



COMPANY POLICIES

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Greenbook Media and Apps Pvt Ltd

This Document provides the summary of Company Policies of Greenbook Media and Apps Pvt Ltd. These company policies are applied for all the employees, clients, partners and stakeholders at all the locations. It enumerates and illustrates our policies based on the Mission, Vision, Principles and Values of the company.

Objectives and Importance:

- ❖ **The constituents of these company policies are very much important for the proper conduct of business and to maintain the respect among all the groups and individuals.**
- ❖ **Our purpose is to be focused on improving the quality of products/services to ensure the clients' satisfaction.**
- ❖ **These policies are applied to and meant for every employee, people and organisation working with our company, in all the locations of the world, for the common growth and success.**
- ❖ **Company policies reflect the company values, which is created by the character of the people working in the company, which gives an Idea about its success.**
- ❖ **A company following its principles states that it is following a genuine path of conducting business and success.**
- ❖ **Only the results don't matter for a company's Image and so for its success, but also it is important that how those results were achieved. Legality and ethics are the most important requisites for any company's good image and success.**

Work culture and some principles:

- ❖ The topmost priority of our company and every team working in it, is to deliver as quick as possible with the best value of product/service.
- ❖ We accept all kind of requirements from the clients even if the work is already proceeded to “in progress” or “development phase”, with the help of interim planning.
- ❖ All departments work together through out the project, to leave no chance for low effectiveness.
- ❖ We use Agile processes mostly for the production and development as it increases efficiency and effectiveness of the team as well as the final product.
- ❖ To enhance the efficiency and effectiveness of the products/services and our employees, we do weekly and monthly reviews based on product as well as processes.
- ❖ Yearly performance appraisal of employees is done. By which we:
 - Maximise results
 - Appreciate good performances
 - Plan and forecast for the next year
 - Organise right person in right post/job

Legal and Ethical Conduct:

Greenbook Media and Apps Pvt Ltd ensures that all the business/non-business activities are conducted respecting the Government and Law.

Our company is very much committed towards the laws and ethics. We expect that every employee should use their conscience to answer these questions before and while doing any job/activity:

- a) Is it the right thing one should do?
- b) Is it going to affect an individual or a group or our company's image/reputation?

All the employees of the company, from top to the bottom of the hierarchy are supposed to follow the company policies and code of conduct.

Non-disclosure:

Greenbook Media and Apps Pvt Limited ensure that the data and information of clients are made available only to the related department, and employees.

As per this policy all the data and information about the clients and company are secured and will be shared under the control of authorities only to the right people at the right time.

Conflict of Interest:

Greenbook Media and Apps Pvt Ltd assures to its stakeholders, partners and clients that there will never be a chance of conflict of interest at any point of time. Also, all the employees are obliged to not let any personal, financial or other interests affect their efficiency, capability or willingness to complete their duties and responsibilities.

Respect in the workplace:

Greenbook Media and Apps Pvt Ltd believes that there must be respect maintained among all the employees and interns in the company. Our company will not allow any kind of harassment, discrimination, victimisation or anything that disrespects our company or any employees/interns, in the offices as well as the communication platforms like skype groups and WhatsApp groups. We believe in equal opportunity in terms of work, interpersonal relations and in the HR processes like performance evaluation, recruitment, etc.

There is a strict action against the employees for each kind of violation of code of conduct.

Respect in the Marketplace:

Greenbook Media and Apps Pvt Ltd ensures that all the clients and partners will be treated fairly and equally at the time of delivering services and all the operations.

We strongly discourage accepting gifts and bribes given by clients or partners. All employees and interns are expected to follow this for the benefit of internal and external party.

Following the non-competition and non-disclosure policies, the company ensures to maintain the respect in the Market.

Staff training and development:

Greenbook Media and Apps Pvt Ltd considers training and development of its employees in all levels as a major requisite for the growth and development of the organisation as a whole. By the training programs conducted in the company, there are numerous advantages we can enumerate and achieve:

- 1) Team building and coordination between team members establishes.**
- 2) Professionalism gets developed among the employees, team and hence in the company as a whole.**
- 3) It gives individual career growth to the employees.**
- 4) Skills are developed/brushed up with the training programs.**
- 5) Every time the new systems are established, how-to and do & don'ts get clear.**
- 6) It helps in setting performance goals and standards in the company for the teams and team members.**
- 7) With training programs' help, opportunities can be known.**
- 8) It gives opportunity to HR to take help in making decisions about remuneration, etc.**

We believe in all type of trainings, and these should be conducted time to time for the overall development of the company. The idea of on-the-job training, off-the-job training, classroom trainings, specific new systems trainings, help the company to develop and achieve success.