

MISCELLANEOUS POLICIES

REIMBURSEMENT POLICY

- All expenses (except alcohol) made towards clients or vendors for Gozoop will be reimbursed by the company along with the monthly salary. This is other than the policies mentioned travel reimbursement policy.
- Any expenses above INR 800 per day, must be pre-approved by your HOD.
- All Mobile data or internet related expenses must be pre-approved by your HOD. Personal mobile data expenses will not be reimbursed.
- All expenses except Travel, must be supported with original bills/invoices and submitted to the Finance Team in hard copy.
- Expenses must be submitted to the Finance Team either through email, copying your HOD on the same email, seeking approval or by filling the expense voucher hard copy and approval signed by your HOD.
- All expenses will be reimbursed with your monthly salary, subject to approval by your HOD.
- Unapproved expenses will not be reimbursed.
- Expense reimbursement will happen only on a monthly basis. Any prior month's expenses claimed later, will not be reimbursed.

EMPLOYEE REFERRAL POLICY

- This policy is applicable for every Gozooper excluding the Human Resource Team.
- Refer a candidate to join Gozoop and earn INR 10,000 as referral bonus when the candidate is confirmed post probation.
- Anyone from the HR team should not have been in touch with the candidate before your referral
- A hire would be considered as a referral hire only if the candidate mentions your name either on email or on call before attending the 1st round of interview at Gozoop.
- The amount earned will be directly credited to your account along with the salary of the particular month.

CLIENT REFERRAL POLICY

- This policy is applicable for every Gozooper excluding the Business Development team and Directors across all functions
- Refer a client to Gozoop and earn INR 20,000 as referral bonus when Gozoop receives its first payment from the Client.
- Anyone from the BD team should not have been in touch with the client before your referral
- The amount earned will be directly credited to your account along with the salary of the particular month.
- HR must be copied to the introduction email

LOAN POLICY

- This loan policy is to support each Gozooper through the major financial shifts of one's life.
- To be eligible for an interest free loan from Gozoop, you must have worked with Gozoop for at least 24 months.
- The loan & quantum would be approved considering the tenure of the employee with the company as well as the conduct/behavior of the employee throughout his tenure with the company. This decision will be at the sole discretion of the company.
- The maximum loan amount can be twice the monthly salary of the individual seeking for a loan.
- The loan amount will be disbursed after at least 30 days from application, basis management approval.
- The EMIs will be scheduled to a maximum of 12 months, beginning from the immediate next salary clearance after receiving the loan amount.
- Each Gozooper can only avail 1 loan in a period of 12 months.
- In case, you are not eligible to receive a loan from the company, the company will introduce you to the Relationship Manager at HDFC and Kotak Bank as well as our preferred Loan Partner, Loan Magik to facilitate a hassle free loan.

HARD / SOFT SKILLS POLICY

- Under this policy, each Gozooper can avail 75% upto Rs. 10,000 towards any hard / soft skill course that is approved by their HOD. The same will be reimbursed along with monthly salary on submitting the invoice to the HR Team.
- This policy is only applicable to all confirmed Gozoopers. Those on probation or notice period, can not avail.
- On availing this allowance benefit, you agree to continue working with Gozoop for a minimum of 12 months from the date of course completion.
- In case of any personal emergencies that force you to leave Gozoop within the 12 month duration, the reimbursed amount will be adjusted from your Full & Final Settlement.

HOBBY CLASS POLICY

- Under this policy, each Gozooper can avail a special allowance only if your hobby has a recurring class such as singing, dancing, learning how to play a guitar, piano etc.

FREELANCE ASSIGNMENT POLICY

Personal assignments that conflict with the business of Gozoop will not be allowed. Strict action will be taken against any conflicting activity. Our offerings are including but not limited to the following services.

- Digital marketing strategy and execution
- Website design & development
- SEO
- DCC including BRM/ORM
- Videography (Scripts, storyboarding, shooting, editing, sound mixing, producing, casting, etc.)
- Branding & designing
- Media planning & buying
- Photography
- Public Relations