



Employee Policy: Secondary Employment

Policy Statement:

At VivaJiva Pvt Ltd, we are committed to maintaining the integrity of our workforce and ensuring that employees are able to fully focus on their responsibilities within the organization. To achieve this, we have implemented a policy regarding secondary employment.

Policy Details:

- 1. Definition of Secondary Employment:** Secondary employment refers to any work undertaken by an employee outside of their primary employment at VivaJiva Pvt Ltd, including freelance work, part-time employment, consultancy services, or any other form of compensated labour.
- 2. Prohibition on Secondary Employment:** Employees of VivaJiva Pvt Ltd are prohibited from engaging in any form of secondary employment that conflicts with their duties and obligations to the company. This includes providing services to competitors or organizations operating in the same industry, undertaking roles with overlapping working hours, or compromising the confidentiality or intellectual property of VivaJiva Pvt Ltd.
- 3. Prior Approval for Exceptions:** In exceptional circumstances where an employee believes that engaging in secondary employment will not interfere with their duties at VivaJiva Pvt Ltd, they must seek prior approval from their supervisor or the HR department. Approval will be granted based on a thorough assessment of the potential impact on the employee's performance and commitment to their role within the company.
- 4. Disclosure of Secondary Employment:** Employees are required to disclose any secondary employment to the HR department, providing details of the nature of the work, the hours involved, and any potential conflicts of interest. Failure to disclose secondary employment may result in disciplinary action.
- 5. Consequences of Violation:** Violation of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the breach and its impact on the company.

Policy Review:

This policy will be reviewed annually to ensure its effectiveness and relevance to the needs of the organization. Any updates or revisions will be communicated to all employees in a timely manner.

Compliance:

By continuing their employment with VivaJiva Pvt Ltd, employees agree to comply with the terms and conditions outlined in this policy regarding secondary employment.