

# ANNEXURE - 4

## MORIS MEDIA

### COMPANY POLICY DOCUMENT



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## ABOUT MORIS MEDIA

Moris Media is one of the fastest-growing global PR Boutique and Digital Marketing agencies working in more than 40+ countries worldwide. We are registered in India as Moris Media Private Limited headquartered in Kolkata and also in New York, United States of America as Moris Media LLC. With more than 65 services in the PR & Digital Marketing domain, Moris Media has been successfully delivering strategic solutions for almost every industrial domain and renders its services in 10+ global languages. With a strong and experienced team of 100+ Digital Doctors working across different geographical locations,

Moris Media has been able to offer customized services to all its clients after comprehensively analysing their PR & Digital Marketing needs. Moris Media was formed when people from different fields with versatile mindsets decided to operate under one common umbrella to help out those businesses that were struggling due to the inexperience of their team members.

Moris Media is committed to helping out those businesses that were facing failure only because of a lack of planning, market awareness, and technical knowledge in their field. Moris Media has prioritized promoting talents by giving strategic shape to their ideas, using our ability and experience to take their businesses forward. Our team of experienced “Digital Doctors” have mastered the art of making the best possible usage of various Digital platforms.

### Vision

Moris combines a lean mean PR machine with a more personal touch of a boutique-style agency. Individual, effective, and creative PR that is newsworthy will lead to a successful media hit.

### Mission

We're all about accelerating your digital growth. Our full-board PR solutions are geared to maximize your online exposure and support your overall business goals.

## **PURPOSE OF THE POLICY**

**Moris Media Company Policy aims to create a healthy and positive work environment for all members serving our company. This policy document has been created as a collaborative effort of Management and the Human Resources team. It provides structured instructions about daily activities and workplace behaviour, while also ensuring that the company remains legally compliant**

**The purpose of this company policy is to benefit everyone. The policy outlines and ensures enforcement of employees' legal and ethical rights during their tenure with the company. In the event that certain events raise concerns or issues, the document can be used as legal documentation to prove accountability of the business. This company policy also benefits the organisation by ensuring that all our employees remain up-to-date with the company guidelines and values from the very first day of their working here.**

**This policy also eliminates unnecessary miscommunication and implements uniform behaviour and standards throughout the company.**

**Moris Media aims to improve their efficiency whilst recognising that supporting a flexible working environment is an influential factor in attracting and retaining employees.**

**Given the range of roles within our business, there will be many factors affecting the suitability of hybrid working for both employees and our business.**

**Where home working is agreed, we will ensure that we comply with all the benefits along with health and safety responsibilities for our employees.**

## SCOPE OF THE POLICY

Moris Media Company Policy Scope Statement provides a guideline for developing the policy, providing a summarized version of the proposed policy. It also ensures that all the stakeholders that have been/are being affected by this policy have been identified, considered and consulted.

**Policy Title:** Moris Media Company Policy

**Date:** 26th January 2023

**Responsible Team:** Moris Media HR Team and Company Directors

**Responsible Office:** Moris Media HR Team

**Responsible Office Contact:** [hr@morismedia.in](mailto:hr@morismedia.in)

### A. OBJECTIVE:

The purpose of this Manual is to make the employees of Moris Media familiar with the rules, regulations, and guidelines of the Organisation. Besides that, it aims to inform them about HR Policies, Procedures, Benefits, and Welfare Schemes.

The Manual eliminates the need for personal decisions regarding these policies, protects the rights of all employees, and assures uniformity of action throughout the organisation.

### B. POLICY STATEMENT:

Our goal with Moris Media Company Policy is to ensure that we are known as an equal opportunity employer, providing all the necessary benefits and facilities to all our employees in order to implement their functions effectively in our hybrid work environment.

### C. CHANGES IN THE POLICY:

This Manual supersedes all previous memos/documents that may have been issued by the organisation from time to time on subjects covered here. The policies documented in this Human Resource Manual will be effective from Thursday, 26 January 2023. The organisation reserves the right to interpret, change, suspend, cancel, or dispute with or without notice of all or any part of the policies, procedures, and benefits at any time. The Human Resources team will notify all employees of all changes as and when they are incorporated. Changes will be effective on the dates determined by the organisation, and after those dates, all superseded policy(s) will be null and void. No individual employee under any circumstances has the authority to change any policy(s) at any time. If you are uncertain about any policy or procedure, feel free to contact either your HOD's or the Human Resources team.

# DEFINITIONS

## COMPANY POLICY DOCUMENT:

This company policy document establishes rules of conduct applicable within Moris Media and outlines the responsibilities of both the employees and the Company. Managing the Company Policy is being done with the aim of protecting both employee rights and business interests of the Company. Based on the functional model of Moris Media, these policies will create rules pertaining to employee attendance, conduct, dress code, privacy, resource allocation and usage, and more.

## POLICY IDENTIFICATION CRITERIA:

The policies have been created and implemented based on the following situations:

- 1) General rules on appropriate workplace behaviour. This includes dress code, email and internet policies, smartphone usage, and more.
- 2) Provides a guidance to handle common occurrences including workplace conduct, company merchandise purchase, travel expenses, and more.
- 3) Company Legal issues including but not limited to workplace harassment, discrimination during recruitment or promotions.
- 4) Compliance with standard laws of the land including Family and Medical Leave Policies, Equal Employment Opportunities, and more.
- 5) Rules and regulations for establishing consistency in working standards including progressive discipline, work breaks, smoking rules, safety rules, and more.
- 6) Ensuring that all employees receive fair treatment through benefits eligibility criteria, bereavement assistance, paid time offs, and more.
- 7) Any other reasons that are mutually beneficial to the employees and the business.

## EMPLOYEE CONDUCT POLICIES:

The employee conduct policies establish all duties and responsibilities that all employees must adhere to as a condition of their employment in Moris Media. This includes conduct policies that set guidelines for appropriate behaviour of employees including proper dress code, workplace safety procedures, harassment policies and policies regarding computer and Internet usage. The policy also outlines disciplinary procedures that are going to be initiated against inappropriate behaviour, including warnings or employee termination.

## **EQUAL OPPORTUNITY POLICIES:**

Moris Media implements Equal Opportunity rules to ensure fair treatment in the workplace. This includes anti-discrimination and affirmative action policies for encouraging unprejudiced behaviour within the workplace. Our policies discourage inappropriate behaviour from all employees including management in regard to race, gender, sexual orientation or religious and cultural beliefs of another person within the company.

Moris Media has already implemented policies and practices that are inclusive of lesbian, gay, bisexual, transgender and queer (LGBTQ) people. Not only do we encourage them to be part of the workforce as an equal opportunity employee, we also encourage and support them by offering them freelancing and consultancy opportunities, whenever available.

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## **ATTENDANCE AND TIME-OFF POLICIES:**

Moris Media has established Attendance policies surrounding employee adherence to work schedules. Our Attendance policy defines how employees may schedule time off or notify superiors of an absence in case of late login in the hybrid work environment. The policy also discusses the disciplinary action employees face if they miss more days than the company allows.

## **SUBSTANCE ABUSE POLICIES:**

Moris Media has implemented substance abuse policies that prohibit the use of drugs, alcohol and tobacco products during work hours, irrespective of the fact that the employees are working in a hybrid work model. The policy also covers testing procedures for suspected drug and alcohol abuse.

## **WORKPLACE SECURITY POLICIES:**

Even though Moris Media primarily works on a hybrid model, it has implemented security policies that protect not only our employees, but the physical and intellectual property as well. Our Computer Security Policies cover a variety of topics, such as the frequency for changing passwords, reporting phishing attempts and log-on procedures.

# GENERAL COMPANY POLICIES

## EQUAL OPPORTUNITY EMPLOYER:

Indian constitution encapsulates social safeguard measures for all citizens of India in Article 15 and Article 16.

Article 15 mandates prohibition of discrimination on grounds of religion, race, caste, sex or place of birth.

Article 16 of the Indian Constitution mandates equal opportunity in matters of public employment. Article 16(2) further states that no citizen shall on grounds only of religion, race, caste, sex, descent, place of birth, residence or any of them, be ineligible for, or discriminated against in respect of, any employment or office under the State.

In, Moris Media the personnel policies and practices shall not discriminate in the hiring or promotion of employees on the basis of race, religious belief, colour, gender, physical disability, mental disability, marital status, age, ancestry or place of origin, family status or source of income and will comply with affirmative action legislation where applicable. That Moris Media recognizes, however, that physical capability is a requirement for certain jobs and it is not discrimination to reject an application for such a job if it is clear that the applicant is physically incapable of performing the work required.

Moris Media Private Limited is an equal opportunity employer and is fully compliant as per the laws.

## GENDER DISCRIMINATION POLICY:

Moris Media believes in equality of opportunity and treatment and has adopted this policy at work for both men and women. This policy is considered just and fair and helps in promoting better performance and more successful business. It also helps Moris Media draw upon talents from a diverse human capital base and therefore benefit from the same.

At Moris Media, equality at work between men and women means:

1. Not let discrimination become an obstacle to getting the most qualified candidates to execute the task at hand.
2. Promote competitiveness by developing highly productive human resource policies.
3. Assuring enhanced flexibility for workers and the enterprise, by leveraging the benefits of the latest technological developments to ensure that everyone has the right to participate equally in the process.
4. Proactive addressing of gender-related constraints at every level.
5. Give everyone equal opportunities to execute challenging assignments without the management having preconceived notions about the capability of a particular gender.

# HYBRID WORKING

Moris Media has chosen the people-first hybrid working approach with the aim of driving increased productivity with job satisfaction while parallelly addressing major challenges associated with remote work, including isolation and lack of community. We provide our employees with greater flexibility and the option to work from home or anywhere they can be productive. Our hybrid working has led to the creation of an ecosystem of employees working from home, in coworking spaces, and the office. Team members have the choice of migrating between various locations depending on the work they need to get done. Employees are provided with four different hybrid working choices:

## REMOTE-FIRST HYBRID WORKING MODEL:

Moris Media employees work remotely most of the time with occasional visits to coworking spaces or the office for team building, collaboration, and training.

## FIXED HYBRID WORKING MODEL:

Moris Media sets the days and times employees are allowed to work remotely or go into the office.

## FLEXIBLE HYBRID WORKING MODEL:

Moris Media employees choose their location and working hours based on their priorities for the day. If they need to spend time focusing on a project, they can choose to work from home. If they want a sense of community, need to meet with their team, attend a training session, they can choose to go into the office.

## OFFICE-FIRST HYBRID WORKING MODEL:

Some of the Moris Media employees are expected to be on-site but have the flexibility to choose a few days a week to work remotely.

## VIRTUAL WORKING SET-UP GUIDELINES:

Moris works in a Hybrid mode and hence this virtual working set-up will require:

1. Laptop/desktop with upgraded configurations.
2. High-speed internet connection for seamless navigation.
3. Excellent oral and written communication skills.

4. The job might involve occasional outdoor travel, you need to be flexible to travel, whenever required.
5. Must have excellent Management skills and be willing to work under pressure and on a targeted basis.
6. Motivational capabilities to inspire the team to perform and achieve set targets.
7. Should be patient, career-oriented and diplomatic.

## **VIRTUAL MEETING GUIDELINES:**

1. While distractions are often unavoidable, try to keep them to a minimum. No music or television in the background during meetings.
2. Keep yourself muted during video or audio conferencing unless you are speaking.
3. Turning on video is encouraged during meetings and it should be followed diligently.
4. Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host.
5. Smoking or vaping is not permitted during a video conference.
6. Casual dress is acceptable; however, use discretion. No sleeveless tops, pyjamas or other apparel that would not be appropriate to wear.
7. Avoid multi-tasking. Give your full attention to the meetings as if you were face to face.
8. We appreciate the effort that all of our employees have shown in the transition to remote work, and we hope these guidelines help to clarify Moris Media expectations when teleworking.
9. No recording of meetings or taking screenshots of the meeting can be done without the consent of all people attending the meeting.
10. While gentle reminders may be all that is necessary in some circumstances, egregious or continued violations of these expectations and/or other Moris Media policies will result in disciplinary action.

# WORK PROCEDURE

## GENERAL EXPECTATIONS:

1. Remote employees are expected to be available and communicative during scheduled work hours and thereafter in case of any meetings or company requirements.
2. Moris Media work rules and other policies continue to apply to offsite work locations.
3. Consumption of alcohol during work hours is never acceptable.
4. Employees should seek a quiet and distraction-free working space, to the extent possible.
5. Employees are expected to maintain their workspace in a safe manner, free from safety hazards.

## CLIENT INTERACTIONS CODE OF CONDUCT:

1. **Prepare the Agenda:** Meetings are more productive and professional when all participants are aware of the discussion items. It keeps participants engaged and ensures that important items are not missed. Following the agenda will prevent meetings from extending too much and ensure that you respect everyone's time.
2. **Dress properly:** One of the benefits of remote work is that you can wear casual, comfortable clothes. However, you need to dress appropriately in workwear. Clients will judge the way you present yourself—from the way you speak to how you dress. Also, dressing well will put you in the mindset for productive work.
3. **Have appropriate background and surroundings:** You may not have the space for a home office but that doesn't mean that you cannot keep your background neat and presentable. Pointers to be followed include:
  - i. Set up your camera such that there is a wall in the background.
  - ii. Make use of the virtual background provided by the company always.
  - iii. Make sure you face a window to get natural light or use a space with good lighting.
  - iv. Attempt to reduce distractions as much as possible. Request the household to be quiet during your calls.
4. **Mute microphone when not talking:** It is good online meeting etiquette to mute your microphone when you're not talking so that your background noise does not disturb the speakers.
5. **Don't eat during meetings:** Avoid snacking during meetings because it hinders your concentration and disturbs other participants.

6. **Start with introductions:** Good virtual meeting etiquette demands that you say hello and announce your name. But remember not to interrupt someone or speak over somebody-it leaves a poor impression of you. If you're the host and the participants are not familiar with each other, have a round of introductions before starting with the agenda items.
7. **Test your setup beforehand:** A good way to respect other people's time is to enter the meeting a few minutes early. This gives you a chance to check if your camera and microphone are working properly.
8. **Look at the camera, speak clearly, and be present:** It is difficult to pick up body language cues on video calls or to look at everyone at the same time. Help your prospects and co-workers hear you well by looking directly at the camera and speaking clearly.
9. **Do not type on the keyboard during meetings:** The microphone on your computer is very close to the keyboard, so if you answer emails or type notes during a meeting, it will disturb everyone. It will also prevent you from paying full attention to the meeting. Use a pen and paper and a headset to avoid distractions and take notes.
10. **Protect sensitive or confidential information:** If you are going to be using screen-sharing tools to collaborate during an online meeting, remember to remove sensitive or confidential information from your screen.
11. **Plan an effective wrap-up:** If you are hosting the meeting, ensure that everyone is on the same page by wrapping up the meeting with a summary of the discussion and action items.

## **REMOTE WORK POLICY:**

A Work from Home Policy is an agreement between Moris Media and the employee that clearly defines the expectations and responsibilities for employees who work from home. It may also define who is eligible for remote working. We, at Moris Media, have designed our work from home policy to make sure that working from home is beneficial to our employees and company working from home, including the process for requesting work from home privileges, as well as the approval process.

## **DRESS CODE:**

Moris Media's objective, in establishing a dress code, is to enable employees to project professional image. Business formal/ casual dress is the standard for this dress code. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the organisation logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Below is a general overview of acceptable business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business attire for work, please ask your supervisor or your Human Resource Staff.

### ***For Male staff:***

#### **Regular Days –**

Monday to Friday

Open collared formal half/ full sleeve shirt

Formal Trousers / Jeans

#### **Saturday – Casual dressing day**

Casual T-shirts

Jeans

#### **General Guidelines –**

1. Gentlemen are expected to shave & have haircut on regular basis.
2. Do not wear anything that is wrinkled, frayed, sloppy.

For Female staff

#### **Regular Days**

Monday to Friday

Salwar Kameez, Kurtis, Western formals also allowed Saturday

#### **Casual dressing day**

Casual T-shirts & Jeans Casual dress and skirts (in full length)

#### **General Guidelines**

1. Neat & well-maintained hair is a must.
2. Avoid extremes in hairstyles, cosmetics and jewellery.
3. Choose fabrics that are not transparent and not too form fitting.
4. Clothes should fit well, be fresh, neat and ironed.
5. Don't wear anything too revealing or too tight.
6. Avoid clothing with deep sleeveless cuts.

## ATTENDANCE, VACATION AND TIME-OFF POLICIES:

Moris Media works on a Hybrid Model and the attendance is registered as per prevalent norms. We follow the combination of USA and Indian holidays. The Company will announce annual public holidays on which the office will remain closed for the next calendar year, by December of previous year. The number of such holidays and occasions are entirely a prerogative of Company although it will consider relevant laws and the overall staff composition.

The purpose of this policy is to set forth Moris Media's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Punctual and regular attendance is an essential responsibility of each employee at Moris Media. Employees are expected to report to login their systems as scheduled, on time and prepared to start working. Employees also are expected to remain log in throughout their systems for their entire work schedule. Late login, early log off or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave or leave provided as a reasonable accommodation. These exceptions are described in separate policies.

## ABSENCE:

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

**Excused absence** occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of
  - the absence.
- The absence request is approved in advance by the employee's supervisor.
- The employee has sufficient accrued paid time off (PTO) to cover the absence.
- 

**Unexcused absence** occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

1. An unexcused absence counts as one occurrence for the purposes of discipline under this policy.
2. Employees with three or more consecutive days of excused absences because of illness or injury must give Moris Media proof of physician's care and a fitness for duty release prior to returning to work.
3. Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement).

## **TARDINESS AND EARLY DEPARTURES:**

1. Employees are expected to login into their systems and return from scheduled breaks on time. If employees cannot report login as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.
2. Employees who must log off before the end of their scheduled shift must notify a supervisor immediately.
3. Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

## **DISCIPLINARY ACTION:**

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

## **JOB ABANDONMENT:**

Any employee who fails to report for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

## **DISCIPLINARY POLICY:**

Moris Media provides its employees with a handbook which is a collection of documents, HR policies, procedures, and guidelines that explain how the workplace functions for employees. The handbook is regularly updated to reflect changes to industry regulations, labour laws or company policy.

## **POLICY BRIEF & PURPOSE:**

Moris Media disciplinary action policy explains how we address our employees' misconduct or inadequate performance. Employees must be aware of the consequences of their actions. We use this policy to outline our disciplinary procedure.

## **SCOPE:**

This policy applies to all our employees.

## **POLICY ELEMENTS:**

The stages that may be followed when discipline is deemed necessary include the following:

1. Verbal warning
2. Corrective Actions/Counselling
3. Official written reprimand
4. Disciplinary meeting with appropriate supervisor or manager
5. Final written warning
6. Detraction of benefits
7. Indefinite suspension or demotion
8. Termination

The nature of the offense must be explained to the employee from the beginning of the procedure. The verbal warning may take the form of a simple oral reprimand but also a full discussion if that is necessary.

The employee must read and sign the written reprimand and final written warning. These documents include the time limit in which an employee must correct their conduct before we take further disciplinary action.

The following scenarios indicate where the disciplinary procedure starts depending on the violation:

**PERFORMANCE ISSUES:** Disciplinary procedure starts at stage 1. It includes but is not limited to:

1. Failure to meet performance objectives.
2. Attendance issues.
3. Failure to meet deadlines.

**MISDEMEANOURS/ONE-TIME MINOR OFFENSE:** Disciplinary procedure starts at stage 1. It includes but is not limited to:

1. Rude behaviour to customers or partners.
2. On-the-job minor mistakes.
3. Breach of dress code/open door policy etc.
4. Involuntary Discrimination.

**MISCONDUCT/FREQUENT OFFENDER:** Disciplinary procedure starts at stage 5. It includes but is not limited to:

1. Lack of response to counselling and corrective actions.
2. Lost temper in front of customers or partners.
3. On-the-job major mistakes.
4. Unwillingness to follow health and safety standards.

**SEVERE OFFENSIVE BEHAVIOUR/FELONY:** Disciplinary procedure starts at stage 6. It includes but is not limited to:

1. Corruption/ Bribery.
2. Breach of employment agreement.
3. Harassment/ Voluntary discrimination.
4. Workplace Violence.
5. Embezzlement/Fraud.
6. Substance Abuse.

Managers or HR may choose to repeat stages of disciplinary procedure as appropriate. This decision depends on employees' reaction to disciplinary procedure, whether they repent their behaviour and the nature of their offense.

Moris Media disciplinary procedure begins when there is sufficient evidence to justify it. When there is suspicion or hints of misconduct, managers or HR must investigate the matter first.

Appeals are allowed and must be filed to the next line of management as soon as possible.

HR and managers should document every stage of disciplinary procedure (except the verbal warning.) If appropriate, include necessary information like evidence, testimonies and employee's progress or improvement.

Moris Media is obliged to refrain from disciplinary actions that may constitute retaliatory behaviour. A no retaliation company policy will be effective at all times to ensure there is no misuse of our disciplinary procedure.

We have the right to modify this policy or act in any other legal or reasonable way as each case demands. However, we will always enforce discipline in a fair and lawful manner.

## **PROBATIONARY POLICY:**

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. Regular employees with an organisation enjoy various protection including protection against indiscriminate termination of employment and termination benefits. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the Company would be justified in the termination.

At Moris Media, we make huge investments on every employee to substantiate their job role as an expert in the field of Digital Marketing. This includes training programs, creating profiles, driving lead generation campaigns and more, which involves significant manual, technological and financial investments. The employees at Moris Media need to serve a probationary period of 3 months, which may be extended if the management feels that the employee has not delivered the expected performance needed to get a permanent role in the company. The salary payable to the employee during the probation period will be purely performance driven as per HR guidelines and the discretion of the senior management.

# IMPLICATIONS OF HYBRID WORKING

## ADVANTAGES OF HYBRID WORK:

1. Improved work-life balance
2. More efficient use of time
3. Freedom to choose when and where you work
4. Less work burnout or fatigue
5. Higher productivity

## CHALLENGES OF HYBRID WORK:

1. Less access to work resources and equipment
2. Feel less connected to organisation's culture
3. Decreased team collaboration
4. Impaired working relationship with co-workers
5. Reduced cross-functional communication and collaboration
6. Disrupted processes
7. More difficult to coordinate work schedules, tasks and timelines.

## MORIS MEDIA HYBRID WORKING MODEL:

Having adopted hybrid working model since our inception, Moris Media has been able to create and develop synergies that maximise collaborations and ensure that all processes are coordinated in an efficient manner. This is done by training all our employees with necessary skillsets that can facilitate greater independent working, while also fostering the spirit of collaborative working.

At Moris Media, the art of hybrid work largely comes down to leveraging the advantages it creates, quickly addressing its challenges and being very intentional about how time is spent on-site versus at home.

## TRANSFER POLICIES:

The organisation its right at any time to transfer staff to such other department as it may deem necessary or any other city/country as required by the company.

# EQUIPMENT, INFORMATION AND CONFIDENTIALITY

## LAPTOP/ BRING YOUR OWN DEVICE (BYOD) POLICIES:

Laptop / Desktops provide important functionality, allowing employees to have their computing resource at hand in meetings/workplace, and those who travel on official visit to be maximally functional and productive while away.

### SCOPE:

These procedures apply to all employees who use Company owned laptop / desktop. These individuals are hereinafter referred to as "owners." Each owner of a Company-owned laptop / desktop is responsible for the security of that laptop / desktop, regardless of whether the laptop / desktop is used in the office, at one's place of residence, or in any other location. The procedures shall remain in case employee wants to use their own device.

### PROCEDURES:

#### ***Registering a Laptop / Desktop:***

Every laptop / Desktop must have an owner. Each department that has a laptop(s) must have a sign out the Employee Register indicating that has the laptop / desktop, It includes the details - the make, model and Serial number. This information should be sent to Admin department each time there is a change of the owner.

#### ***Using a Laptop:***

Every owner of the Laptop / Desktop must use the Laptop only for official purposes in the course of their rightful discharge of their duties and not be used for generating, transmitting, corresponding anything that is unlawful or abusive. This may lead to the owner being subject to disciplinary action this may lead to suspension from work or any other appropriate action as per the Company policy.

#### ***Laptops in Office:***

Laptops must be secured in a locked drawer when not in use, i.e. when you are not taking your laptop home or will be out of the office for a while. When in office lock the Laptop working screen so that no other person can use it for any purpose.

***Laptops Out of Office:***

When an owner takes the laptop out of his/her office, he/she is expected to keep the laptop in hand or sight, or in a secure location, at all times. It is the total responsibility of the owner to handle the Laptop. During the period, when the owner carries the Laptop with them the same should not be misused for the purpose of transferring the data on to other storage devices. If any owner were found malpractice, he/she would be liable for disciplinary action from the organisation.

No external devices to be used to copy data from the Laptop to transmit / transfer to other agencies while on work at their site unless it is absolute necessary Ex. use of DVDs, Pen Drives, Network Drives at other location and CDs.

***Organisation Owned Laptop:***

Providing Laptop to employees of Moris Media is a management decision based on various criteria specific to the requirements of the job, nature of responsibilities, frequency of travel and in furtherance of Organisation business etc.

The provision of a Laptop will be job specific, on a case to case basis and subject to sanction from the CEO, the request has to be routed through functional head. However, allotment of the laptop to the individual will be through IT/administration department.

Desktop Computer shall not be provided to employees who have been allotted Laptops.

**SOFTWARE LICENSING:**

Employees using Laptop will ensure that only Moris Media-authorized software is utilized. Employees are restricted from loading and utilizing pirated / unlicensed software on the Laptops.

All laptops will be configured with a standard suite of programs that are appropriate for the type of machine employee is using. It is also possible that Moris Media, based upon your professional needs, will provide other applications to you. Periodically, Moris Media changes its software agreements; when such changes happen, you will be required to bring the laptop in for update.

You should not load games, video's, music, entertainment software, personal finance software or any other pirated software on company-owned laptop. Special permission should be taken from IT Department and CEO to install any kind of licensed software to be used personally as well.

## **REPAIRS & MAINTENANCE:**

Any repair arising out of warranty has to be intimated to Admin department in writing along with cause of such failure.

Admin department will arrange repair and maintenance of all computer systems.

Laptops are covered under a warranty clause. However, in case a Laptop is damaged, the employee will hand over the same to the Admin department which will make necessary arrangements to get the same repaired. All annual maintenance contracts for Laptops will be handled by Admin department.

There is a likelihood that in extreme cases of damage, the cost of repair may be higher than the cost of a replacement. However, in this case since the asset would have to be written off, CEO sanction would be deemed necessary.

Unjustifiable reason for damage to the Laptop will result in a penalty to be paid by the employee, which will be decided on a case-by-case basis.

## **INSTALLATION OF UNAUTHORIZED SOFTWARE/ACCESSORIES:**

The owner shall not install any unauthorized accessories/software like messengers, chatting software or any malicious software, which may cause problems to the functioning of the Laptop / desktop and strictly adhere to Company's software use age policy.

If there is damage on account of this the owner will be liable to pay the damages at cost to the Company/will be deducted from his monthly salary.

Any owner violating this would be penalized as per the company policy.

## **Laptop Users:**

1. Unauthorized access will be considered as violation of organisation rules and may lead too strict penalties.
2. Employee will not remove or alter any Moris Media or any other identification tag/labels attached to or displayed on the laptop.
3. Employee shall adhere to the Moris Media's regulations and policies governing the use of the laptop as in force from time to time.

4. Employee shall always use the laptop in a careful and lawful manner, and will not make any alterations, additions or improvements to the laptop without prior written consent of the reporting manager at Moris Media. Such alterations include but are not limited to adding memory or input/output devices. Should additions and/or improvements be made to the laptop such improvements will belong to Moris Media. Moris Media may, at its discretion, remove any additions and/or alterations of hardware or software.
5. It should be duty of the employee to take fortnightly backup of the laptop data and may take help of "IT/Administration department" for the same. Any loss of data due to lack of backup may invite penal actions against the employee.
6. Employee shall desist to use the laptop for any unlawful activities such as sending spam, unsolicited mails, watching videos, music, documents etc. and/or any other activities.
7. Moris Media is not responsible for any injuries, damages, penalties, or losses, including legal costs and expenses, caused by transportation, installation, use of or any other matters relating to the laptop.
8. If, during the period of his possession, the laptop is found to be damaged during inspection by Moris Media authorized repair technician, Moris Media may charge the actual amount spent on recovery and the same shall be recovered from employee, at the option of Moris Media, either from his salary or otherwise.

## **REPORTING A THEFT / DAMAGE:**

If a Company-owned laptop is stolen / damage, its owner is expected to immediately file a theft report with all details as to the time, date, location and any other details that you feel is important with HR/Admin Department. If the management found that stolen / damage of laptop caused by employee's negligence, the management has every right to deduct it from the Employee's Salary.

## **KEEPING THE LAPTOP SECURE:**

The owner of a company-owned laptop / desktop must have it checked by the System Administrator every three months (January, April, July and October) so that the latest patches, security holes, upgrade and other software remain current.

## **DATA CARD & PEN DRIVE POLICY:**

### ***Eligibility:***

Facility of Data Card/Pen drive will be provided as per need identified by the HODs based on business requirements.

***Loss or Damage of Data Card/ Pen drive:***

1. It is employee's responsibility to take appropriate precautions to prevent damage to or loss/theft of data card/ Pen drive.
2. In case of loss, the employee needs to intimate the Administration department and his Functional Head of the same via email and phone call, immediately (irrespective of working/non-working timings/days).
3. Any cost of replacement or repair of data card/ Pen drive has to be borne by employee.

***Points to Remember:***

1. All employees who are provided with Data Card must ensure that, this data card is available with them at all times for necessary connectivity.
2. Cost for connectivity will be borne by organisation as decided from time to time.
3. Upon separation, the data card must be returned to the organisation.

# CULTURE, SOCIAL INTERACTION, AND TEAM COHESION

## EMPLOYEE FRATERNIZATION POLICY:

Moris has created its company fraternization policies to ensure a safe and professional work environment among employees. Though Moris works in a hybrid model and employees are connected mainly through the virtual platform, there is a chance that work relationships may develop into romantic relationships. Moris' fraternization policy:

1. Defines romantic versus friendship behaviour and what the company deems as acceptable.
2. Describes the consequences of breaking the fraternization policy.
3. Forbids romantic relationships between managers and their subordinates.
4. Includes a course of action for following through with the policy.

## EMPLOYEE TRAINING PROGRAMS:

Moris Media acknowledges the importance of learning and development for Employees and is committed to fostering a learning culture with learning and development opportunities for Employees. The money to be expended on learning and development are within the sole and exclusive discretion of the Moris Media, and such discretion will be exercised fairly to achieve the goals set out in this Policy.

## UNACCEPTABLE AND ACCEPTABLE BEHAVIOUR:

When two employees are in a relationship with one another, they should behave appropriately in the workplace. Moris Media define unacceptable behaviour as any action that:

1. Offends our people.
2. Disrupts or hinders our operations.
3. Distracts our employees from their duties.
4. Decreases our employees' individual performance.

Examples of acceptable behaviour for employees are:

1. Passing by their partner's office to talk to them for non-work reasons for a short time.
2. Displaying affection discreetly and infrequently while on company premises.
3. Discussing their plans as a couple during breaks or lunch hours (with or without colleagues.)
4. Coming to and leaving from work together.

Examples of unacceptable behaviour for employees are:

1. Arguing in the workplace during or after working hours.
2. Kissing or touching inappropriately in front of colleagues.

3. Exchanging an excessive number of instant messages or calls unrelated to their work during working hours.
4. Making their colleagues uncomfortable by talking or boasting about the relationship during working hours.

Employees who exhibit unacceptable behaviour will face progressive discipline, up to and including termination in cases of repeated violations. HR is responsible for determining appropriate penalties. Employees are also obliged to behave appropriately towards their colleagues who date each other. Moris Media prohibit victimization and hostility towards employees for any reason. This includes sexual jokes, gossip and improper comments. Employees who witness this kind of behaviour should report it to HR.

Employees are obliged to follow our Code of Conduct at all times.

## **DATING MANAGERS:**

To avoid accusations of favouritism, abuse of authority and sexual harassment, we prohibit supervisors from dating employees who report to them. This restriction may extend to every manager within two levels above an employee, regardless of team or department to facilitate moving or promoting employees.

Supervisors are strictly forbidden from dating their direct reports. If this occurs, the supervisor may face disciplinary action up to and including termination. This rule may be less strict in cases when managers enter into a consenting relationship with an employee from another team or department. When this happens, they must inform HR as soon as possible. It's to their best interest not to conceal their relationship as they may provoke disciplinary action if and when they are discovered. HR will evaluate the situation and act accordingly (e.g. transfer an employee or prepare a "love contract" to ensure the relationship is consensual.)

Employees will not face demotion, victimization or loss of benefits if Moris Media have to transfer them to another team or department. The supervisor may be reprimanded depending on the circumstances. Moris Media may terminate those who repeatedly disregard this restriction.

## **COUPLES WHO ARE MARRIED OR IN A DOMESTIC PARTNERSHIP:**

Employees who enter in an official relationship with another employee after they're both hired by our company should follow the rules outlined above.

A married employee (or an employee who has a domestic partner) who serves as hiring manager for their team is not allowed to consider hiring their partner for open roles. This might bring about questions of favouritism in the hiring process. They are allowed to refer their partner for employment to other teams or departments for which they don't have any managerial or hiring authority.

as their hiring decision may have compromised Moris Media's commitment to equal opportunity and avoiding favouritism.

## **FRIENDSHIPS IN THE WORKPLACE:**

Employees who work together may naturally form friendships either in or out of their workplace. Moris Media encourage this relationship between peers, as it can help employees communicate, collaborate and preserve harmony while working.

However, we must consider the negative consequences of forming this kind of personal relationship.

Employees who are friends might occasionally:

1. Enter into disputes over borrowed money.
2. Gossip about colleagues and acquaintances.
3. Form cliques that exclude certain colleagues and bring discord.
4. Prevent one another (whether directly or indirectly) from accepting promotions or relocations for the sake of their friendship.

To mitigate possible issues, we advise our employees to:

1. Discuss non-work-related issues outside of the workplace.
2. Ask for their managers or HR's help when they are unable to resolve an issue or conflict of interest.
3. Follow our Code of Conduct and act professionally at all times.
4. Focus on their work instead of their friendships while at the office.

## **FRIENDSHIPS WITH SUPERVISORS:**

Being friends with one's manager may have both positive and negative consequences. On one hand, friendship might facilitate honesty, trust and job satisfaction for both parties. But friendship might also make managers and employees confused about how they should treat each other. Questions of favouritism might arise too, and result in negative feelings and loss of morale.

For these reasons, Moris Media discourage employees being friends with their managers. Moris Media do encourage a harmonious and open relationship, but we think it's to everyone's best interest if managers are not involved with their direct reports outside of the workplace.

## **OPENNESS:**

The key point of this policy is openness. Moris Media can't stop employees from forming relationships with one another and trying to prohibit them from doing so could incite deceit, resentment and gossip.

For this reason, Moris Media expect our employees to be open about their personal relationships with colleagues. This does not mean that employees should draw attention to their relationship. But, keeping work relationships secret may negatively impact all parties involved. HR will be at our employees' disposal to explain Moris Media's policy, attitude and course of action in cases of violation.

# REIMBURSEMENTS

## MOBILE EXPENSES:

Moris Media salary structure includes Mobile Expenses for which Rs.1000/- are inclusive across all verticals & levels.

## CONVEYANCE:

Moris Media salary structure includes Conveyance for which Rs.1000/- are inclusive across all verticals & levels.

## WORK-RELATED TRAVEL:

There is a documented travel policy that is enforceable for all levels of employees working in Moris Media. This clearly specifies the eligibility criteria for travel and accommodation whenever an employee may have to travel outside home location or within the city for work-related activities.

Employees are eligible for complete reimbursements provided they supply all documentary proof related to the expenses and if they are in adherence with the set travel and accommodation guidelines as per the set policy. You will be provided the details of travel-related reimbursements by your Reporting Authority.

While attending an approved business trip for Company, the following expenses will be fully reimbursed:

1. Transportation fares Domestic/ International (plane, car, ship, etc.)
2. Accommodation
3. Legal document expenses (Visa)
4. Required/necessary medical expenses (vaccinations)
5. Local transportation during the trip (taxi fares, rental cars etc.)
6. Minor expenses that are pre-approved by the employee's manager (meals, business material, etc.)

# HEALTH, SAFETY AND EMPLOYEE WELLBEING

## HEALTH AND SAFETY POLICIES:

The Constitution of India provide detailed provisions for the rights of the citizens and also lays down the Directive Principles of State Policy which set an aim to which the activities of the state are to be guided. On the basis of these Directive Principles as well as international instruments, Government is committed to regulate all economic activities for management of safety and health risks at workplaces and to provide measures so as to ensure safe and healthy working conditions for every working man and woman in the nation. Government recognizes that safety and health of workers has a positive impact on productivity and economic and social development. Prevention is an integral part of economic activities as high safety and health standard at work is as important as good business performance for new as well as existing industries.

The wellbeing, health and safety of Moris Media employee's remains paramount, and we recognise that hybrid working may support improved wellbeing. We also recognise that hybrid working can bring specific challenges around work life balance and managing the boundaries between work and home.

As the control that can be exercised over an employee working off site is limited, the main responsibility will be with the employee to ensure that they are not endangered by work activities undertaken off site, such as at their home.

Where an employee is engaged on a hybrid working arrangement and therefore it is agreed that they can work from home, a risk assessment will be undertaken to ensure that their working area complies with current health and safety requirements. This will include fire safety, first aid provision, ergonomic considerations, adequate space, safety considerations, insurance, secure storage facilities as well as display screen equipment (DSE) workstation assessment.

The ban on smoking in the workplace does not extend to workers who are unaccompanied in their homes, however, it does apply where workers are visited on business. Therefore, individuals working from home must not smoke whilst a person is visiting their home on business.

All employees whose working arrangements include working from home are advised to install one or more smoke alarms and at least one fire extinguisher.

Any electrical equipment supplied by Moris Media should be switched off at night and when away from the home.

Remote workers shall keep with themselves a first aid kit where appropriate and any accidents that occur during working hours must be reported in the same way as any that take place on the office premises.

We offer all employees access to an Employee Assistance Programmed, where confidential advice and guidance can be sought.

## **INCLEMENT WEATHER POLICIES:**

Moris Media works in a hybrid model operational challenges due to inclement weather are kept manageable with up-to-date inclement weather policies.

## **EMPLOYEE FACE MASK POLICY (DURING COVID-19):**

Moris Media typically works in a hybrid model and therefore there is limited physical presence needed in office. However, the company encourages workers to wear them in the workplace to help reduce the spread of COVID-19.

## **HARASSMENT-FREE WORKPLACE POLICY:**

Moris Media is committed to a workplace free of all forms of harassment, including sexual harassment. It is the policy of this to regard any unlawful harassment of employees or applicants for employment as a very serious matter. Unlawful harassment of any kind, including sexual harassment, in our Hybrid Working environment by any person is strictly prohibited.

## **COMPLAINT PROCEDURE:**

1. Any employee or applicant for employment who believes that he/she has been subjected to any form of unlawful harassment in the workplace is expected and has a responsibility to report the matter. Any complaints of unlawful harassment should be made to the Human Resource Manager. An employee or applicant need not contact anyone that the employee or applicant believes to be an involved party. All complaints of unlawful harassment should be made within 60 days of the alleged harassment. Thereafter, a formal complaint form must be completed and signed by the complainant. Any managerial employee who becomes aware of an alleged incident of unlawful harassment must report it to the Human Resource Manager.
2. The Human Resource Manager as the case may be, shall immediately record any complaint he/she receives on a complaint form regardless of the manner in which the complaint is received, indicating the date, persons involved, and a brief statement of the complaint. The complainant shall sign the complaint form. The Human Resource Manager shall give a copy of the complaint to the alleged offender. All complaints shall be confidential to the extent possible.
3. The Human Resource Manager shall pass the details of the complaint for investigation to the Board Committee appointed specifically for such cases. It is mandatory that a female member is part of any such Board Committee formed to investigate any such case. The President shall conduct an investigation within 10 working days of receiving the complaint.

The or President or Alternate, as the case may be, within a reasonable time make written findings and a written determination.

4. If the Board Committee finds that there is a basis for the complaint, the Board Committee shall take the appropriate remedial action, including but not limited to suspension or termination. Moris has the right to initiate legal action against the offender, if deemed suitable. The Human Resource Manager shall advise the complainant and the alleged offender of the decision. The Human Resource Manager shall also advise the complainant of the remedial action taken against the alleged offender, as well as the right of the complainant to appeal to the Board if he/she is not satisfied with the decision and/or the remedial action taken.

5. If the Board Committee finds that the complaint is fabricated and done with malicious intentions, strict action will be taken against the complainant in lines with the guidelines of Moris. The Board Committee will take appropriate remedial action, including but not limited to suspension or termination. Moris Media has the right to initiate legal action against the false complainant, if deemed suitable.

6. Moris encourages and expects applicants and employees to immediately report any incidents of perceived unlawful harassment and to cooperate with any investigation of a complaint of unlawful harassment.

7. Moris strictly prohibits any retaliation against any applicant or employee for filing a complaint of perceived unlawful harassment or participating in the investigation of such complaint.

## COMPENSATION AND BENEFITS

Moris Media believes that building an attractive compensation strategy is a vital component in not only hiring the right people, but retaining them. Compensation encompasses the total package, including salary, benefits, paid time off and more.

### STATUTORY BENEFITS:

1. Employees' Provident Fund, Employees' Pension Scheme, and Employees' Deposit Linked Insurance come under the purview of Employees' Provident Funds and Miscellaneous Provisions Acts, 1952.
2. Employee State Insurance Scheme
3. Statutory leaves are regulated by each State's Shops & Establishments Acts or by the Factories Act (depending on which Act the company has registered under). These cover sick leave, casual leave, privilege/earned leave, national holidays, State Founding Day, and other leaves such as bereavement leave.
4. Gratuity is a gratuitous payment due to an employee after 4 years 8 months continuous years of service, on termination, resignation, or retirement, or earlier in case of death or PTD.
5. Paid Maternity leave of 12 Weeks will be provided to female employees working in the office more than 2 years from office.
6. Labour laws provide for compensatory days off for working on holidays and overtime pay of at least two (2) times wages.

### SUPPLEMENTARY BENEFITS:

1. **Group Medical Insurance:** Moris Media provides group health insurance policies to provide both health and wealth to their employees. The group medical insurance policy lets employees obtain basic coverage against unforeseen critical illnesses.
2. **Group Personal Accident Insurance:** Group accident insurance is a type of insurance that is offered to Moris Media employees to protect them against the medical expenses incurred due to injury or death resulting from an accident at the workplace. We believe that our workforce is our greatest asset and therefore, are taking every step to keep them protected against uncertainties.
3. **Group Term Life Insurance:** Moris Media provides term insurance to all its employees under a single plan or contract. Moris Media acts as the master policyholder, who acts as a central administrator on behalf of the members of the group.

5. **Business Travel Accident:** Business travel accident (BTA) insurance, also considered a voluntary benefit, protects Moris Media employees when travelling for work. This type of insurance offers coverage against any financial burden that may arise if an employee is injured or even dies in a tragic accident.

6. **Short-Term Disability (Employee Income Protection Plan):** Salary insurance, also known as Employee Income Protection Plan, is a financial product that safeguards the family members of our employees in your absence or in case of short-term disabilities. Our employees can decide how to split the total sum assured amount between the two components (regular income and lump sum) while choosing such a term insurance policy.

## EMPLOYEE PERKS:

1. **Meal Allowance:** A meal stipend is a sum of money given to Moris Media employees for them to use to purchase food. These funds can be used for meals like lunch or dinner, or items like snacks, groceries, and beverages that will make their working experience more convenient, healthy, productive, and supported.

2. **Education Assistance:** Moris Media believes in attracting and retaining employees. We pay for part or all of an employee's educational expenses.

3. **Internet and Mobile Phone Reimbursement:** Providing monthly payments for work-related internet usage and personal cell phone use is a perk offered to all employees.

4. **Voluntary Benefits (Health, life, accident insurance):** These Voluntary benefits are services and/or goods that Moris Media offers at a discounted group rate but are paid for (either fully or partially) by the employees through a payroll deduction.

5. **Flexible Benefits:** Flexible benefit plans often include private health plans, retirement plans, gym memberships, lunch allowances, or childcare schemes. Moris Media shares the costs of these benefits with their employees. Employees contribute through a deduction of their before-tax income.

6. **Marketplace (Discounted market products):** There are three different types of programs for Moris Media employees - merchant discount, employee discount and employee purchase programs. All three provide a means for employees to obtain items and services of their choosing.

7. **Loans (Housing, Automobile, Education, Marriage, Medical Expenses etc):** Loan to Employee Policy is the amount of money sanctioned by the organisation to help the employee in need.

It is a form of financial assistance provided by Moris Media to the employee. By lending the money to its employees, Moris lightens the financial burden on the employees.

8. **Recognition & Awards:** Compensation may provide monetary satisfaction, but it doesn't feed the employees' underlying desire to feel valued. This has made Moris Media implement an awards system that speaks specifically to each employee's unique contributions lets them know that you're paying attention and appreciating their efforts.
9. **Service Awards:** Employee service awards are a recognition acknowledging how long an employee has stayed at Moris Media, usually beginning at the five-year mark.
10. **Well-being:** Employee wellbeing is about optimizing the health of all Moris Media employees. It is not only about physical wellbeing, but other components of wellbeing that cannot be ignored when talking about healthy and well-functioning individuals or employees.
11. **Additional paid leaves:** The Executive may be eligible to take certain types of additional paid leave specified in the Employee Handbook, subject to any statutory eligibility requirements or conditions and the Company's rules applicable to each type of leave in force from time to time.
12. **Parental Leave:** Moris Media is taking progressive steps to assist employees during significant life events through company-paid time for maternity and paternity leaves. These leave benefits are intended to allow employees paid - time off to bond with their child before returning to work. These policies are available to eligible Moris Media employees only.
13. **Relocation Allowance:** Moris Media also has a Relocation Allowance policy to cover transfer expenses and other costs incurred by an employee who is required to take up the employment elsewhere.
14. **Retiree health insurance policy:** Retired employees above the age of 60 years will get health cover under senior citizen health insurance plans as regular family health insurance plans mostly provide coverage to people up to 65 years of age.
15. **Flexible working arrangements:** Hybrid work is one of the most flexible work arrangements, completely removing the concept of location by placing the importance on how employees work instead of where they work.

## REMUNERATION POLICY:

Moris Media believes that building an attractive compensation strategy is a vital component in not only hiring the right people, but retaining them. Compensation encompasses the total package, including salary, benefits, paid time off and more.

### Statutory Benefits:

1. Employees' Provident Fund, Employees' Pension Scheme, and Employees' Deposit Linked Insurance come under the purview of Employees' Provident Funds and Miscellaneous Provisions Acts, 1952.
2. Employee State Insurance Scheme
3. Statutory leaves are regulated by each State's Shops & Establishments Acts or by the Factories Act (depending on which Act the company has registered under). These cover sick leave, casual leave, privilege/earned leave, national holidays, State Founding Day, and other leaves such as bereavement leave.
4. Gratuity is a gratuitous payment due to an employee after 4 years 8 months continuous years of service, on termination, resignation, or retirement, or earlier in case of death or PTD.
5. Paid Maternity leave of 12 Weeks will be provided to female employees on and after the delivery of a baby for females working from the office who have been working with Moris Media for more than 2 years from office.
6. Labour laws provide for compensatory days off, for working on holidays and overtime pay of at least two (2) times wages.

## APPRAISAL POLICY:

Moris Media has a Performance Appraisal Policy that aims to:

1. Ensure that performance of every employee is assessed as per the set norms of the company.
2. Make sure that performance grading is carried out in a fair manner and performance review is undertaken regularly.
3. Create trust among the employees regarding the company's performance appraisal system.

The performance appraisal system of Moris Media is developed based on the long-term goal. The objective of performance appraisal policy is to:

1. Make employees aware of the future prospect in the company.
2. Create a supportive environment in the company to discuss the career aspirations and developmental measures.

The performance appraisal system provides a robust way to discuss, plan and review the performance of existing staff of the company. The scope of performance appraisal is wider and applicable to each and every staff member. The company is bound to provide the fundamental right of performance review and performance-based increment to all the working employees.

### **RESPONSIBILITIES OF MORIS MEDIA INDIVIDUAL EMPLOYEES:**

1. Submission of self-assessment forms by comparing the achievement and work progress against the set objectives assigned by the company.
2. Attend appraisal meetings throughout the year
3. Post-performance reviews every individual employee should agree to follow the Personal Development Plan (PDP), suggested by appraiser or HR Department of the company.
4. Providing evidence of learning process followed throughout the year.
5. Completion of training program/courses as per PDP designed previous year (or soon after joining).

### **RESPONSIBILITIES OF TEAM LEADERS/ MANAGERS/ APPRAISERS:**

The manager or appraiser plays important role in the execution of performance management policy. The responsibilities of appraisers include:

1. To conduct regular meetings to discuss the performance and development of team members.
2. To provide feedback on performance, achievement, and progress throughout the year.
3. To identify the successor for critical positions in the organisation and implement PDP for the employees.
4. To promote the importance of personal health and well-being of the employees.
5. To ensure the healthy communication between team members and create the supportive working environment.
6. To follow fair performance appraisal process and provide a deserved grade to the team members.
7. To keep a record of yearly performance appraisal data on Electronic Staff Record.

## **RESPONSIBILITIES OF MANAGEMENT TEAMS/HR DEPARTMENT:**

The HR Department at Moris Media will design an ideal performance management policy template which will help the employees to understand the employee performance review process. Management team or HR department is responsible for compiling the self-assessment record submitted by the individual employees along with the grades provided by their respective managers. After compilation of data HR department will issue the applicable hike in the salary, bonus the employee can claim and performance incentives that can be added to the salary of individual employees.

### **Guidelines to Conduct Performance Appraisal:**

Each and every employee at Moris Media should understand the guidelines and follow them to ensure the fair conduct of performance appraisal process.

1. It is a fundamental right of all the employees to understand the performance expectations and thus should take efforts to make sure they know what job responsibilities are assigned to them.
2. It is mandatory to the management or manager to provide necessary resources required to improve the performance of the employees.
3. The performance management policy is applicable to all permanent employees of the company.
4. Every employee has a right to ask for the feedback on their performance.
5. The performance appraisal process should be thoughtful and meaningful not just random 'tick box' task.
6. Managers should identify the talent and encourage the employees to progress in their work.
7. The performance appraisal should be centred around the specific job skills.
8. Job skills, teamwork, extra competencies, contribution to the organisation, results of given task, special achievements, social skills and organisational citizenship behaviour are the important points considered for performance appraisal.

## **SCHEDULE OF PERFORMANCE APPRAISAL:**

Moris Media will organise the performance appraisal twice a year. The month of March and September will be considered as appraisal months. The specific date of submission of self-appraisal forms and team evaluation form will be informed by the management or HR team.

## **PERFORMANCE GRADING AND FURTHER ACTIONS:**

The grading under performance appraisal system is done on overall performance score. The performance score will be calculated against the ideal points given to the employee once the set objective is achieved. Other important scores which are considered for appraisal are behavioural score and essential skills compliance.

Overall performance assessment score is the combination of performance score, behavioural score, and essential skill compliance. Based on the overall performance assessment score the further action of salary hike, incentives and bonus will be taken by the management.

## **SALARY INCREMENTS BANDS:**

The salary increment will be applied twice a year based on the overall performance assessment score. The employees who successfully reach the 75% cut off of the overall performance assessment score will be eligible for salary increment. The employees with less than 50% of the score as compared to the set ideal score will be considered for skill improvement training and could receive warnings/memo for poor performance. The employees with extraordinary 90% and above ratings will be eligible for performance incentives. The bonus will be distributed among employees based on the contribution of employees in the profit margin of the company.

## **MANDATORY ACTIONS:**

It is mandatory for the employees to generate proofs of their performance in Moris Media. The task completion points of the employees will get verified from the reporting managers. The managers should provide fair grades to the team members and shall be responsible to generate proofs regarding the given grades. The submission of self-appraisal form and team evaluation form should be done on or before the given deadline. To make the process transparent employees will receive the information about their overall performance assessment score. However, the specific grades given by the managers will remain confidential. The employees can approach the grievances cell for any dissatisfaction or clarification required.

## **Loan to Employee Policy:**

Moris Media provides the loan and advances facility to its employees. The intention behind this is to make finance available to the employees who are in dire need of funds due to emergencies and do not have any other monetary sources available. This policy also helps employees who require personal finance but cannot receive loan grants from other financial institutions.

## **SCOPE:**

This policy applies to all the employees under permanent employment with the employees. It does not apply to the employees who are on the probationary period. Employees under the notice of dismissal are also excluded from this policy.

## **DEFINITION:**

Emergency - for this policy, an emergency is defined as an unforeseen circumstance that calls for immediate action and is not likely to happen again. Emergencies, in this case, include but is not limited to the following examples:

1. Delay in payroll due to error in the payroll calculation
2. Theft of the employee's funds
3. The expense related to the medical needs of the employee or a close family member
4. Expenses related to the funeral of a close family member.

Emergencies do not include the following examples:

1. Inability to pay routine expenses and recurring bills
2. Inability to pay holiday or vacation expenses
3. Inability to pay vehicle registration

Close Family Member - close family members are employees:

1. Spouse
2. Child
3. Domestic partner
4. Child of domestic partner
5. Sibling
6. Parent
7. Grandchild
8. Grandparent
9. In-laws in the above relationships
10. Step-relative in the above relationships.

## LIMITATIONS TO LOAN:

If the amount of any previous loan is unpaid, the employee shall not obtain other emergency loans. Loan Limits and Time of Repayment will be as per standard guidelines.

## PROVISIONS REGARDING REPAYMENT OF LOAN:

The maximum time allowed to the employee to repay the loan will be specified by Moris Media management. The employee is liable to pay at a 'Percentage' rate determined by Moris Media but following standard guidelines. The employee is required to repay a minimum monthly amount as decided by the management. The monthly payments are due within '30' working days from the date mentioned in the promissory note. If the employee cannot pay the amount by the date mentioned in the point above, he will be charged a late fee, as per standard guidelines. The employee will NOT be charged with any penalty for paying the loan amount before the date mentioned in the promissory note. All the due loans are to be paid in full at the time of termination of employment.

## PROCEDURE FOR ATTAINING LOAN:

The employee applying for a personal loan shall obtain the information about the same from the HR department. After reviewing and determining the nature of the emergency, the HR Head will approve the loan after deciding the loan amount. The employee receiving the loan and the HR Head shall enter into a contract that clearly states all the terms of such advancement of loan. To ensure that the loan is re-paid, HR Head feels necessary, he/she may ask the employee to sign an automatic payroll deduction contract, which is a component of the promissory note.

Other Types of loans provided by the Moris Media to its employees are as follows:

1. **Personal Loans** - The amount given as personal loans shall never go past the employee's net income for a month. Repayments for such loans shall NOT exceed 25% of the employee's monthly income. The loans sanctioned shall be paid to the employee within '7' days from loan's approval. The employee shall NOT receive a personal loan if the amount of the previous loan is unpaid. The Company and the employee shall sign a deed, the terms of which are agreed upon by both parties. Repayments are deducted from the employee's salary as agreed upon in the deed. All loans must be paid in full at the time of termination of employment.

2. **Advance Salary** - The amount of advance salary shall be lesser than or equal to the sum receivable by the employee after adding the unpaid leaves and deducting other legal compliance. Any salary advance will require full recovery at the end of the month when such a sum is advanced. Any employee who is on the initial probation period shall not receive any advances. A legal document regarding such advancement shall be signed by both parties. The employee shall NOT receive a salary advance if the balance on previous loans and advances remains unpaid.

# SEPARATION POLICY

## OBJECTIVE:

To clarify the Organization's position on all separation-related issues and also guide the employee on the process during separation from employment.

## SEPARATION OF EMPLOYMENT:

The separation of an employee can arise due to the following reasons:

1. Resignation from the services of the organization.
2. Retirement: When a permanent employee working with the Organization reaches the retirement age of 60 years.
3. Termination of services by the Organization.
4. Expiry of the fixed contract period of employment in case of a person employed on a contractual basis.
5. Death of an employee

Treatment	
Voluntary Resignation	One-month Notice Period for confirmed employee as well as probationary employee.
Abandonment of Service	Absent for a period of 7 consecutive days without notice.
Termination of Service	Violation of Code of Conduct
Retirement	Retirement is 60 years

## VOLUNTARY RESIGNATION:

Resignation intimation through phone or SMS will not be considered as a valid method of official communication, though one may in addition to the resignation letter to HR use these tools for informing the concerned authority.

1. The notice period to be served by the employee is essential for the Organization to ensure a timely and smooth handover of existing responsibilities and to locate a replacement. For this very reason, a resigned employee will not be permitted to avail of leave during the notice period unless he has been granted prior sanction and approval. Un-avoidable and unauthorized absences during notice period will be treated as Leave without Pay and also the number of such days will qualify as a recovery towards notice pay.
2. If an employee, without authorization, serves a notice period less than the notice period stipulated as per the appointment contract, organization will not provide any kind of relieving letter or experience letter.

## PROCEDURE IN CASE OF RESIGNATION:

An employee, who wishes to resign from the services of the Organization, will tender a resignation letter to his/her reporting manager mentioning in writing/ via mail the reasons for resignation and the proposed last date of service. The notice period should be as per the appointment terms.

1. The Reporting Manager on receipt of the resignation will inform HR immediately and concurrently may also decide on addressing the issues that have caused the employee's resignation by mitigating some of the inhibiting factors.
2. Once an employee gives his resignation to the department head or the management, it is important for HR to schedule the first meeting with him/her. Being a neutral department, the meeting should be administrated by HR Manager or anyone senior to him/her to understand the root cause of separation.
3. After the meeting HR will give feedback to the department head and reporting manager and advise him/her on whether to accept the resignation or not.
4. The last date of work must be decided between the Manager and the employee. The last date must be indicated on the resignation letter before forwarding it to HR for further process.
5. The date of relieving must be in accordance with the notice period stipulated as per the terms of appointment. Where the employee serves a notice period less than as mentioned in the appointment contract, recovery of notice pay will be made from the Full & Final settlement of the employee; unless specified otherwise.
6. In some exceptional cases, waiver or reduction of the notice period can be authorized by the CEO at her discretion.
7. HR will conduct an exit interview (**Annexure -1 Exit Interview Form**) with employees to understand their views, suggestions, and grievances about Moris Media.
8. On the last day, the employee is expected to fill in the Exit Clearance Form a.(**Annexure 2 – Exit Clearance Form**) and get it signed by various departments and forward the same to HR.
9. Based on successful handover and sign-off by various functions on the "Exit Clearance Form", a "Relieving letter" will be provided by HR along with Full & Final settlement.

## **RESPONSIBILITY OF THE DEPARTMENT HEAD:**

1. Reporting Manager will plan the process of handover of duties, projects and assignments to other member(s) in the team.
2. Departing employee will complete all the tasks and assignments in hand.
3. He / She will not be assigned any new project or assignment.

## **DISMISSAL / TERMINATION OF SERVICE:**

Termination of service is a conscious act on the part of the organization. Inform the employee in writing about his termination whether immediate or with 01-month notice. An employee may be terminated for any of the following reasons, however not limited to Consistent non-performance.

1. Violation of the organization's code of conduct.
2. Expiry of contract of employment.
3. For any disciplinary action no Notice Period will be applicable.
4. The appointment of an employee is made on the basis of the information supplied by him/her in his/her application/résumé/employment form at the time of interview, and his/her appointment shall stand null and void in case any factual error is established at any point of time. In such a case, his/her services shall be terminated with immediate effect.

The service of a probationer, whose performance is unsatisfactory during the initial probation period, can either be terminated on grounds of poor performance or probation extended for an additional 3 months. Should the probationer's performance be unsatisfactory even after an extension of the probation period, the probationer's employment can be terminated as per the terms of the appointment contract. Parties involved in the termination process include:

- 1) The Department Head.
- 2) The HR

Once the decision is taken to terminate the contract of employment, the organization should seize all the belongings of that employee - such as computer, drawer, access cards, laptop, ID Cards, files etc.

Employee should be given the letter of termination clearly specifying the reasons of termination. Based on the severity of the case, the organization might decide to pay the employee for the notice period.

## **CESSATION OF SERVICE:**

A staff member services would be liable for automatic termination under the following circumstances -

1. Misconduct
2. Continuous ill health
3. Violation of agreement
4. Continuous absenteeism for more than a week without any written notice to the reporting head.
5. Upon attaining the age of 60 years.

## **RETIREMENT:**

Employees superannuating at the age of 60 will be informed by HR Department 6 months in advance of his/her retirement plans. The employee will be permitted to retire on the last day of that month when he/she completes 60 years of age.

The retiring employee will surrender -

- All official documents/files/papers to the person who will take in-charge.
- Assets if any, like mobile phone, laptop, pen drive etc. to be submitted to the administration department.
- A clearance Certificate will be filled by the concerned departments and handed over to the HR department.

## **DEATH OF AN EMPLOYEE:**

Personal file of the employee will be closed with the death certificate as received from the nominee/family member. Name of the employee will be removed from payroll/muster by mentioning the date of death.

## **EQUIPMENT/ LICENSE HANDOVER POLICIES:**

Employees are required to make a complete handover of the following in order to obtain a 'Relieving Letter' from the organization:

1. All organization material.
2. Any hardware/software in possession.
3. All organization related information.
4. Any other information required by management/Department.
5. The full & final settlement amount will be disbursed in the next salary cycle of the organization.
6. If any employee has been found to have intentionally retained company work after the termination process and use company provided licenses to benefit self and third parties, he/ she will be liable for legal actions.

## **FULL AND FINAL SETTLEMENT:**

### **RELIEVING LETTER**

The Relieving Letter will be given to employee only if all the following conditions are met:

1. Resignation is accepted by the concerned authorities
2. Employee successfully completes his / her notice period
3. Employee successfully completes his / her handover process.
4. No Objection Certificate
5. The last day on which employee actually attends office will be treated as the Last Working Day.

### **NOTICE PERIOD**

1. The notice period for all the Confirmed employees / Probationers will be followed as mentioned in their employment letter, starting from the Date of Resignation.
2. Failing to do so will result in Stoppage of Full & Final Settlement including documents such as relieving letter, experience certificate related to the employment.
3. The outstanding amount shall be adjusted from the Full & Final Settlement of the employee. In case, of any excess amount to be recovered over the Full & Final Settlement payable to the employee, the same shall be recovered from him/ her.

### **SALARY PAYMENT**

1. After all the due submissions like handing over of organization property, etc. is made by the employee, final payment is to be released to employee within 15 Days from such submission.
2. Separating employees must ensure that all proofs/evidences are provided to accounts to address taxation issues.
3. The employee must also make it a point to settle any outstanding/loans and advances before the last date.
4. No additional payments will be made to the employee after the computation and payment of final dues.

### **NON-SOLICITATION:**

An Employee will not, for a period of 24 months after termination of their employment, approach any customer, affiliate or business partner of the Company for purpose of seeking employment or business arrangement in competition with the Company's line of business.

An Employee will not, for a period of 24 months following termination of their employment approach, entice, solicit or contact any individual in employment at Moris Media for any reason.

The Employee agrees to provide this contract to any and all subsequent employers of the Employee during the term of this non-solicitation agreement.

The Employee agrees that all provisions are fair and just. If at any point or time any particular provision is voided, all other provisions shall remain in effect.

The Employee acknowledges that any breach in this contract will be subject to court rulings for direct and indirect damages.

## **Modifications:**

Any notice required or pertaining to this Agreement shall be made in writing and delivered either personally or by certified letter to the receiving member.

No other modifications to this Agreement shall be permitted or acknowledged until and unless the Agreement is superseded by a subsequent contract or the contract is terminated in its entirety. Verbal modifications may not be followed until provided in written form and signed by all parties.

## **Prior Understandings:**

The terms and conditions included constitute the entire Non-Solicitation Agreement between the parties and supersede any communications orally or written previously by either party.

Should there be any past contracts or verbal agreements between the parties, they are hereafter rendered null and void by this contract and their terms and conditions are henceforth unenforceable.

## **Waiver:**

Should the Company grant any waiver of a default under this Agreement, the waiver must be made in writing and shall not be a waiver of any other default of the same or different clauses. Delays or omissions in the exercise of rights related to this contract are not to be constructed as waivers to impair the expression of these rights.

Any consent to or an approval of any act will be deemed to constitute consent to that act alone and no other or subsequent actions by the Employee.

## **Governing Law:**

The agreement and the interpretation of its terms shall be governed by and construed in accordance with the laws of India and subject to the exclusive jurisdiction of the courts located in Kolkata, India.

# EMPLOYEE TRAINING AND DEVELOPMENT POLICY

Moris Media's Employee Training and Development Policy refers to the learning and development programs and activities conducted by the company.

The modern competitive environment necessitates that all employees replenish their knowledge and acquire new skills to do their jobs better. This will benefit both them and the company. We want them to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

## SCOPE:

This policy applies to all permanent, full-time or part-time, employees of the company. Employees with temporary/short-term contracts might attend trainings at their manager's discretion.

This policy doesn't cover supplementary employees like contractors or consultants.

## POLICY ELEMENTS:

Employees, managers and Human Resources (HR) should all collaborate to build a continuous professional development (CPD) culture. It's an employee's responsibility to seek new learning opportunities. It's a manager's responsibility to coach their teams and identify employee development needs. And it's HR's responsibility to facilitate any staff development activities and processes.

At Moris Media, we approve and encourage the following employee trainings:

1. Formal training sessions (individual or corporate)
2. Employee Coaching and Mentoring
3. Participating in conferences
4. On-the-job training
5. Job shadowing
6. Job rotation

As part of the Employee Training and Development provisions, we also arrange for subscriptions of educational material that can help employees at getting better in their jobs.

There are two conditions for this

1. Subscription/Material should be job-related.
2. All relevant fees should not exceed a set limit per person.

This list doesn't include software licences or other tools that are absolutely necessary for employees' jobs.

## INDIVIDUAL TRAINING PROGRAMS:

Moris Media has certain provisions regarding individual training programs. All employees that have worked for the company more than six months are eligible to participate in external training programs individually or in teams. We will set a budget for each employee at the beginning of a year, which we'll renew annually. Employees can be absent for training for up to 10 days per year.

1. Employees can choose to attend as many training programs as they want, provided they don't exceed the budget and day limit. If they do, they'll have to use their paid time off (PTO) and pay any extra fees themselves.
2. Employees may have to bring proof of attendance.
3. Any employee training that the company mandates (e.g., due to inadequacies of an employee's performance or changes in their job description) is excluded from the training budget and time limit. The company may take care of the entire cost.

All trainings should consider what employees need and how they can learn best. This is why, we encourage employees and managers to consider multiple training methods like workshops, e-learning, lectures and more.

## CORPORATE TRAINING PROGRAMS:

Moris Media might occasionally engage experts to train our employees. The company will cover the entire cost in this case. Examples of this kind of training and development are:

1. Equal employment opportunity training.
2. Diversity training.
3. Leadership training for managers.
4. Conflict resolution training for employees.
5. This category also includes training conducted by internal experts and managers. Examples are:
6. Training new employees.
7. Training teams in company-related issues (e.g., new systems or policy changes).
8. Training employees to prepare them for promotions, transfers or new responsibilities.
9. Employees won't have to pay or use their leave for these types of trainings. Attendance records may be part of the process.

## OTHER TYPES OF TRAINING:

Moris Media believes that both employees and their managers are responsible for continuous learning. Employees should show willingness to improve by asking their managers for direction and advice. Managers should do the same with their own superiors, while encouraging and mentoring their subordinates.

Employees and managers are responsible for finding the best ways to CPD (Continued Professional Development). They can experiment with job rotation, job shadowing and other types of on-the-job training (without disrupting daily operations). We also encourage employees to use their rights for self-paced learning by asking for educational material and access to other resources within allocated budget.

## **GENERAL GUIDELINES:**

- 1. All eligible employees are covered by this policy without discriminating against rank or protected characteristics.*
- 2. Managers should evaluate the success of training efforts. They should keep records for reference and better improvement opportunities.*
- 3. All employee development efforts should respect cost and time limitations, as well as individual and business needs.*
- 4. Employees should try to make the most out of their trainings by studying and finding ways to apply knowledge to their work.*
- 5. Employees are encouraged to use up their allocated training budget and time.*

## **PROCEDURES FOR ATTENDING EXTERNAL TRAINING SESSIONS:**

1. Employees (or their team leaders) identify the need for training.
2. Employees and team leaders discuss potential training programs or methods and come up with suggestions.
3. Employees or team leaders contact HR and briefly present their proposal. They might also have to complete a form.
4. HR researches the proposal, with attention to budget and training content.
5. HR approves or rejects the proposal. If they reject it, they should provide employees with reasons in writing.
6. If HR approves, they will make arrangements for dates, accommodation, reserving places etc.
7. In cases where the company doesn't pay for the training directly, employees will have to pay and send invoices or receipts to HR. HR will approve employee reimbursement according to this information.
8. If an employee decides to drop or cancel a training, they'll have to inform HR immediately. They'll also have to shoulder any cancellation or other fees.
9. In cases where training ends with examination, employees are obliged to submit the results. If they don't pass the exam, they can retake it on their own expense.

## **TRAINING REPAYMENT AGREEMENT PROVISIONS:**

Moris Media renders services in the critical and dynamic field of PR and Digital Marketing and as such needs to provide a lot of training to its personnel and provide them with a number of paid licenses for successful execution of their job responsibilities. Employees quitting the job during or after the training programs has a significant impact on the functioning of the company including but not limited to financial losses.

Therefore, Moris Media needs to execute a Training Repayment Agreement with its employees wherein the Employee undertakes to reimburse to the Company the training costs if:

1. He or she voluntarily withdraws from or terminates the Training program early without the Company's prior written consent;
2. He or she is dismissed or otherwise compulsorily discharged from the Training program, unless the dismissal or discharge arises out of the discontinuance generally of the Course.
3. His or her employment is terminated by the Company for any reason prior to completion of the Training Program; or
4. He or she resigns from the employment of the Company either prior to completion of the Course or within (12 months) after the end of the Course, except that, in the latter case, the amount which would otherwise be due to the Company shall be reduced by [1/12th] part for each complete calendar month after the end of the Course during which the Employee remains employed by the Company.
5. To the extent permitted by law, the Employee agrees that the Company may deduct a sum equal to the whole or part of the Costs due under the terms of this Agreement from his wages (as defined in section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to the Employee.

The amount due to the Company under the terms of this Agreement is a genuine attempt by the Company to assess its loss as a result of the termination of the Employee's employment and takes into account the derived benefit to the Company. This Agreement is not intended to act as a penalty on the Employee upon termination of his employment.

# CONFLICT OF INTEREST POLICY

The **Conflict-of-Interest Policy** at Moris Media refers to all cases wherein the personal interest of the Employee might be in contradiction with the business interest of the company. This is an unwanted circumstance as it may have heavy implications on the judgement and commitment of the employee towards the Company and by extension to the realisation of our goals.

This policy will outline the rules regarding conflict of interest and the responsibilities of employees and the company in resolving any such discrepancies.

## POLICY SCOPE:

The **Conflict-of-Interest Policy** will be applicable for all current as well as prospective employees of Moris Media, as well as any independent consultant, who is working on behalf of the company.

## ELEMENTS OF THIS POLICY:

Moris Media believes that the relationship between the company and its employees needs to be based upon mutual trust. As the company is committed to preserve the interests of people under its employment, it is also expected that the employees also act only in favour of the fundamental interests of the company.

Conflict of interest may occur whenever an employee's interest in a particular subject may lead them to actions, activities or relationships that undermine the company and may place it to disadvantage.

## INSTANCES CONSIDERED AS CONFLICT OF INTEREST:

1. The ability of the employees to use their position with the company to their personal advantage.
2. Employees engaging in activities that will bring direct or indirect profit to a competitor.
3. Employees using connections obtained through the company for their own private purposes.
4. Employees using company equipment or means to support an external business.
5. Employees acting in ways that may compromise the company's legality (e.g., taking bribes or bribing representatives of legal authorities).

Addressal and resolution of possible Conflict of Interest scenarios need to be executed before they cause any actual damage. Therefore, when an employee understands or suspects that a conflict of interest exists, they should bring this matter to the attention of management so corrective actions may be taken. Supervisors must also keep an eye on potential conflict of interests of their subordinates.

The responsibility of resolving a conflict of interest starts from the immediate supervisor and may reach senior management. All conflicts of interest will be resolved as fairly as possible. Senior management has the responsibility of the final decision when a solution cannot be found.

In general, employees are advised to refrain from letting personal and/or financial interests and external activities come into opposition with the company's fundamental interests.

## **DISCIPLINARY ACTION:**

In cases when a conflict of interest is deliberately concealed or when a solution cannot be found, disciplinary action may be invoked up to and including termination.

# MISCELLANEOUS POLICIES AND DOCUMENTS

## EMPLOYEE GRIEVANCE & COMPLAINT POLICIES:

When an employee is dissatisfied with their work environment, Moris Media provides them the right to file a grievance with their supervisor or manager. A grievance may relate to the financial, social, physical and emotional aspects of a position or workplace. This confirms Individual Grievances, Group Grievances and Policy Grievances.

## POLICY BRIEF & PURPOSE:

Moris Media grievance procedure policy explains how employees can voice their complaints in a constructive way. Supervisors and senior management should know everything that annoys employees or hinders their work, so they can resolve it as quickly as possible. Employees should be able to follow a fair grievance procedure to be heard and avoid conflicts.

The company encourages employees to communicate their grievances. That way Moris Media can foster a supportive and pleasant workplace for everyone.

## SCOPE:

This policy refers to everyone in the Moris Media regardless of position or status.

## POLICY ELEMENTS:

### GRIEVANCE DEFINITION

Moris Media define grievance as any complaint, problem or concern of an employee regarding their workplace, job or co-worker relationships.

Employees can file grievances for any of the following reasons:

1. Workplace harassment
2. Health and safety
3. Supervisor behaviour
4. Adverse changes in employment conditions

This list is not exhaustive. However, employees should try to resolve less important issues informally before they resort to a formal grievance.

Employees who file grievances can:

1. Reach out to their direct supervisor or HR department
2. File a grievance form explaining the situation in details
3. Refuse to attend formal meetings on their own
4. Appeal on any formal decision

Employees who face allegation have the right to:

1. Receive a copy of the allegations against them
2. Respond to the allegations
3. Appeal on any formal decision

The company is obliged to:

1. Have a formal grievance procedure in place
2. Communicate the procedure
3. Investigate all grievances promptly
4. Treat all employees who file grievances equally
5. Preserve confidentiality at any stage of the process
6. Resolve all grievances when possible
7. Respect its no-retaliation policy when employees file grievances with the company or external agencies (e.g., equal employment opportunity committee)

## PROCEDURES

Employees are encouraged to talk to each other to resolve their problems. When this isn't possible, employees should know how to file a grievance:

1. Communicate informally with their direct supervisor. The supervisor will try to resolve the problem. When employees want to complain about their supervisor, they should first try to discuss the matter and resolve it between them. In that case, they're advised to request an informal meeting. Supervisors should try to resolve any grievance as quickly as possible. When they're unable to do so, they should refer to the HR department and cooperate with all other procedures.
2. If the grievance relates to a supervisor behaviour that can bring disciplinary action (e.g., sexual harassment or violence), employees should refer directly to the HR department or the next level supervisor.
3. Accommodate the procedure outlined below

The HR department (or any appropriate person in the absence of an HR department) should follow the procedure below:

1. Ask employee to fill out a grievance form.
2. Talk with the employee to ensure the matter is understood completely.
3. Provide the employee who faces allegations with a copy of the grievance.
  
4. Organize mediation procedures (e.g., arranging a formal meeting).
5. Investigate the matter or ask the help of an investigator when needed.
6. Keep employees informed throughout the process.
  
7. Communicate the formal decision to all employees involved.
8. Take actions to ensure the formal decision is adhered to.
  
9. Deal with appeals by gathering more information and investigating further
10. Keep accurate records.

This procedure may vary according to the nature of a grievance. For example, if an employee is found guilty of racial discrimination, the company will begin disciplinary procedures.

## **SUBSTANCE ABUSE POLICIES:**

Moris Media Private Limited has a strong commitment to the health, safety and welfare of its employees, their families and its customers. Widely available statistics and information establish that the incidence of drug and alcohol abuse is increasing and that the effect is devastating to lives, business and the community at large. The safety of our employees and the general public could be endangered. Our commitment to maintaining a safe and secure workplace requires a clear policy and supportive programs relating to the detection, treatment and prevention of substance abuse by employees.

Moris Media will not permit or overlook substance abuse. Disciplinary action including (but not limiting) to termination may be imposed on any employee who is found to:

1. Engage in the consumption of illegal drugs or controlled substance; or
2. Consume alcohol during working hours/ while discharging official duties or consume inordinate levels of prescribed drugs; or
  
3. Be non-compliant with any provision of the Narcotic Drugs and Psychotropic Substances Act, 1985 and other such regulations.

Moris Media will strive to commit relevant resources necessary to achieve and maintain a drug-free and alcohol-free environment, and in doing so, requires the full support of its employees and other people involved in business with Moris Media.

## **WORKPLACE SECURITY POLICIES:**

Moris Media has adopted Health, Safety and Environment Policy incorporating approach to safety, management control, accident/incident reporting and investigations, duties and responsibilities of personnel etc. It is based on the fundamental premise that all work-related injuries and illnesses are avoidable.

As Moris Media has adopted a hybrid working model, we have appropriate measures and procedures put in place to ensure the security and privacy of company data and information when employees are working from both office and remote locations. These policies include guidelines for using company-issued devices, secure connectivity and access to company systems, password protection, data encryption, and device management. The goal of these policies is to minimize the risk of data breaches, unauthorized access, and other security incidents that could compromise sensitive information.

While working from home arrangement, you are advised to ensure:

1. You have your own laptop which should be in good working condition.
2. You have a good internet connection, as this offer is extended on your confirmation that they have their own system, knowledge of usage and internet setup.
3. Be well versed in the usage of computer/ Microsoft applications.
4. All software (including virus protection) and operating system are not pirated. It will be your responsibility to ensure that computer and other peripherals are always in working state and for any reason if you fail to perform your work task for whatsoever reason it may be, it will be treated as wilful avoidance of work and necessary action as deemed correct may be initiated by the company.
5. Not to take pictures or video, by any method, of your desktop and client end point screen.
6. You will not take notes by any method (paper, screenshot, or any other method) of Confidential Information.
7. To prevent shoulder surfing/ or someone looking over your shoulder to see your desktop and client end Point screens.
8. You will only work at your home environment (and not outside home).

9. You will ensure that your desktop, including the client end point / screens are not viewable through windows or doors.
10. You are the ONLY authorized user allowed to access client end point and screens. You will ensure no one else uses the desktop for any purpose.
11. You understand that your work activity must be performed in a quiet location, without any background noise.
12. You will ensure your desktop and client end point screens are locked prior to walking away for any reason.
13. You will NOT use ANY USB devices that have not been provided as part of your work at home equipment.
14. Moris will actively and aggressively investigate and pursue any instances of breaches of confidentiality or fraudulent behaviour, and will take disciplinary action and pursue criminal charges where applicable.
15. You shall maintain and comply with all Indian and international data privacy norms as may be applicable to company or the clients you serve, and any violation will be treated gross negligence of duty besides attracting any other applicable action under Indian law.
16. While you are working from home, all conditions related to confidentiality, data privacy and any other clauses of prohibition as per this contract or as may be notified or announced from time to time, are automatically extended to your home office environment and you undertake to continue to abide by them.
17. Upon your separation from the Company, you shall forthwith deliver to the Company all books, documents, papers, materials, equipment and any other property of the Company, which may have, come to, and/or are under your possession or control, without need of any demand. Your failure to comply to above, will unconditionally allow the company to withhold any settlement or payment that may be due to you till you comply with above condition.
18. Upon failure to comply with this condition, Company may not be liable to pay any remuneration and benefits to you or shall keep remuneration on hold, unless this defect is cured by you.

## **NON-DISCLOSURE OBLIGATIONS:**

As part of the Non-Disclosure Obligation, the Employee will promise and agree to receive and hold any Confidential Information in confidence. Without limiting the generality of the foregoing, the Employee further promises and agrees:

1. To protect and safeguard the Confidential Information against unauthorized use, publication or disclosure;
2. Not to use any of the Confidential Information except for Company-related work.
3. Not to, directly or indirectly, in any way, reveal, report, publish, disclose, transfer or otherwise use any of the Confidential Information except as specifically authorized by the Company in accordance with this Non-Disclosure policy.
4. Not to use any Confidential Information to unfairly compete or obtain unfair advantage vis-a-vis the Company in any commercial activity which may be comparable to the commercial activity contemplated by the parties in connection with the Business Purposes.
5. To restrict access to the Confidential Information to those of its officers, directors, and employees who clearly need such access to carry out the Business Purposes.
6. To advise each of the persons to whom it provides access to any of the Confidential Information, that such persons are strictly prohibited from making any use, publishing or otherwise disclosing to others, or permitting others to use for their benefit or to the detriment of the Company.
7. To comply with any other reasonable security measures requested in writing by the Company.
8. To refrain from directly contacting or communicating by whatsoever means to the Source(s) of Information without written consent of the Company.
9. To undertake not to disclose any names and their particulars to third parties without the written consent by the Company.

## **RETURN OF CONFIDENTIAL INFORMATION:**

The Employee will agree that upon termination of his employment with the Company or upon the written request of the Company, whichever is earlier, to promptly deliver to the Company all records, notes, and other written, printed, or tangible materials in the possession of the Employee, embodying or pertaining to the Confidential Information.

## **NO RIGHT TO CONFIDENTIAL INFORMATION:**

1. The Employee hereby agrees and acknowledges that no license, either express or implied, is hereby granted to the Employee by the Company to use any of the Confidential Information.

2. The Employee further agrees that all inventions, improvements, copyrightable works and designs relating to machines, methods, compositions, or products of the Company directly resulting from or relating to the Confidential Information and the right to market, use, license and franchise the Confidential Information or the ideas, concepts, methods or practices embodied therein shall be the exclusive property of the Company, and the Employee has no right or title thereto.

## **NO WARRANTY:**

Moris Media has not made and will not make any representation or warranty as to the accuracy or completeness of its Confidential Information or of any other information provided to the Employee, and the Employee agrees that the Company shall have no liability resulting from the use of the Confidential Information or such other information.

## **NO COMMITMENT:**

The disclosure of Confidential Information does not, and is not intended to, represent a commitment by Moris Media to enter into any business relationship with the Employee or with any other entity. If both the Employer and the Employee desire to pursue other business opportunities, they will execute a separate written agreement to govern such business relationship.

## **COMPELLED DISCLOSURE:**

If the Employee faces legal action to disclose Confidential Information received under this Agreement, then the Employee shall promptly notify the Employer in order that it may have the opportunity to intercede and contest such disclosure and, upon request, shall cooperate with the Employer in contesting such a disclosure. Except in connection with failure to discharge the responsibilities set forth in the preceding sentence, neither the Employee or the Employer shall be liable in damages for any disclosures pursuant to such legal action.

# LEAVE ENTITLEMENT

## 1. SICK LEAVE (SL) - 6 DAYS

- a. Maximum of 6 SLs shall be allocated to an employee in a Calendar Year.
- b. Minimum of half day and maximum of 6 days SL can be availed at a stretch.
- c. When SL is availed, the RM should be informed on the same day through phone/email and it should be applied on the portal.
- d. If an employee takes Sick Leaves for more than 3 days in continuation a medical practitioner certificate needs to be presented to the HR department.
- e. Any unutilized sick leave will not be encashed and will lapse at the end of the calendar year.
- f. All employees are eligible for Sick Leaves and will be credited into their leave account on a pro-rata basis.

## 2. CASUAL LEAVE (CL) – 6 DAYS

- a) Maximum of 6 CLs shall be allocated to an employee in a Calendar Year.
- b) Minimum of half day and maximum of 2 days CL can be availed at a stretch.
- c) CL should be applied by an employee in the portal at least 2 days in advance and it should be approved by the Reporting Manager.
- d) If CL is availed without prior notification to the RM under certain unavoidable circumstances, the Reporting Manager must be notified on the same day through phone/email.
- e) Any unutilized casual leave cannot be encashed and will lapse at the end of the calendar year.
- f) All employees are eligible for Casual Leaves and will be credited into their leave account on a pro-rata basis.

## EARNED LEAVE (EL) – 12 DAYS

- a) Maximum of 12 ELs shall be allocated to an employee in a Calendar Year.
- b) Minimum of half day and maximum of 12 days EL can be availed at a stretch.
- c) EL should be applied by an employee in the portal at least 7 days in advance and it should be approved by the Reporting Manager.
- d) If short duration EL is taken without prior notification to the RM under certain unavoidable circumstances, the Reporting Manager must be notified on the same day through phone/email.
- e) Any unutilized earned leave will be carried forward to the next calendar year.
- f) All confirmed and permanent employees are eligible for Earned Leaves.
- g) Such category of leaves will be credited into their leave account on a pro-rata basis.

## **4. BEREAVEMENT LEAVE – 4 DAYS**

In the unfortunate circumstances of demise in any employee's immediate family, '4' days of leave could be availed for bereavement. Our Business Dictionary considers the following as immediate family: Spouse, Parents, Grand Parents, Children, Siblings and In-laws (mother, father, brother, sister)

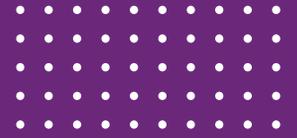
## **5. COVID LEAVE:**

Quarantine Leave granted to employees suffering from COVID themselves or to employees whose family members have contracted COVID will be as per existing regulations of the Government prevalent at that point of time.

## **6. PATERNITY LEAVES - 5 DAYS**

Moris Media understands the joy of parenthood and therefore provides its male employee with 5 days Paternity Leave during or after the birth of their child.

The final discretion of granting leaves to employees lies with the Management. If the employees take leave without approval, their salary will be immediately put on hold.



Get Seen, Heard, & Remembered!

**THANK YOU!**