1. **Guideline Objectives**

**This guideline aims to outline the different types of team members & their contracts who work with New Age.**

1. **Guideline**

* **The Table Below showcase the different type of contracts & members:**

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| **Contracts Classification Table** | | |
| **#** | **Contract Name** | **Description** |
| 1 | C1 | Members who have predetermined number of hours & that needs to be covered every week & a predetermined hourly rate, all company’s policies & benefits apply to members with C1 contracts. |
| 2 | C2 | Members who have predetermined number of hours & a predetermined hourly rate, but they work on demand & they are not required to meet a specific weekly limit. |
| 3 | C3 | Contract Freelancers who get hired with a fixed price for a particular project & the contract will end once they deliver the project. |
| 4 | C4 | Users who get hired by the product team to conduct User Interviews & User Testings for our products. |

* **The maximum number of hours any team member can work is limited to 40 hours per week regardless of the contract type.**

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| **Guideline Appendices** | | |
| **#** | **Appendix Name** | **Description** |
| **1** | - | - |