

BUSINESS COORDINATOR TERMS & CONDITIONS

This is to confirm that, I have understood the rules & regulations of the organization in conversation with the authorized person, and I will adhere to the below mentioned organizational policies.

SL.	Organization Policies
1	I will not involve in any kind of fraud activity or anything which may harm the organization's name or brand.
2	I will not misuse the Banner / Brand of the organization.
3	I will not misuse or leak any confidential matter of the organization, while staying with it or after leaving it.
4	I fully understood that I am a Part Time Business Coordinator for the organization and hence I will not get any kind of other benefits apart from commission and (yearly incentive (in case of option one))
5	I understood that the commission will be given to me only when I give business to the organization and (yearly incentive will be based on my yearly performance (in case of option one))
6	I understood the commission structure and payout.
7	In case of any work related issues with the management, I will try to solve the issue with mutual meetings, instead of taking other steps.
8	Misbehavior with any team member or client is an offence, the management has all rights to deal with this kind of issues, if required legally also.
9	I will not form any union or syndicate, and will not raise any agitation against the organization. Or any step which may harm the image and reputation of the organization.
10	Your Portal will remain active for one year from your joining, and each year you have to renew it. In case of failure to renew it on time, your portal will deactivate and you may have to pay fine to renew it.
11	The targets are not mandatory, it is given so that people understand their responsibility. If you work you grow. We are always there in background to give you assistance, but you have to work in foreground.
12	By signing the document I understand that on joining, I will be in probation period for minimum one year, During my tenure with the organization, I will adhere to all the rules and regulations (present and upcoming) of the organization. In case of any nondisciplinary action the organization has all rights to terminate me for a valid reason any time. On termination I do not have any liabilities or will not get any compensation from the organization.
13	In case of resignation, you have to intimate us one month prior to your last day of working with us.
14	In case of leaving the organization you have to return all company property remaining with you with immediate effect.

Note : Any conflict and dispute is subject matter of Jalpaiguri Jurisdiction.

Signature of the Candidate with Name

Date :