



## EEMA Member Company

- When EEMA Member companies are interviewing candidates, especially those candidates who are from other EEMA member companies, they must endeavor to avoid questioning about:
  - Confidential client-agency relationship information
  - Confidential agency information like costs, other employees
- No document / information brought by the candidate for the interview should be perused or copied.
- EEMA Member companies must not hire a candidate from another EEMA member company without a “Relieving Letter” from the previous EEMA member employer. This letter should be received PRIOR to joining.
- The “Relieving Letter” should state the last salary and perks drawn by the employee. This would dissuade employees from misrepresenting their salaries during interview with EEMA member companies.
- EEMA Members should endeavor that people in their organisation do not use any unethically brought information by the new employee who is from another EEMA member company.
- Any person who is found to be stating incorrect / false details during interview or while seeking employment with an EEMA member should be reported to EEMA. He/she may be blacklisted and reported as such to all EEMA member companies for suitable action.
- EEMA would draw up a list of Blacklisted employees (based on information from Members) who have cheated or committed financial irregularities (to be supported by documentary evidence). Such a case would be considered and approved by the EEMA Executive Committee before it is reported to other EEMA Member companies.

## EEMA Member Company Employees

- An EEMA Member company employee must give a minimum notice of 1 month by junior level employees (below manager level) and 2 months by senior employees (manager and above).
- If the EEMA Member company so wishes, such notice period may be waived in written through the “Relieving letter” - stating the last salary and perks drawn of the employee.
- When an employee leaves an EEMA Member company he must not take / steal Intellectual capital. This may be of the following nature:
  - Any form of hard / soft data and information
  - Internal agency process documents
  - Databases
  - Case Studies
  - Creative
  - Client documents
  - Fellow-Employee information
- If an EEMA Member employee wishes to take some material along with him, when leaving, it must be with written permission from the previous EEMA Member company. Without this the material would be considered unethically procured.
- Individuals moving out from EEMA Member companies and forming a new company would not be allowed membership to EEMA for 12 months. This restriction may be waived through a “No Objection” letter from the previous employee EEMA Member company.