

# THE ARTISTIC COMPANY



## EMPLOYMENT TERMS AND CONDITIONS

### 1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department/section, location, associate, sister concern, or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

### 2. Probation

You will be on probation for 3 months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

### 3. Full-time employment

Your position is full-time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part-time or otherwise) work in an advisory capacity, or be interested directly or indirectly (except as shareholder/debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also only seek membership in local or public bodies after first obtaining specific permission from the Management.

### 4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose divulge, or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

#### Corporate Office :

IE Code : BJQPRI384C | GSTIN : 33BJQPRI384C1Z4

+91 8015968690 , 044-35006236

2<sup>nd</sup> floor, Block 1, No 86,CBI Colony 4th Main Rd,  
Kandanchavadi, Chennai, Tamil Nadu - 600096.

info@zeroartistic.com | www.zeroartistic.com

#### UK Branch Office :

IE Code : BJQPRI384C | GSTIN : 33BJQPRI384C1Z4

+44 7776 168279

Bay Business Community 5 Thurnham St,  
Lancaster LA1 1XU, United Kingdom.

branch-uk@artistic.business | www.artistic.business



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## 5. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down about conduct, discipline, and other matters. You will always be alive to the responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

## 6. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment instead of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

## 7. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation, the services can be terminated from either side by giving one month (30) days notice or salary in lieu thereof. Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation. If you fail, refuse, or neglect to carry out and perform the duties assigned to you by the company. For loss of confidence in you by the company for any of the acts committed by you. If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.\* If you commit any act prejudicial to the continuing good relationship between you and the company. If you commit a breach of any of the terms of this letter of appointment.

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## 8. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation exceeding your specified authority will be seriously viewed and disciplinary/appropriate legal action will be taken.

## 9. Background Verification

The Company may, in its sole discretion conduct background checks, before or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or misstatements misrepresentations, or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

## 10. Other Terms & Conditions

a) You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.

b) All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time

c) You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.

d) Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with The Artistic Company as per the joining date mentioned.

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