

# Moonlighting Policy



## Purpose

To enable employees dabble in aspects that are of passion and pursue projects outside of work for pro-bono or economic consideration.

We believe that these experiences will benefit both in your career and personal life and will enable you to bring your best selves to work.

## Coverage

All the full-time employees of Bundl Technologies, its subsidiaries, affiliates, associate, and group companies (collectively referred to as “Bundl”)

## Important Note

- You may take projects in areas of your passion and make productive use of your free time while being mindful of the company’s interests.
- Your health, well-being, and work-life balance are of utmost importance to us. We urge you to be conscious of your time commitments while taking up these projects.
- Full-time employees **must** treat their job at Bundl/ its subsidiaries as their primary occupation.

## What are Moonlighting Projects?

Any project or activity and employee takes up outside of office hours or weekends without affecting productivity on the full time job comes under the Moonlighting Policy. This includes work in the professional/ non-professional domain and for economic consideration.

To avail this policy, employees should be transparent in declaring their Project and follow the process of approval as laid out in this policy.

## What can be Moonlighting Projects?

Moonlighting Projects are [categorized](#) into two buckets (Indicate list but not exhaustive list) –

### LIST A

Projects that can be successfully delivered by directly leveraging [professional qualifications](#) of the employee and pose a higher risk of conflict of interest.

#### Example –

- Teaching, Coaching / Advising / Consulting
- Projects in Professional domain
- Content creation Podcasts / Blogging about professional domain
- Coding, Data analysis

### LIST B

Projects that are more in the space of [hobbies and interests](#) outside of the professional qualifications and pose a low risk of conflict of interest

#### Example –

- Volunteering
- Performing arts
- Micro-influencers, Youtube channels / Content creation on non-professional work
- Practicing hobbies like Gardening, crafts, etc

## Section A: Guideline to take up A Moonlighting Project

Below guidelines detail what should **NOT** be an Moonlighting Project. These are applicable to both List A and List B projects.

- You cannot take up another full-time job with any other organization
- You cannot take up any assignment clashing with your work commitments and meetings with Bundl
- You cannot take up an assignment that is the same as the work you are doing for Swiggy in a professional capacity.
- You cannot take up a project that presents a conflict of interest to your duties at Bundl or to Bundl itself.
- You cannot take up an assignment with our competitors/clients. For instance, you can not take up a job or project with Bundl's clients, vendors, or contractors or take up a job or project that arises from your role through Bundl's business relationship.
- You cannot start/experiment with a business that competes with Bundl business lines at present or in the future.
- You cannot take up an assignment that demands you to use your position at Bundl or Bundl systems/practices/data/ policies. Eg: As you deliver your assignment you should not use any of Bundl IP / quote it.
- You cannot use or monetize any intellectual property developed in the course of your employment with Bundl directly or indirectly.
- You cannot make any representation on behalf of Bundl as part of the project delivery. Eg. During your assignments you are entitled to share your personal perspective but should not expressly or impliedly represent that these are Bundl's views in any manner.
- You cannot take up an assignment to build inventions/patents/code/apps in the same area of work as in Bundl.
- You cannot engage in any activities that are illegal, amoral, anti-public policy, disparaging to any community, organization, or individual, or any activity that will likely bring Bundl into disrepute.

## Section B: How to Approve List A Moonlighting Projects:

- Average time investment in a project should not be more than 4 hours in a working week
- Same team members at Bundl should not be involved in the same project

## Section C: Approval Process to participate in Moonlighting Projects

### For List A Projects

- You must share the details of your project in this [Form](#) and share it with you HRBP and Line Manager for their approval
- Based on Section A & Section B guidelines, HRBP and Line Manager will approve the Project
- Post the approval, if there is further clarity required, your HRBP will facilitate approval from your senior-most functional head reporting to the CEO and Head of HR and green light your project or inform you otherwise

## For List B Projects

You will need to declare List B Projects only if you are doing them for economic consideration.

- You must share the details of your project in this [Form](#) and share it with you HRBP and Line Manager for their approval.
- Based on Section A guidelines HRBP and Line Manager will approve the Project and inform your to pursue the same

## Employee's responsibilities

- Choose projects in alignment with the policy
- Inform the organization about the project as per this policy
- Do not use company leaves / short breaks during the working day for the projects
- Ensure that self-performance is not impacted by the project commitments.
- Ensure that project commitments do not conflict with work commitments leading to performance gaps etc.
- Update the organization if there are any changes to an ongoing project in a timely manner and seek alignment
- At all times maintain strict confidentiality of all company information and be mindful that you will at all times be bound by your confidentiality and intellectual property protection obligations.
- Do not use company equipment, resources, asserts or materials for these projects or for any reason outside work and always abide to company IT & Infosec policy.

## Policy Violation:

Employees may face disciplinary action depending on how they violated this policy as per clauses in the appointment letter. Please note that this policy is intended to act as an exception to restrictions on conducting activities outside of your employment as set out in your appointment letter to the limited extent set out in this policy. In case you have any doubts with respect to any conflict between your appointment letter and this policy, please reach out to your manager who may refer your query to the legal team.

## Exclusions:

Serving on the board of directors of another organization or making investments in other companies, starting up your company/partnership, or becoming a partner in another partnership are not Moonlighting Projects.

For guidance on how to engage in these activities or otherwise please refer to the code of conduct policy (Pathway: HR Documents → My Policies → 57 Policies → Code of Conduct Policy ) and in case of doubt please refer to ethics hotline.

<b>Toll-Free :</b>	1800 309 3981
<b>Email :</b>	swiggy-hotline@tip-offs.in
<b>Web-portal:</b>	www.swiggy-hotline.tip-offs.in
<b>Chatbot:</b>	www.swiggy-hotline.tip-offs.in



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## MOONLIGHTING POLICY - FAQs

### **Why do we have a Moonlighting Policy?**

Any work or activity and employee takes up outside of office hours or weekends without affecting productivity on the full time job comes under the Moonlighting Policy. We believe that these experiences will benefit both in your career and personal life and will enable you to bring your best selves to work, hence this policy. The Policy provides guidelines on what should NOT be a Moonlighting project and how to partake in a project and your responsibility while taking up such projects.

### **Can I do Moonlighting Assignment for economical value / cash?**

Yes, you can undertake projects for economic consideration.

### **I am receiving stocks as payment to my Moonlighting project, can I take up such a project?**

Yes, you can take up such project post alignment as per the policy and additionally from the Legal team. Your HRBP will facilitate the same.

### **What are not Moonlighting projects?**

Any projects that are falling in Section A Guidelines of the policy, are not Moonlighting projects. In addition, serving on the board of directors of another organization or making investments in other companies, starting up your company/partnership, or becoming a partner in another partnership are not Moonlighting Projects.

For any clarification on this please refer to Code of Business Conduct policy / Ethics hotline.

### **What will happen if i don't declare a project?**

Employees may face disciplinary action depending on how they violated this policy as per clauses in the appointment letter.

### **Do I need approval for all Moonlighting projects?**

All List A Assignments need approvals as per approval matrix shared in the policy.

List B projects done for economic consideration only need approval for Line manager and HRBP.