



# GLOCYBS PVT. LTD.

BE SECURE WITH GLOCYBS

March 15, 2024

## Company Policy Regarding Outside Employment

Dear Sohail,

This note serves as a reminder of our company policy regarding outside employment, also known as "**moonlighting**". It is important for all employees to understand our expectations and avoid potential conflicts of interest.

As per company policy, any employee actively engaged in full-time employment with **GLOCYBS** is prohibited from taking on concurrent employment with another company without prior written approval. This applies to any paid or unpaid work outside of your designated working hours with **GLOCYBS**.

Engaging in outside employment without approval may result in disciplinary action, up to and including termination of your employment with **GLOCYBS**. If you are considering taking on additional work outside the company, please be sure to reach out to your manager or the Human Resources department to discuss and obtain the necessary approvals.

We understand that employees may have personal or professional reasons for seeking additional work outside the company. However, it is crucial to ensure that any such commitments do not impact your primary responsibilities and performance at **GLOCYBS**.

We encourage you to reach out with any questions or concerns you may have regarding this policy.

Sincerely,

Shivansh Mishra  
(Founder & Director)  
GLOCYBS PVT. LTD.

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

Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_



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