



*Where Innovation Meets Solutions*

**Company Name:** Andnetics

**Approved by:** Ramesh Sharma

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**Prepared by:** Tanupriya Sharma

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## Freelancer Policy

### Purpose

To define the responsibilities, expectations, and operational guidelines for freelancers working with Andnetics. This policy promotes a productive, respectful, and transparent working relationship between Andnetics and its freelance team members.

### Scope

This policy applies to all freelancers and contractors working with Andnetics on various projects, regardless of location or project duration.

### Policy Guidelines

#### 1. Engagement and Work Hours

- Freelancers are expected to work within the designated hours specified in their contracts, with flexibility depending on project requirements.
- Work hours and availability should be communicated clearly and consistently with the project manager.
- Availability for Meetings: Freelancers should be available for scheduled meetings, project check-ins, and communications during agreed-upon core hours.

#### 2. Attendance and Time Tracking

- Freelancers are required to log work hours and tasks in the designated time-tracking software provided by Andnetics.
- Submit weekly timesheets, including tasks completed and hours worked, by the end of each workweek to ensure accurate and timely payment.

#### 3. Project Deadlines and Deliverables

- Freelancers are expected to adhere to deadlines and deliver high-quality work as per project specifications.
- Delays in deliverables must be communicated in advance to the project manager, along with an updated timeline for completion.
- Missed deadlines without prior notice may result in a review of the freelancer's engagement with Andnetics.

#### **4. Communication and Responsiveness**

- Freelancers must maintain regular communication with project managers and team members. Timely responses to emails, messages, and calls are essential for project continuity.
- Andnetics encourages open communication; freelancers should feel free to ask questions or clarify project requirements when needed.

#### **5. Confidentiality and Data Security**

- Freelancers are expected to uphold strict confidentiality regarding Andnetics' proprietary information, client data, and project details.
- Unauthorized sharing of confidential information or project assets is prohibited and may result in immediate termination of the freelance contract.
- Use company-approved tools and platforms for project communications and data sharing to ensure security and compliance.

#### **6. Intellectual Property Rights**

- All work created by freelancers for Andnetics is the exclusive intellectual property of Andnetics upon completion and submission.
- Freelancers must transfer all intellectual property rights of deliverables created for the company and refrain from using the work for any other purpose unless explicitly permitted by Andnetics.

#### **7. Payments and Invoicing**

- Freelancers will be compensated as per the payment terms outlined in their contracts. Payments will be processed based on submitted and approved timesheets.
- Freelancers should submit invoices promptly, following the guidelines provided by Andnetics' finance department, to ensure timely payment processing.
- Andnetics reserves the right to withhold payment for incomplete or unsatisfactory work until all requirements are met.

#### **8. Code of Conduct and Professionalism**

- Freelancers are expected to adhere to Andnetics' Code of Conduct, demonstrating professionalism, integrity, and respect in all interactions with team members and clients.
- Harassment, discrimination, or unprofessional behaviour will not be tolerated and may result in contract termination.
- Freelancers should strive to represent Andnetics positively in all professional communications and interactions.

#### **9. Termination of Engagement**

- Andnetics or the freelancer may terminate the contract with prior notice, as specified in the contract agreement.
- Grounds for immediate termination include breach of confidentiality, repeated missed deadlines, substandard work quality, or failure to comply with company policies.

## 10. Work Equipment and Resources

- Freelancers are responsible for using their own tools and resources unless otherwise specified. Andnetics may provide access to specific software or tools required for the project.
- Any equipment or software provided by Andnetics must be used solely for Andnetics projects and returned upon completion or termination of the engagement.

### Responsibilities

- **Project Managers:** Responsible for providing clear project guidelines, deadlines, and feedback to freelancers.
- **Freelancers:** Expected to follow project requirements, communicate effectively, meet deadlines, and submit accurate timesheets.
- **HR and Finance Department:** Facilitate onboarding, support freelancers with policy-related questions, and process payments upon completion of work requirements.

