

Amacle Studio Policies Agreement

This agreement outlines the policies that govern the conduct and behavior of employees, interns, or any individual who is associated with Amacle Studio. By signing this agreement, you agree to abide by these policies and understand the consequences of violating them.

1. Communication and Conduct

- 1.1. One should respond to his senior properly, courteously, and professionally.
- 1.2. You should not contact our clients directly. All communication with clients should be through your designated senior or project manager.

2. Working Hours

- 2.1. The working hours are from 10:00 am to 4:30 pm for Day shift and 4:00pm to 11:30pm, Monday to Friday.
- 2.2. No part-time work is allowed.
- 2.3. If the meeting held out of your shift it is mandatory to attend them

3. Code of Conduct

- 3.1. You cannot share our code with anyone outside of Amacle Studio.
- 3.2. You cannot work on any outsider project like freelancing, part time job etc. till the time you are working with Amacle
- 3.3. Leaves are allowed only if informed one and a half weeks before the planned leave.
a maximum of two days of leave can be taken.
- 3.4. Timely responses to emails and other communications are of utmost importance.
- 3.5. All work done at Amacle Studio is considered the property of Amacle Studio.

4. Consequences of Policy Violation

- 4.1. If any individual associated with Amacle Studio violates any of the policies mentioned above, the studio reserves the right to terminate their work or internship with us.
- 4.2. The individual will be held liable for any loss or damage caused due to their policy violation.

By signing below, I confirm that I have read and understood the Amacle Studio Policies Agreement, and I agree to abide by all the policies mentioned in the agreement.

(Signature)



(Date)

15/05/2023

Sincerely,
Rajesh Pandey
Chief Operating Officer
Amacle Studios

