

Ref. No. OPC/2024-25/Legal/105

Date: 01 June, 2024

Working Protocol Policy

1. Purpose

The purpose of this Working Protocol Policy ("Policy") is to establish guidelines and expectations for employees of HedgeMyFunds OPC ("Company") to ensure a productive, respectful, and compliant work environment.

2. Scope

This Policy applies to all employees, contractors, and temporary workers of the Company, regardless of their location.

3. Workplace Conduct

- ***Respect and Professionalism*:** Employees are expected to treat colleagues, clients, and partners with respect and professionalism at all times.
- ***Anti-Discrimination and Harassment*:** The Company is committed to maintaining a work environment free from discrimination and harassment. Any form of discrimination or harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected characteristic is strictly prohibited.
- ***Confidentiality*:** Employees must protect the confidentiality of Company information and not disclose it to unauthorized persons.

4. Attendance and Punctuality

- Employees are expected to report to work on time and be present during their scheduled working hours.
- If an employee is unable to report to work or will be late, they must notify their supervisor as soon as possible.

5. Dress Code

- Employees are expected to dress in a manner that is appropriate for their role and workplace setting. Specific dress code requirements may vary depending on the department and nature of the work.
- The Company reserves the right to send an employee home to change if their attire is deemed inappropriate.

Ref. No. OPC/2024-25/Legal/105

Date: 01 June, 2024

6. Use of Company Property

- Employees must use Company property, including computers, phones, and other equipment, responsibly and for work-related purposes only.

- Any misuse or damage to Company property should be reported to the supervisor immediately

7. Health and Safety

- Employees are responsible for maintaining a safe and healthy work environment by following all safety guidelines and reporting any unsafe conditions or practices.

- Employees must adhere to all health and safety policies and procedures established by the Company.

8. Communication

- Employees are encouraged to communicate openly and honestly with their supervisors and colleagues.

- Any issues or concerns should be addressed promptly through the appropriate channels.

9. Internet and Email Usage

- The Company's internet and email systems are intended for business use. Personal use should be limited and not interfere with work responsibilities.

- Employees must not use Company systems to engage in any activities that are illegal, unethical, or violate Company policies.

10. Remote Work

- Employees working remotely must ensure they have a suitable workspace that is free from distractions and allows them to perform their job effectively.

- Remote workers must be available and responsive during their scheduled working hours and maintain regular communication with their supervisors and colleagues.

11. Performance and Accountability

- Employees are expected to perform their duties to the best of their abilities and meet the performance standards set by the Company.

- Regular performance reviews will be conducted to provide feedback and address any areas for improvement.



Ref. No. OPC/2024-25/Legal/105

Date: 01 June, 2024

12. Disciplinary Actions

- Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment.
- The Company reserves the right to investigate any violations of this Policy and take appropriate action.

13. Policy Review and Updates

- This Policy will be reviewed regularly and updated as necessary to ensure its continued relevance and effectiveness.
- Employees will be notified of any significant changes to this Policy.

14. Acknowledgment

Employees are required to acknowledge that they have read, understood, and agreed to comply with this Policy. This acknowledgment will be recorded and maintained in the employee's personnel file.

Contact Information

For any questions or concerns regarding this Policy, employees should contact the Human Resources department at:

career@hedgemyfunds.co.in

+91 98883 34677

***Effective Date*:** 3 June, 2024

Acknowledgment of Receipt and Understanding

I, [Employee Name], have read and understand the Working Protocol Policy of [Company Name]. I agree to adhere to the guidelines and expectations outlined in this Policy.

[Employee Name]
[Employee Signature]
[Date]

[Supervisor Name]
[Supervisor Signature]
[Date]