



2022

CODE OF CONDUCT

www.magemarketer.com



CODE OF CONDUCT

Prepared for Magemarketers.

Presented By

HR DEPARTMENT



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www.magemarketer.com

M Motivating

A Ambitious

G Gamification

E Empowering

Message from Heads



Shweta Mudgal
CFO & Founder

Mage Marketer is more than just a company to me—it's a shared vision built by the passion and dedication of an incredible team. Every milestone we achieve is the result of your hard work and belief in our mission. I want to thank each one of you for being part of this journey and for driving us toward meaningful success. Together, we are creating something truly special."



Aninda Das
CMO & Founder

What excites me most about Mage Marketer is the ability to turn ideas into reality, and none of this would be possible without the amazing team we have. Your creativity, dedication, and constant pursuit of excellence fuel everything we do. I'm truly thankful to be surrounded by such inspiring people, and together, we're making waves in the digital world."



Pushkar Tiwari
CTO & Founder

At Mage Marketer, we are always pushing the boundaries of what's possible, and that's only because of the incredible team behind us. Your hard work, innovation, and commitment to excellence are what make this journey so rewarding. I am deeply grateful to each one of you for your contributions, and I'm excited about what we'll continue to achieve together.


TO WHOM CODE OF CONDUCT IS APPLIES

The moral standards and expectations for conducting business on behalf of Mage Marketers, its affiliates, and subsidiaries are outlined in the Code of Business Conduct (COBC). These are frequently referred to as "the Company" or "the Marketer" in the COBC.

All workers and members of the company's board of directors are covered by the COBC. It also pertains to people who work for the company as consultants, retainers, subcontractors, or on any other similar basis.

providers of services, vendors, and outside experts. Agents, channel partners, dealers, and others are representatives of the company, and how they act in their business dealings with Mage Marketers or on behalf of Mage Marketers can affect the company's reputation.

Because of this, while they are employed by Mage Marketers, they are expected to run their businesses legally, morally, and in accordance with the COBC's principles as well as any relevant contractual requirements.



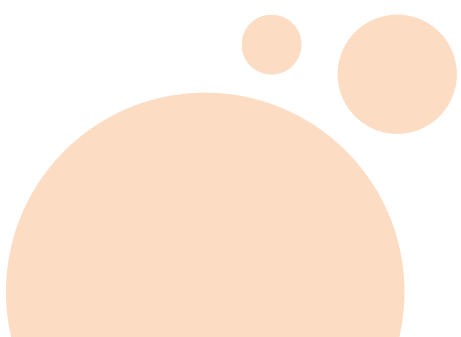
The hundreds of people that make up Magemarketer each have different goals and points of view. Even though our differences may vary, we all recognize the value of "Unyielding Integrity". We would not succeed in the eyes of investors, consumers, or even ourselves if we lacked a reputation for integrity. Specifically, we need to work toward upholding the highest moral standards:

- * Keep the COBC and policies up to date. Pay special attention to the policies that relate to your job responsibilities.

- * Act professionally, ethically, and historically when acting on behalf of the company.

Ensure that all necessary staff trainings are completed on time, and stay informed about the most recent standards and expectations.

- * Report any concerns you have about potential legal, regulatory, or COBC violations as soon as possible to your manager, manager's manager, HR manager, business head, senior management member, member of the legal & compliance department, or Ombudsperson.





HOW TO USE CODE OF BUSINESS CONDUCT

The purpose of the COBC is to assist staff members in identifying and resolving ethical dilemmas that arise at work. Magemarkerter's policy is to abide by all relevant laws and regulations, to be dedicated to conducting business ethically, and to behave honorably when interacting with our clients, partners, suppliers, rivals, employees, and other stakeholders.

The Code of Business Conduct (COBC) serves as a reference for any ethical inquiry or moral conundrum that may arise. Certain situations may not be covered by COBC, and occasionally this is due to the extremely complicated rules and regulations that control our company. You might require more assistance. Refer to the Magemarkerts policies listed in the COBC in these circumstances. They offer more thorough information about asking for assistance. Additionally, you can speak with your manager, Human Resources (HR), or other individuals listed in the COBC about the issue.

Values and Actions

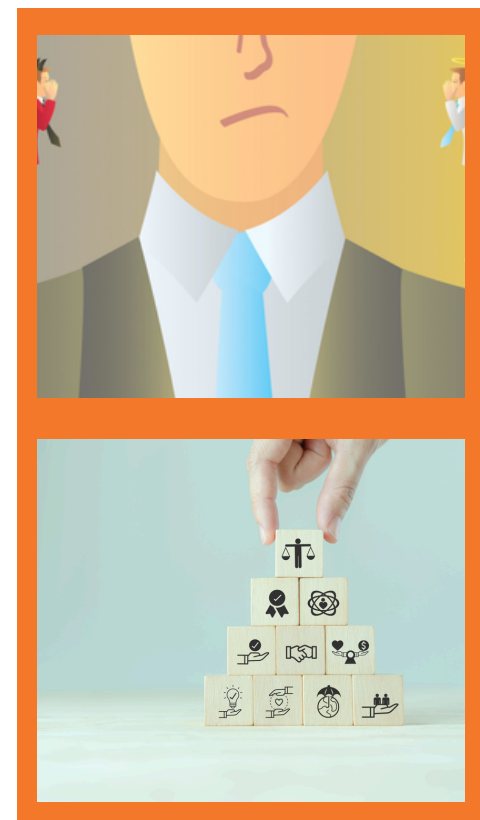
Behaving honorably and openly implies that we ought to conduct ourselves in an honest, moral, and transparent manner in every interaction. Demonstrating personal accountability is crucial in demonstrating our dependability to both clients and staff. Because of this, as workers and As magemarketer leaders, we fulfill our promises and act accordingly. When Particularly when it comes to behaviors or circumstances, we feel uneasy or uncertain.and actions that are at odds with our culture and ideals.



Ethical Leadership

You are also expected to fulfill the following additional responsibilities if you hold a leadership position at Mage Marketers. Set a good example. It is expected of managers to model the “Spark of Mage Marketers” and to set the highest standards for moral business conduct.

Through such programs, track adherence to Mage Marketers values and ethical business conduct guidelines while supporting the implementation of ethics and business conduct programs. Assist in developing a work atmosphere that emphasizes fostering relationships. Appreciate hard work, reciprocal respect, and honest communication.




Be proactive in informing employees and business partners (such as dealers, clients) about how the COBC and policies relate to their day-to-day work. Seek out opportunities to talk about and handle ethics and situations that present ethical challenges with your teammates.

Establish a space where people can freely ask questions and report possible infractions of the COBC and its policies. Never coerce someone else or ask them to do anything against the COBC.

Recognize the boundaries of our authority and refrain from acting outside of them.

Give authority only when it is appropriate, and never give it to anyone you think might act unethically or illegally. If you are in charge of another person make sure they comprehend the importance of compliance and ethics.





Asking questions and raising Concerns

It is inevitable that issues with ethics and compliance will come up in the complicated business world of today. The sooner potential issues are brought to the attention of Mage Marketers leadership, the sooner they can be resolved. It is our collective duty to voice any problems or concerns regarding wrongdoing as soon as possible.

Speak with your manager if you observe any behavior that you feel goes against Mage Marketers's rules, the law, or policies. If this doesn't seem right or you have a few more choices if you don't think the person you reported your concern to has acted appropriately:



ACCOUNTABILITY AND DISCIPLINE

When a business expects or encourages others to break applicable laws, rules, or the COBC, it exposes itself to liability and jeopardizes its reputation. Should a problem with ethics or compliance arise. In order to develop a workable solution, you are required to get in touch with one of the resources mentioned in the COBC.

If an employee, agent, contractor, or consultant is found to have violated these or any other Mage Marketers policy, Mage Marketers will take appropriate disciplinary action, which may include termination.

The Board of Directors, Audit Committee, and Corporate Compliance Committees made up of board members oversee Mage Marketers compliance process.



PREVENTING RETALIATION



Managers must listen openly to concerns about misconduct, respond appropriately, and never retaliate against those who raise issues in good faith. Lack of content/expert knowledge could cause anxiety on an employee's part to believe it to be wrong- that's fine. It is a violation of our policy and contrary to our values to engage in retaliatory acts against any employee who reports wrongdoing of any type, or any employee who testifies, assists or participates in a proceeding, investigation or hearing relating to allegations of misconduct. Mage Marketers takes claims of retaliation seriously. All such claims will be thoroughly investigated and if substantiated, retaliators will be disciplined up to and including termination. If you believe you have been retaliated against, you should report such action to the Ombuds person or use any of the reporting methods described in the COBC.

ACTING IN THE BEST INTEREST OF OUR CUSTOMER, BUSINESS PARTNERS AND THE PUBLIC



The fierce will to succeed and the dedication to seeing our clients succeed are the foundation of the "Spark of Mage Marketers. Mage Marketers are aware that success and victory are only achievable if we constantly act in the public's, business partners', and customers' best interests. We gain and maintain their trust when we put their interests first.

CUSTOMER RELATIONS



OUR STANDARDS

Because they trust us, clients take our services. They have faith in the caliber of our offerings. They have faith in our ability to deliver on our promises and in our ability to value what we offer. We have to keep that faith intact.

It is fundamentally Mage Marketers's responsibility to make sure that clients trust in the caliber of our offerings. Every employee has a primary responsibility to ensure that our services and products are consistently of the highest caliber

Our responsibilities

- Everybody has to make sure they adhere to our strict quality standards.
- Service satisfaction or quality issues must be reported right away. Every employee has a responsibility to ensure that clients receive what they expect—and more. Don't give any false impressions in any presentations, marketing, sales, or advertising materials. Avoid making untrue or unlawful statements about rival companies, their services.
- If you hold a leadership position at Mage Marketers, you have a responsibility to oversee the quality of our supply chain to guarantee that the service we provide fulfill both our own strict standards and all applicable external safety and quality standards.



CUSTOMER PROTECTION

Our standards

We frequently have access to personal information about clients and other individuals while conducting business. Although it may now be required by law, Mage Marketers has always considered data privacy to be an issue of trust and respect for others.

We value the privacy of others' and our customers' personal information. For us, maintaining their privacy is crucial.

Our Responsibilities

Safeguard the personal information or confidential information of clients, business partners, and applicants for jobs. Only when absolutely necessary, and only for lawful business purposes, may you access and use personal information.

In line with our document retention policies, return or destroy any personal information that you no longer need for business purposes.

Make sure that transfers of personal data to third parties or across borders are made for legal purposes and in accordance with local regulations. Make sure the recipient will keep the information safe as well. According to local law, sensitive personal information such as social security numbers, credit card numbers, bank account numbers, and medical records must be handled with extra care.

Avoid sending documents and clients information to personal email addresses like Gmail or Hotmail. If you discover a violation of this policy or receive a customer inquiry or complaint regarding Mage Marketers handling of personal information, do not use public file hosting services (such as Dropbox, SkyDrive, iCloud, Amazon Cloud Drive) to backup clients or other business information and documents. Instead, send the information to Security Incident Reporting (SIR) via the company's intranet system.



PROTECTING CUSTOMER'S INFORMATION

Social media and networking

Our Standards

Social media platforms are a well-liked means of engagement and communication. Mage Marketers is in favor of its employees' freedom of expression on social media, blogs, Twitter, chat rooms, comment forums, and other online spaces. Employees must exercise caution, though, if engaging in such activities could compromise their perception of Mage Marketers, its clients, and its business partners.

It is expected of all Mage Marketers employees to act professionally in their online interactions and to uphold the company's reputation among its clients and partners. All guidelines that govern behavior offline also apply to comments made online.

When it comes to business matters, Mage Marketers maintains the right to examine and keep an eye on its employees' online activity as well as any online communications they send or receive while utilizing company equipment (computers, phones, tablets, data cards, etc.). Mage Marketers will conduct the necessary investigation and take appropriate action if it believes that such an activity violates company policies.



Social Networking

When writing communications that could be abused, exercise extra caution.

Posts made online fall under this category. Never suggest that you are speaking for Mage Marketers in chat rooms, forums, blogs, newsgroups, or bulletin boards unless you have been given permission to do so. And consider your options carefully before clicking "Send". These kinds of exchanges are eternal.

Protecting our information and assets

The protection of private and sensitive data that is gathered and shared is one of the main issues in the current information technology era. Mage Marketers's commitment to acting sensitively and with respect for each individual is the foundation for the protection of confidential information.

It's straightforward: we fulfill our obligations and live up to the promises we have given to others when we take steps to protect sensitive data and company assets that have been entrusted to us.



CONFIDENTIAL INFORMATION

OUR STANDARDS

Information is among our most valuable resources. Information that is not publicly available but might be useful to Mage Marketers or its rivals needs to be kept private.

Unauthorized disclosure of private data may cost Mage marketer a significant competitive edge, bring disgrace upon the organization, and sour relations with clients and other stakeholders. due to these factors. It is required that confidential information be transmitted, stored, and accessed in accordance with Mage Marketers policies and procedures.

To protect the confidential information entrusted to us by third parties and Mage Marketers, each of us needs to exercise extreme caution. It needs to be kept safe. restrict access to those who require it to perform their duties and refrain from discussing private information in public areas.



Our Responsibilities

Handle sensitive material carefully by labeling it properly and ensuring it is shared only with authorized individuals.

Avoid discussing private information in public spaces like elevators or airplanes, and prevent it from being overheard. Ensure confidential or intellectual property information is only shared with those who have permission. Be cautious not to leave sensitive data on unattended printers or fax machines.

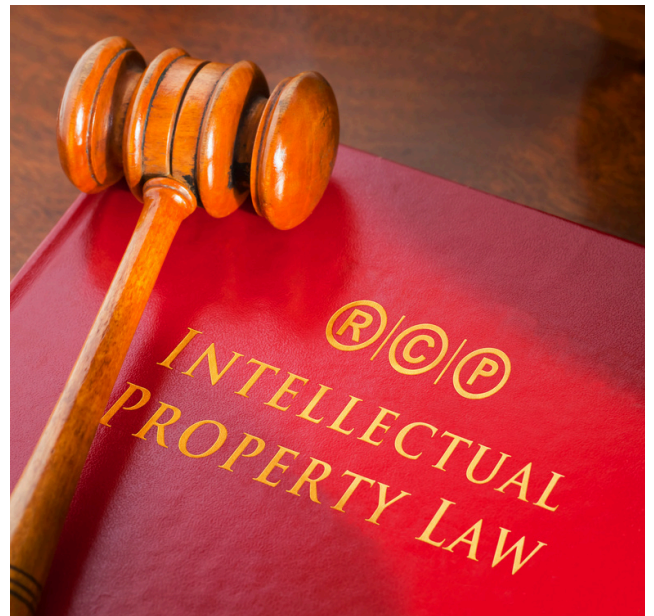


INTELLECTUAL PROPERTY

OUR STANDARDS

It is our responsibility to recognize and safeguard the trade secrets, intellectual property, and other private information that belongs to Mage marketer, our clients, and our business associates. This is essential to our success.

Intellectual property, or IP, includes business methods and inventions that are either patented or may be patentable. trade secrets, trademarks, service marks, and trade names with copyrightable content. To protect these assets, we must all be aware of and follow Magemarketer's policies, which include adhering to confidentiality agreements that are signed at the beginning of employment or at any time thereafter.



OUR RESPONSIBILITIES

*WORKERS ARE REQUIRED TO USE OTHER PEOPLE'S PROPRIETARY MATERIAL ONLY WHEN GRANTED A VALID LICENSE AND IN COMPLIANCE WITH THE TERMS OF THAT LICENSE

* ONLY MAKE USE OF SOFTWARE THAT HAS BEEN PROPERLY LICENSED IN ACCORDANCE WITH THE LICENSE AGREEMENT'S USAGE TERMS AND CONDITIONS. IT IS STRICTLY FORBIDDEN TO COPY OR USE UNLICENSED, "PIRATED," OR "CRACKED" SOFTWARE ON COMPANY COMPUTERS OR OTHER EQUIPMENT FOR BUSINESS PURPOSES. MAGEMARKETERS COULD FACE CIVIL LAWSUITS AND DAMAGES IF IT USES OR RECEIVES INTELLECTUAL PROPERTY FROM OTHERS WITHOUT AUTHORIZATION. EMPLOYEES ARE EXPECTED TO ADHERE TO ALL MAGE MARKETERS POLICIES, INCLUDING THOSE PERTAINING TO THE PROPER MANAGEMENT OF UNSOLICITED INTELLECTUAL PROPERTY.

COPYRIGHTED MATERIALS SHOULD NEVER BE USED WITHOUT THE PROPER AUTHORIZATION. REMEMBER THAT ALL ONLINE CONTENT, INCLUDING IMAGES, VIDEOS, AND ARTICLES, MAY BE PROTECTED BY COPYRIGHT. AS SUCH, YOU CANNOT USE OR COPY ANY OF IT WITHOUT THE OWNERS' EXPRESS WRITTEN CONSENT, NOT EVEN FOR INTERNAL TRAINING.

* WHEN THERE IS A POTENTIAL INTELLECTUAL PROPERTY ISSUE OR WHEN YOU ARE UNSURE OF THE BEST COURSE OF ACTION, ALWAYS CONTACT THE LEGAL & COMPLIANCE DEPARTMENT.

* DO NOT USE MAGE MARKETERS OR OUR CUSTOMERS' NETWORKS TO STREAM OR DOWNLOAD ILLEGAL MUSIC OR VIDEOS. DO NOT DOWNLOAD ILLEGAL MUSIC OR VIDEOS FROM MAGE MARKETERS RESOURCES. DOWNLOADING "SHAREWARE PROGRAMS" OR "FREWARE" OR "FREE-TRIAL" THIRD-PARTY SOFTWARE FROM THE INTERNET REQUIRES PRIOR APPROVAL FROM THE LEGAL & COMPLIANCE DEPARTMENT.



COMPETITIVE/ BUSINESS INTELLIGENCE

OUR STANDARDS

In the fiercely competitive markets where Mage Marketers works, knowledge about rivals is a useful tool. Mage Marketers staff members and other individuals working on our behalf must always uphold Mage Marketers standard of "Unyielding Integrity" when gathering competitive intelligence.

Never should we use deception, fraud, or misrepresentation to get information. We shouldn't "spy" on other people using intrusive technology either. When accepting information from third parties, caution should be exercised. You should be aware of, believe in, and confirm from their sources that the information they offer is not covered by non-disclosure or confidentiality agreements, trade secret laws, or other legal protections.

While Mage Marketers hires people who used to work for rival companies. We acknowledge and honor their commitments to refrain from using or disclosing any private information belonging to their previous employers.

OUR RESPONSIBILITIES

Never accept information that is offered by a third party that is described as confidential or that seems to be confidential based on the context or circumstances (such as competitor information during an RFI stage) unless a suitable non-disclosure/confidentiality agreement has been signed with the party offering the information. For every specific circumstance, the Legal & Compliance Department can offer non-disclosure agreements. Never use deception to obtain competitive information; instead, use only morally and legally acceptable methods. Never ask for sensitive information from rival companies.

Recognize and honor others' commitments to keep competitive information private.

Never demand or accept private information belonging to another business.

Protecting personal information and the privacy of employees

OUR STANDARDS

Concerns over the security and privacy of personal information have grown among people, businesses, and governments in recent years. Due to strongly held opinions on the subject, laws safeguarding personal data privacy and the conditions under which it may be gathered, shared, and used are spreading throughout many nations and cultures.

In compliance with all relevant data privacy laws and regulations worldwide, Mage Marketer is dedicated to gathering, managing, and safeguarding personal information.

It is our duty to safeguard the private and sensitive information of others, including our fellow Mage Marketers.



Our responsibilities

Personal information must be handled securely and with protection by all workers and contractors.

Only gather personal data for justifiable business needs and retain it for as long as is necessary

When gathering, processing, storing, and transmitting personal information, take the necessary safety measures to protect it.

Share personal information only with those employees who have a legitimate need to know, and make sure they know how important it is to handle the information you share with them. Make sure the third parties we hire to perform services for us are aware of how important privacy is to us and that they are obliged to follow our standards.

when it's suitable. Permit employees whose personal information is stored by the organization to examine and update said information.



Safeguarding Company assets

Our standards

In order to best satisfy our investors and clients. It is incumbent upon all of us to utilize Mage Marketers resources and assets sensibly and carefully. It is the duty of all employees to exercise reasonable caution in order to protect Mage Marketers material and immaterial assets and to make sure that they are not mishandled, destroyed, taken, or wasted.

Physical Mage Marketers facilities, property and equipment, electronic communication devices, intellectual property, private information, files and documents, inventor computer networks, and supplies are all considered company assets.

Our Responsibilities

Utilize Mage Marketers resources for appropriate commercial endeavors. Do not use Mage Marketers equipment or systems, including email and the internet, to download, create, store, or send content that others might find offensive. Personal use of company assets should be incidental, kept to a minimum, and should not negatively impact the work environment. Respect Mage Marketers password security regulations, such as routinely changing access passwords. Don't share passwords. Report any suspicions you may have about the misappropriation or embezzlement of company property. Any suspicious activity that affects productivity must be reported to your manager or the HR manager. Suspected loss, misuse, or theft of Mage Marketers assets.



PERFORMANCE THROUGH TEAMWORK AND RESPECT

Being a worldwide organization, we hire people and collaborate with business partners that have a wide range of experiences, expertise, and cultural backgrounds.

Bringing together this abundance of resources forms the varied and cooperative teams that continuously propel our successes.

In order to draw in and keep bright, motivated people from all over the world, a respectful and encouraging work environment is essential. Positive working relationships between managers and employees, as well as open communication and employee development, are all always encouraged and promoted by Mage Marketer. Our ideals foster the growth of our business and provide the conditions necessary for each of us to realize our greatest potential.





HUMAN RIGHTS

OUR STANDARDS

HUMAN TRAFFICKING, SLAVERY, SERVITUDE, AND FORCED OR COMPULSORY LABOR ARE ALL FORBIDDEN BY MAGE MARKETER IN ALL AREAS OF THE COMPANY, ITS OPERATIONS, AND ITS SUPPLIER CHAIN.

WE ADVOCATE FOR EVERYONE'S FUNDAMENTAL HUMAN RIGHTS.

IN ADDITION TO ABIDING BY THE RELEVANT LEGAL REQUIREMENTS IN EACH NATION WHERE WE CONDUCT BUSINESS, WE WILL UPHOLD AND PROMOTE A COMMITMENT TO HUMAN RIGHTS AMONG OUR SUPPLIERS, BUSINESS PARTNERS, AND EMPLOYEES

Child Labour

Mage Marketers opposes the use of child labor and will not assist those who do. Mage Marketers also understands that merely enforcing regulations or conducting inspections won't be enough to eradicate this evil. With this in mind, Mage Marketers is dedicated to actively improving the social circumstances of children in order to work toward the eradication of child labor. Mage Marketers encourages the use of legal workplace internships, apprenticeships, and other programs that are comparable and that abide by all applicable laws and regulations. In order to ensure the survival of the family and the children's education, Mage Marketers encourages its suppliers to likewise work toward a policy prohibiting child labor. We also encourage the employment of the parents of such children.

Associational freedom

Prison or bond labor are examples of forced or mandatory labor that Mage Marketers forbids. Physical punishment or abuse will not be tolerated, and we are dedicated to making sure that employee join Mage Marketers and remain there voluntarily. Additionally, we demand that all of our clients' operations refrain from using forced labor or any other type of compulsory labor.



Elimination of Forced Labor

Our standards

Prison or bond labor are examples of forced or mandatory labor that Mage Marketers forbids. Physical punishment or abuse will not be tolerated, and we are dedicated to making sure that workers join Mage Marketers and remain there voluntarily. Additionally, we demand that all of our employee operations refrain from using forced labor or any other type of compulsory labor.



Our Responsibilities

Recognize the laws and regulations that are pertinent to your line of work, and never purposefully engage in behavior that contravenes those laws and regulations

Keep an eye out for new regulations or changes in the law that might have an impact on your work. If you hold a leadership role at Mage Marketers, make sure that suppliers are aware of and comply with our standards.

Exercise caution and keep an eye out for any indications of human rights or employment law violations. Inform the leadership of any business partner or supplier that maintains different payroll records or refuses to participate in on-site visits, audits, or inspections.

Diversity and non-discrimination

Diversity & Inclusion at Wipro

Mage Marketer was established with an unwavering dedication to its core principles. The cornerstone of our principles of inclusion and diversity is the "Spark of Mage Marketer," one of our core values.

At Mage Marketer, inclusivity is a "way of life". Our constant goal is to create a welcoming environment where staff members feel free to express themselves, engage, and be who they truly are. We cherish plurality of ideas and promote diversity of thought. We value each person's individuality while appreciating and benefiting from a variety of viewpoints and experiences. viewpoints and experiences

Overcoming prejudices

At Mage Marketer we all encourage one another to overcome prejudice. Unconscious or implicit bias occurs when our minds automatically form opinions about individuals and circumstances without our awareness. Our decisions and behaviors may be influenced by our upbringing, experiences, and social preconceptions. There are moments when we unintentionally allow bias to put obstacles in the way of ourselves or those around us. Removing bias consciously improves us as people and inspires us to be more inclusive both at work and outside of it.




Non – Discrimination

Our Standards

Employers of equal opportunity include Mage Marketers. Talented and diverse employees are in our opinion, a major competitive advantage. We emphasize meritocracy and oppose discrimination on the basis of ethnic and national origin, race, caste, religion, disability, age, gender, creed, marital status, gender identity, gender expression, sexual orientation, political orientation, protected veteran status, or any other legally protected characteristic in hiring, compensation, training, promotions, termination, or retirement.

We provide a work environment free from harassment and discrimination, and we hire and promote individuals based only on their qualifications, performance, and abilities. We don't charge hiring fees or anything else to the people we hire.



Our Responsibilities

- *Show respect to others.

- *Comply with any initiatives put forth to create equal opportunities.

- *Never act in a way that goes against the letter or spirit of this policy.

- *Foster an inclusive mindset while collaborating with coworkers from various backgrounds.

- *Never stop questioning our beliefs; develop self-awareness; accept and get rid of prejudices based on our preconceptions; and Never support remarks or comments that are disparaging to someone based only on their identity.

- * You have extra duties if you are a supervisor of others:

- * Assure your team members that you are accessible to address any worries they may have regarding harassment or discrimination.

Make decisions about employment based only on performance and capabilities. Make use of measurable, objective standards.

- * Recognize the biases that could be impeding your ability to make decisions.

- * Foster an equal work environment for all members of your team; Value viewpoints, ideas, and opinions. whoever it comes from, from.

- * Verify that you evaluate your team members based on merit. Examine your choices to make sure that business considerations guided them.



HARASSMENT – FREE WORKPLACE

Mage Marketer is dedicated to upholding an environment at work where each worker's individual dignity is valued and shielded from rude or menacing conduct, including physical harm.

Everyone has the right to work in a setting free from abuse, harassment, and intimidation, according to Mage Marketer. We are aware that abuse and harassment compromise the integrity of working relationships and can have a negative impact on output, efficiency, and a hostile work environment.

For these reasons, Mage Marketer prohibits any employee from harassing another person verbally or physically. interferes with the productivity of another. or fosters a hostile, offensive, abusive, or intimidating work environment Such actions taken against third parties while carrying out Mage Marketer business are included in this.



At magemarketers we do not tolerate

- * Making derogatory comments, offensive phone calls, stalking, or any other type of harassment; * Inflicting bodily harm on another person.

- * Willfully causing harm to another person's belongings or behaving aggressively in a way that enrages another person.

- * At any moment, threatening, intimidating, or pressuring other employees on the property. for any objective

- * Bringing weapons to work; this includes parking lots, guest houses, and other Mage Marketer-maintained locations in addition to our facilities.

You can file a report with the Prevention of Sexual Harassment Committee if you observe behavior that you believe to be sexual harassment.

WHAT IS THE DEFINITION OF HARASSMENT?

When someone intentionally causes offense, it can take the form of verbal, physical, or visual abuse. unfriendly or frightening setting. The following are indicators that something might be harassing:

- * It is undesired. It aims to violate someone else's dignity or create an environment that is intimidating, hostile, degrading, humiliating, or offensive for someone else Submission to such behavior is implied or stated as a requirement for an individual to be employed in a certain capacity Report any incidents of abuse, harassment, or intimidation that could jeopardize our ability to collaborate and produce results. *
- * Report any incidents of abuse, harassment, or intimidation that could jeopardize our ability to collaborate and produce results.

- *Such behaviour creates an intimidating environment. Submission to such conduct is implicitly or explicitly a term or condition for decisions that could affect promotion, salary, or any other job condition. unfriendly or offensive workplace for one or more people

Generally speaking, sexual harassment happens when: A request for a date, a sexual favor, or other similar, unwanted sexual behavior is made a condition of employment, or its continuation; or it is the basis for decisions about advancement in the workplace, sexual evaluations, or receiving company benefits. Unwelcome sexual advances, offensive jokes, or other offensive verbal or physical behavior of a sexual nature can create a frightening, offensive, or hostile work environment. It is possible to create a hostile work environment with words or deeds.

Our Obligation

- * Speak up when someone else's behavior at work causes discomfort for others; Refuse to put up with sexual harassment, including requests for sexual favors. or any other unwanted sexually suggestive words or actions.

- * Act professionally in the workplace; Encourage a positive outlook on the laws intended to create a state that is morally and professionally organized.

RECRUITMENT POLICY – MAGEMARKETER

1. Document Submission: Upon selection for a job role, the candidate must submit all required documents within three (3) days from the date of selection.
2. Confirmation of Joining Date: The candidate must confirm their joining date within seven (7) days from the date of selection.
3. Non-Compliance & Rejection: Failure to comply with the above requirements will result in automatic disqualification from the hiring process. Magemarketer reserves the right to reject the candidate's profile and proceed with hiring another suitable candidate for the role.

This policy is binding and applicable to all selected candidates.

Safe and healthy work environment

As a key element of its success and a strategic value, Mage marketer supports employee well-being. and we go beyond what is typically considered to be occupational health and safety when we define well-being.

Mage Marketer takes the necessary precautions to avoid occupational illnesses and injuries and to give employee a safe and healthy work environment by taking changing industry standards and social norms into account. We keep a close eye on and abide by all relevant health and safety regulations.

Mage Marketer is proactive and actively evaluates and manages the potential risks and health and safety impact associated with our current activities as well as when planning new initiatives and producing goods and services.

We are dedicated to giving coworkers and guests to our facility a secure and healthy work environment.

Our Responsibilities

- * It is each of our duties to behave in a way that keeps others and ourselves safe. Events that could endanger someone's health, safety, or the environment need to be reported right away.
- * Take the necessary steps to assist in identifying, evaluating, and managing the environmental effects of our planned and ongoing operations.
- * Keep workstations, aisles, and other workspaces clear of obstructions, wires, and other possible hazards to ensure a tidy, safe working environment.
- * Report any dangerous equipment or circumstances that might endanger public health and safety or harm the environment right away to your manager or a member of the Emergency Response Team (ERT) in your office. It is the duty and right of every employee to cease any work that they believe to be dangerous.

* When entering and leaving secure areas, always show and swipe your personal identification badge. * Do not permit others to enter/"tail gate" without correctly swiping their badges.

It is forbidden to use, possess, or be under the influence of alcohol, illegal drugs, or any other substance. It is also forbidden to misuse medication or to use it in a way that could compromise workplace safety or negatively impact your job performance.

Timing of Office

Reporting Time: By 9.30 Am, employees should be at work. Arrivals that are late can cause operational disruptions and lower team productivity as a whole.

Grace Period: Employees are allowed a grace period of 5 minutes. Arrivals beyond this will be marked as late. For every more than 3 late arrivals in a month, the employee may receive a warning or face disciplinary action, including salary deduction.

Unforeseen Events: Notify your reporting manager as soon as possible if you anticipate being late for any reason. Sincere excuses will be taken into account.

Attire

Dress Code: Employees are required to present themselves appropriately for work. Unless otherwise noted, business casual is the recommended dress code. Every Saturday wearing office T-shirt is mandatory.

Cleanliness and grooming: Workers are expected to keep a tidy and business like appearance. Clothes ought to be tidy, preserved, and well-groomed.

Prohibited Attire: It is not acceptable to wear casual clothing in the workplace, such as torn jeans, flip-flops, or inappropriate logos or images. Female employees should take care that their dress should not be too revealing. For female employees anything above knee is inappropriate and not accepted as per company standards.

Special Occasions: Employees may dress more casually on designated days, as long as they adhere to standards of decency and professionalism.

