

# My Employment / Work Policies

**Deepak Rajput**

**Professional Graphic Designer**

I am a professional **graphic designer**, currently open to both job opportunities and freelance design assignments. The following work policies are created to ensure clear communication, professionalism, and smooth collaboration. Please review them carefully.

## 1. My Work Policies

### Open to Work / Job & Contract Policy

I appreciate your interest in working with me. Please review the terms below before hiring me for any project or job.

1. I will accept job or contract-based offers only for a duration of 1–2 years.
2. If any company or agency in Vadodara hires me for a period of **3 to 6** months, they must provide a written appointment letter in advance, the fixed salary will be **₹25,000 to ₹35,000**, and one month's salary must be paid in advance.
3. If any company or agency outside Vadodara (within Gujarat) hires me for a period of 3 to 6 months, they must provide a written appointment letter in advance, the fixed salary will be **₹35,000 to ₹50,000**, and one month's salary must be paid in advance.
4. For any job or contract, my daily working hours will be limited to 6 or 8 hours only.
5. Whenever necessary, I may work from home according to my schedule, availability, and conditions. Most of the work will generally be performed remotely from home.
6. Saturday will be a half working day, limited to **4** hours only.
7. For any job offer, contract, or short-term project work provided by a company, agency, or client, they will pay me one month's advance salary/payment.
8. I am open to part-time and project-based work as per my Work Policies.
9. All responsibilities and terms will be clearly defined at the time of the job offer, contract, or any short- or long-term project.
10. The company, agency, or client must maintain professional behavior with me and ensure proper communication for smooth work.
11. If any job or contract agreement is made with a company, agency, or client, I have the right to terminate it.
12. My Work Policies attached with my resume, will also apply to any contract or job offer made with any company, agency, or client.
13. If the company/agency or client decides to terminate the contract:
  - They must provide one month's notice, OR
  - Pay one month's salary/payment in lieu of notice.
14. If the rules mentioned in my Work Policy are not followed by the company, agency, or client, I have the right to leave the job or project at any time and terminate the contract. This decision will be final from my side, in accordance with applicable laws and regulations.
15. If there is any dispute regarding work, salary, or payment, the company, agency, or client must resolve it directly with me by mutual discussion in good faith.
16. Any false claims, pressure, or misrepresentation against me will not be accepted, and I reserve the full right to take appropriate action to protect my interests. If any legal or formal proceedings arise due to the actions or fault of the company, agency, or client all related costs and expenses incurred by me will have to be paid to me by them.

## Project Work Terms

17. All design projects and assignments will start only after discussion and written approval via email or a signed/stamped document outlining the requirements.
18. I will not be responsible for any errors in the text matter of any design project. The sole responsibility for any mistakes in the text content of any design project lies with the company, agency, or client, as well as the respective owner of that project or design assignment.
19. For any design project, timelines will depend on the scope of work and client response time, and the company, agency, or client will not place any undue pressure on me regarding the work.
20. The company/agency/client must provide all required content (text, images, logos) before any design project or assignment begins.
21. I will work on one project at a time. The priority of projects (which to do first or later) will be decided by me.
22. Any new project or design assignment must be discussed at least one day in advance. If not discussed, the work will not start.
23. I reserve the right to refuse any design project or design assignment without providing an explanation.

## 2. Work Delivery & Timely Work Policy

1. I focus on quality work, accurate layouts, and timely delivery.
2. Delivery time depends on project complexity, revisions, and client response speed.
3. I will not be responsible for any errors in the text matter of any design project or assignment.
4. Urgent or priority projects may require additional charges.
5. Projects will be delivered within the mutually agreed timeline whenever possible.
6. Urgent one-time project work may be charged on an hourly basis starting from ₹670 INR or \$7 USD per hour. A 50% advance payment is required before starting the work.

## 3. Payment & Salary Policy

1. For job or contract-based work, the company/agency/client must pay one month's salary/payment in advance before the work begins.
2. For a job tenure of 1 to 6 months in Vadodara, Gujarat, the fixed salary will be **₹20,000** to **₹30,000**, and one month's salary will have to be paid in advance.
3. For single project clients, a 50% advance payment is required before starting the project.
4. The remaining 50% payment must be cleared before final delivery.
5. Urgent one-time project work may be charged on an hourly basis starting from ₹670 INR or \$7 USD per hour. A 50% advance payment is required before starting the work
6. Accepted Payment Methods:
  - UPI
  - Bank Transfer
  - PayPal / Stripe (for international clients)
  - Digital Wallets (Google Pay)
  - Cryptocurrency / Virtual Currency ( USDT, Bitcoin, Ethereum, etc. for international clients)
7. No work will be delivered without full payment.
8. For job or contract-based work, the job will not start without advance salary/payment.
9. Any design project or assignment may be delayed in case of late payment.
10. In case of any dispute regarding salary or payment, the company, agency, or client must resolve it directly with me through mutual discussion and understanding in good faith.

## 4. Terms & Conditions

1. I reserve the right to leave any job, contract-based job, or client project work at any time if it does not seem suitable to me. The decision to continue or discontinue work will be entirely mine.
2. All designs will remain my property until full payment is received.

3. After complete payment, ownership will be transferred to the client.
4. I am not responsible for any copyright issues related to the content provided by the client.
5. I do not use copyrighted images, celebrity photos, or brand assets without permission.
6. Once the project work is approved by the client or any authorized person, I will not be responsible for any business loss or property damage.
7. I will not be liable for any business loss or damage arising from work performed for the company, agency, or client during the course of employment.

## 5. Refund Policy

1. Advance payment/salary is non-refundable.
2. Any payment or salary made will remain non-refundable, even if I leave the job or the contract is terminated by either party (company, agency, client, or any authorized person).
3. No refund will be provided once the work has started.
4. If the client cancels the project, no refund will be issued.

## 6. Computer System & Work Environment Requirements

If companies, agencies, or clients require me to work from their premises, the following facilities must be provided:

1. A good, up-to-date computer system must be provided, preferably a model from 2025 or later, with all components also being recently manufactured.
2. Proper toilet and bathroom facilities should be available.
3. Parking facilities must be available at the workplace.
4. Basic amenities such as air conditioning or fans should be available.
5. Any additional essential tools or resources required for work must be provided.
6. If the working hours exceed 4 hours, tea and snacks should be provided.
7. All travel expenses for coming to and going from the workplace (like petrol and vehicle costs) must be paid by the company, agency, or client.

These requirements can be discussed in advance if needed.

## 7. Privacy & Confidentiality Policy

1. I respect both your privacy and my own privacy.
2. I will not work under any form of personal supervision or CCTV monitoring.
3. I prefer to work in a professional and comfortable environment without unnecessary personal supervision or excessive CCTV monitoring.
4. Client data will never be shared with any third party.
5. All project details will remain completely confidential.
6. Project details and client information will remain confidential.
7. My resume/portfolio will display only those companies:
  - That provide official work experience, OR
  - With whom I have worked for more than one year.
8. No company/agency/client can associate my name with them without my permission and confirmation.

## 8. Ownership & Usage

1. All designs remain my property until full payment is received.
2. After complete payment, ownership of the final approved design will be transferred to the client.

3. I am not responsible for copyright issues related to content provided by clients.
4. Clients must ensure they have permission to use any provided content, logos, images, or brand assets.

## 9. File Revisions Policy

1. A maximum of 3 revisions will be provided for any project or task.
2. Any additional changes beyond the initial 3 revisions will be treated as a new task and charged extra.
3. Revision requests must be clear, concise, and provided in writing.
4. Once a layout, design direction, or structure is approved, any fundamental structural changes will not count as a standard revision and will incur extra charges.
5. All revision requests must be submitted within 3 days of receiving the design mockup. After 3 days, the project will automatically be considered approved and completed.

## 10. Project Delivery / Working Files Policy

1. Final high-resolution source files or open/working files (e.g., CDR, PSD, AI, HTML) will NOT be shared under any circumstances until full and final payment is received and cleared.
2. Only standard previews (low-resolution watermarked images or PDFs) will be shared for review purposes during the process.
3. Once the final payment is confirmed, the requested project outputs and original editable files will be handed over to the client.
4. Any disputes regarding work or payment should be resolved professionally through mutual discussion.
5. I am not responsible for safely archiving or storing your project files after 30 days from project completion. It is the client's sole responsibility to backup and securely download all delivered assets..

## 11. Legal Protection Clause - Professional Rights

1. I reserve the right to discontinue any project or work agreement if policies are violated.
2. Any false claims, pressure, or misrepresentation will not be accepted.
3. I reserve the right to take appropriate action to protect my interests.
4. Any disputes regarding work or payment should be resolved professionally through mutual discussion.
5. If any legal or formal issue arises due to the fault of the company/agency/client:

All related expenses incurred by me must be paid by the company, agency, or client.

All the above policies are strictly applicable to any company, agency, or client. By offering a job, contract, or design project and design assignment, you automatically agree to all stated terms. No work will begin without full acceptance of these policies. Any violation of these terms will result in immediate termination of work. All payments, including advance payments, are non-refundable under any circumstances. The company, agency, or client is fully responsible for timely payments and clear communication. I reserve the full right to refuse or discontinue work if policies are not followed. No exceptions or changes will be accepted unless agreed upon by me in writing. These policies are final and binding for all professional engagements.

These work policies are applicable to all types of organizations and individuals, including government and private entities, registered or unregistered companies, agencies, and individual clients, without exception.

By proceeding further, the company, agency, or client confirms that they have read, understood, and agreed to all the above terms and policies.

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**Authorized Name (Graphic Designer) :** \_\_\_\_\_

**Signature (Graphic Designer) :** \_\_\_\_\_  
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**Authorized Name (Client/Company/Agency) :** \_\_\_\_\_

**Company / Agency Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Signature & Stamp :** \_\_\_\_\_  
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**Date :** \_\_\_\_\_

**Time:** \_\_\_\_\_