to a 3-month Parental Leave period.

You have the right to return to work to your own job (or one of the same pay and status) following your parental leave.

If you return to work after the 3 months Parental Leave Period, you need to give 1 month's written notice of your return to work. If, however, you subsequently decide to leave the Organisation, you should inform your manager and Human Resources at the earliest stage possible.

If you are returning after an extended leave, the Organisation requires confirmation in writing, one month before the date of your intended return.

If you have more than 1 year of continuous service at the 11th week before the expected week of birth, you are entitled to take up to 40 weeks parental leave (rather than 3 months), however your entitlement to parental pay during such leave is capped at 3 months.

Your holiday entitlement for the year will not be affected by the period of the 3 months parental leave.

If you have less than 180 days continuous service before the expected week of birth, you will not be entitled to be paid during your parental leave.

If you have more than 180 days continuous service before the expected week of birth but less than 1 year of continuous service at the 11th week before the expected week of birth, you will be entitled to 7 weeks' pay during your parental leave period.

If you have 1 year or more of continuous service at the 11th week before the expected week of birth, you will be entitled to 3 months' pay during your parental leave period.



If you have an Organisation car, you will be entitled to keep it during your 3 months leave of parental absence. If applicable to you, you will also be covered for any Organisation health, disability, or life insurance scheme during the period.

Any parental leave, whether paid or unpaid, will be included in future calculations regarding your continuous service with the Organisation.

Expectant mothers are allowed reasonable time off work for antenatal care. This should be agreed in advance with your manager.

All female employees on regular roll of the Organization shall be entitled to the benefit of Maternity Benefit Act, 1961, further amended in 2017.

Maternity benefit will be 26 weeks of which not more than 8 weeks shall precede the date of her expected delivery.

Maternity leave for adoptive and commissioning mothers: 12 weeks of Maternity leave may be availed by any female employee who: (i) Legally adopts a child below three months of age; or (ii) Is a commissioning mother

- Eligibility subject to a minimum of 80 days of working in 12 months immediately preceding the date of confinement

14.14 UNPAID LEAVE

Adequate leave provisions are provided for. However, if for some special reason an employee requires additional leave, this may be granted, provided there is proper coverage of the person's job. Unpaid leave may be granted at the discretion of the Manager. Employees who wish to make application for special leave are to complete an Application for Leave form for approval by the manager who will then notify the Pay Office.

14.15 STATUTORY HOLIDAYS

In addition to annual leave, permanent staff will be entitled to take the recognized public holidays. The Management will circulate a list of such holidays.

15. MISCELLANEOUS POLICES

15.1 GIFT POLICY

It is the Organisation's policy to avoid all appearances of questionable practices, associations, and relationships with current or potential customers, contractors, or competitors, which may bring into question an employee's ability to make an independent and impartial decision in the best interests of the Organisation.

- Employees are expected that they should not accept gifts from anyone with whom the Organisation does business, except when they are token gifts with little or no monetary value.



- If you receive a gift, which falls outside this category, you are advised to discuss the matter with your manager. The likelihood is that the gift will be returned or given to charity, depending upon the circumstances. Gifts to clients must be authorised by the MYYTAKE Group Founders in advance.
- Modest gifts to staff for certain occasions, e.g. marriages and births (not birthdays, Christmas) must be authorised by the MD in advance.
- Gifts received by members of staff above the value of INR 100 must be declared to the Organisation.
- There may be occasions when a reward for a member of staff, in the form of a modest gift, may be justified, e.g. showing extraordinary commitment. This must be authorised by the General Manager.

Violation of this policy may result in disciplinary action against such employee.

15.2 EXPENSE CLAIMS POLICY

Must be fully documented and accompanied by:

- type of expense
- when and where expense was incurred
- individuals in attendance
- nature / purpose of business
- original receipts (not credit card receipts)

15.3 SALARY ADVANCES

Salary advances are generally discouraged. However, at the Organisation's discretion, temporary financial assistance not exceeding an advance of one month's salary may be provided if you have an urgent need of funds and no other funding sources are available. Please notify your manager in such circumstances.

15.4 PERFORMANCE APPRAISAL

Performance appraisal is recognised as a positive step in improving job satisfaction and success. For this reason, we aim to hold an annual appraisal discussion with each member of staff. The purpose of the appraisal discussion is to give both manager and employee the opportunity to review the employee's performance so far and to set goals for the year ahead.

15.5 ENTERTAINMENT

Business entertaining expenses must be reasonable and appropriate for entertaining of current and potential clients, artists, and suppliers. Excessive bills will be challenged. Wine/alcohol prices must be reasonable. Please use best judgment and discretion.

Staff entertainment is when one member of staff entertains one or more colleagues for business related reasons, e.g. lunch, dinner. The most senior person must pay the bill – or where bill paid locally by other employee, most senior employee must submit copy of bill for approval with note as to why expenses paid by another employee.

Please note that staff birthday celebrations are not claimable.



Staff Christmas / Local New Year celebrations (both lunch and dinner) must be authorized by the MYTAK Group Founders in advance.

Production staff launches / wrap-up celebrations must be approved by the MYTAK Group Founders beforehand.

Leaving celebrations must be authorised by the MYTAK Group Founders otherwise, the Organisation will not reimburse this cost.

15.6 DECLARATION OF INTERESTS

Relationships that conflict with the Organisation's best interests are harmful and should be avoided. Organisation assets, resources, or influence may not be used for personal gain or an illegal purpose.

If you have any doubts about your involvement with organisations or people outside the Organisation, which might constitute a conflict of interest, please seek clarification from your manager.