

GOZOOP

HANDBOOK 2023

1

Official timing is **10 am**. Start before **10:30 am** to avoid late mark.
4 late marks = 1 day absence.

2

Our hybrid model suggests Monday as WFH (provided you've a workstation) and requires everyone to WFO from Tuesday to Friday.
WFH these days will be marked as half day.

3

Salaries will be credited to our Salary Account on/by the **1st** of every month.

4

All expenses (except alcohol & non-veg) made towards clients/vendors for the company will be **reimbursed** along with your salary.
Reimbursements older than 30 days will not be reimbursed.

5

Any **Government Scheme** contributions like PF, ESIC, etc. if applicable, will be drawn from your communicated CTC (both employer & employee contributions).

6

While working beyond **9 pm**, your dinner bill (only veg) will be reimbursed up to **Rs. 300/person**. (Provided you've come on time the day you left late and have an HOD approval with after8@gozoop.com in cc)

7

If you work beyond **10:45 pm**, you could come in late the next day, with an approval of your HOD. (Provided you've come on time the day you left late and have an HOD approval with after8@gozoop.com in cc)

8

When working beyond **10:45 PM**, you can book an Ola or Uber back home, with an approval of your HOD. (Provided you've come on time the day you left late and have an HOD approval with after8@gozoop.com in cc)

9

We have an **official counsellor** to help you make the right personal & professional decisions. You can seek her appointment through the HR Directives.

10

If you forget to **punch in/out** on the biometric machine, please regularise it through the ESS Portal. If you miss doing so, each missed punch will be marked as a **half day**.

11

All data on your assigned computer belongs to the company. It is your responsibility to see that this data is not misused. Protect your PC with a **password**, and change it **every quarter** to prevent misuse.

12

Personal assignments that conflict with the business of the company will not be allowed. Strict action will be taken against any **conflicting activity**. (A list of our service offerings is available in the miscellaneous policy section on www.gozoop.com/everything)

13

We have a **Code of Conduct** defined around drugs, sexual harassment, PDA & other things on www.gozoop.com/everything. Any violence to the COC will be acted upon strictly.

14

Absence of 3 or more days on **Medical Grounds** should be supported with medical reports/certificates.

15

Downloading personal data of any kind (songs, movies, etc.) in office is **strictly prohibited**.

16

The government allows **INR 2,400** worth food vouchers to be exempted from tax every month, we have tied up with **Paytm** to facilitate these food vouchers as a tax-free income. Reach out to HR to subscribe for them.

17

Every Gozooper can enrol for courses to **up-skill** themselves & claim a reimbursement on the course fee of **75% up to Rs. 10,000** with an approval of the HOD.

18

Strict action will be taken **against** those who forge documents, cause damage to office property, practice physical abuse, share confidential data with unauthorized personnel.

19

On completing 24 months with the company, you're eligible for an **interest free loan**, where the maximum loan amount can be twice your monthly salary. This can be availed once in 12 months and will be disbursed after at least 30 days from application, basis management approval.

20

Refer a Client to the BD team (keep nidhi@gozooop.in marked cc) and earn **INR 20,000** as a referral bonus when Gozooop receives its first payment from the Client.

21

Refer a candidate to join Gozooop and earn **INR 10,000** as referral bonus when the candidate is confirmed, post probation.

Special Allowances

In 2023, Gozoop aims at instilling the importance of Health & Well-Being within the team; hence we would love to share 50%, up to **INR 2,023** for each of the following activities:

- 1 Medical Insurance
- 2 Fitness Membership (gym, meditation, yoga, swimming, etc.)
- 3 Medical Check-up for self
- 4 Mental wellness apps

Special Allowances

In 2023, Gozoop aims at instilling the importance of Health & Well-Being within the team; hence we would love to share 50%, up to **INR 2,023** for each of the following activities:

- 5 Diet / Counsellor Consultations
- 6 Fitness Equipments (Fitbit/MI Band, weighing scale, dumbbells, etc.)
- 7 Hobby Classes (A musical instrument, the latest dance moves, etc.)
- 8 Do Good (Give back to the society and experience gratitude)

Leave Benefits (INDIA)

1

You'll have **22 pro-rated Paid Leaves** (incl. 1 birthday leave) & **14 Public Holidays** through the financial year. Only 6 Paid Leaves can be carried forward till **June**. If not used before the end of June, they will lapse. No leaves can be encashed.

2

During the **probation and notice period**, you are eligible for 1 PL/month along with Birthday and Menstrual Benefit.

3

A **Comp-off** can be granted to you by your HOD, on account of making you work from the company office on a non-working day. It is granted at the sole discretion of your HOD. **Comp-offs lapse within 90 days from accrual.** (>4 hrs = 0.5 CO; >8 hrs = 1 CO)

4

Unapproved leaves clubbed with public holidays or weekends will be considered as **Sandwich Holidays**, which means that you would lose pay for the weekend or public holiday.

5

Leave for 5 days or more must be approved by your **HOD and HR SPOC** at least 4 weeks in advance. Maximum leave tenure can be **10 working days**.

6

Every Gozooper, tenured at least 6 months with the company, is entitled to **5 days** additional paid leave towards **Marriage Leave**. Maximum leave tenure can be **15 working days**.

7

Every woman is entitled to a **Menstrual Benefit**, which is 0.5 day of paid time off, every month, to ensure you work with sufficient breaks when you need it the most. (Menstrual Benefit is not subject to any approval)

Leave List (INDIA)

Sunday, **1st January** –
New Year's Day

Thursday, **26th January** –
Republic Day

Wednesday, **8th March** –
Holi

Friday, **7th April** –
Good Friday

Saturday, **22nd April** –
Idul Fitr

Monday, **1st May** –
Maharashtra Day

Wednesday, **28th June** –
Bakri Id

Tuesday, **15th August** –
Independence Day

Leave List (INDIA)

Tuesday, **19th September** –
Ganesh Chaturthi

Monday, **2nd October** –
Gandhi Jayanti

Tuesday, **24th October** –
Dussehra

Sunday, **12th November** –
Diwali

Monday, **13th November** –
Hindu New Year

Monday, **25th December** –
Christmas

A red-tinted photograph of a modern office interior. In the foreground, there are several empty office chairs and desks with computer monitors. In the background, several people are working at their desks. Large windows on the left side of the image offer a view of a city skyline. The overall atmosphere is professional and contemporary.

GOZOOOP

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