



CAPTURE AND MOTION - PRODUCTION POLICY

ANNEXURE A

CREW HIRING & ENGAGEMENT POLICY

This document defines the standard terms, expectations, and working framework for hiring freelance and contractual crew members for Capture And Motion (C A M). It aligns with the existing Capture And Motion Production Policy and ensures professional conduct, legal clarity, and smooth on-ground execution.

1. Applicability

This policy applies to all freelance, contractual, and project-based crew members engaged by Capture And Motion, including but not limited to:

- Cinematographers / Camera Operators
- Photographers
- Drone Pilots
- Sound Recordists
- Lighting Technicians / Gaffers
- Camera Assistants
- Production Assistants
- Editors (on-site or post-production support)

2. Engagement & Confirmation

- Crew engagement is confirmed only after written confirmation (email or WhatsApp) from Capture And Motion.
- Verbal discussions or tentative availability do not constitute confirmation.
- Confirmation will specify:
 - Project name
 - Dates & location(s)
 - Role & responsibilities
 - Deliverables (if any)
 - Agreed fee & payment schedule

3. Scope of Work & Responsibilities

- Crew members are expected to perform strictly within the agreed scope of work.
- Any additional responsibility or change in role must be approved by Capture And Motion in writing.



- Creative and technical decisions on set remain under the direction of Capture And Motion.
- Crew members must follow the approved shot lists, workflows, and safety protocols.
- Daily briefings, shot reviews, and on-ground feedback provided by Capture And Motion shall form an integral part of the project scope. Crew members are expected to actively follow and implement these instructions throughout the project.

4. Working Hours & Overtime

- Standard working hours will be defined per project (typically 8 - 10 hours).
- Overtime, if required, will be:
 - Either pre-agreed in writing, or
 - Approved on-site by the Capture And Motion's project lead.
- Overtime compensation (if applicable) will be defined before or during the shoot.

5. Fees & Payment Terms

- Fees are agreed per day or per project and confirmed in writing.
- Payment timelines:
 - Within 15 - 30 working days after completion of the assignment, unless otherwise agreed.
- Payments are subject to:
 - Submission of invoice (if applicable)
 - Completion of deliverables
- Any advance payments are at Capture And Motion's discretion.
- Payments are subject to the quality and usability of work delivered. In the event that a crew member's work is found to be technically deficient, unusable, or below professional standards, whether identified during the shoot, daily data review, or post-production, Capture And Motion reserves the right to withhold or reduce payments beyond any advance already paid.
- This applies even in multi-day projects where deficiencies are identified at a later stage, including during editing or data review.
- Continuous feedback, corrections, or instructions provided during the shoot must be adhered to. Failure to improve or repeated technical or professional errors may result in payment deductions.
- Capture And Motion is not obligated to communicate payment deductions or final payment decisions on the shoot day itself.



6. Equipment & Assets

- Crew members using personal equipment must:
 - Ensure equipment is in good working condition
 - Be responsible for its safety and maintenance
- Damage or loss of personal equipment is not the liability of Capture And Motion unless caused by proven negligence.
- Capture And Motion equipment must be handled responsibly; misuse may result in recovery costs.
- Any damage or loss arising from negligence, improper handling, or failure to follow instructions may result in recovery of repair or replacement costs from the crew member.

7. Data Handling & Raw Footage

- All footage, photographs, audio files, and data captured during the assignment are the sole property of Capture And Motion.
- Crew members must ensure proper backup and safe handling of all recorded data during the project. Any loss of data due to negligence, failure to follow instructions, or improper handling may result in liability and payment deductions.
- Crew members must ensure complete and timely handover of all project data in an organized and usable format. Incomplete, disorganized, or delayed handover may impact payments.
- Crew members shall not modify, edit, repurpose, or derive any new content from project material for personal or commercial use without prior written approval.
- Crew members:
 - Must hand over all data immediately after the shoot or as instructed
 - Must not retain backups or copies unless expressly permitted
 - Must not use any footage, images, or project material for personal, commercial, or portfolio use without prior written approval from Capture And Motion.

8. Unauthorized Content Capture & Ownership

- Crew members are strictly prohibited from capturing any photos, videos, or other content outside the assigned scope of work during the project without prior written approval from Capture And Motion.
- Any content captured, whether complete or partially captured, during the course of the project, including at the shoot location, during project hours, or in connection with the assignment, shall be deemed project-related content and the sole property of Capture And Motion, regardless of the equipment used.



- This applies to all devices, including personal cameras, mobile phones, drones, or any other recording equipment owned or operated by the crew member.
- Crew members must hand over all such content upon request and shall not retain, use, distribute, or claim ownership of such content under any circumstances.
- Use of personal equipment, presence in the footage, or capturing content beyond assigned deliverables does not grant any ownership or usage rights to the crew member.
- Any unauthorized capture, retention, or refusal to share such content shall be treated as a material breach of this agreement and may result in immediate removal from the project, withholding of payments, and/or legal action.

9. Confidentiality & Non-Disclosure

- All project details, client information, and content are strictly confidential.
- Crew members may not disclose, share, or discuss project details publicly or privately.
- Social media posting (including BTS content) is not permitted unless explicitly approved in writing.
- Crew members shall not directly approach or accept work from clients introduced through Capture And Motion for a period of 6 months without prior written approval.

10. Professional Conduct

Crew members are expected to:

- Maintain professional behaviour on set.
- Respect clients, locations, and team members.
- Avoid substance abuse during work hours.
- Follow safety guidelines at all times.
- Crew members shall not independently communicate, negotiate, or commit to any client regarding pricing, deliverables, timelines, or project scope unless explicitly authorized by Capture And Motion.
- Any disputes, disagreements, or conflicts between crew members must be immediately escalated to and resolved by Capture And Motion's project lead or designated authority on set.
- Crew members must not engage in arguments, altercations, or disruptive behaviour during the project.
- The decision of Capture And Motion's project lead shall be final and binding in all on-ground matters, including role clarity, execution approach, and conflict resolution.



- Capture And Motion reserves the right to remove any crew member from the project in case of disputes, misconduct, or behaviour that disrupts workflow or affects project delivery.
- In such cases, payment may be withheld or adjusted at the sole discretion of Capture And Motion, depending on the work completed and the impact caused.
- Any behaviour that negatively impacts client experience may result in immediate removal without further notice.

Capture And Motion reserves the right to remove any crew member from the project for unprofessional or unsafe conduct.

11. Cancellations & No-Show Policy

- If a crew member cancels:
 - 72+ hours prior: No penalty
 - Within 72 hours: Cancellation fee may apply
 - Same-day no-show: Full day fee may be forfeited
- In case of project cancellation by Capture And Motion, payment will be made for work already completed.

12. Liability & Indemnity

- Crew members are responsible for their personal safety and belongings.
- Capture And Motion is not liable for personal injury unless caused by gross negligence.
- Crew members agree to indemnify Capture And Motion against damages caused by misconduct or breach of this policy.

13. Compliance & Legal

- Crew members must comply with all applicable laws, local regulations, and location rules.
- Drone operators must hold valid licenses and permissions as per DGCA norms.

14. Acceptance

Acceptance of an assignment, written confirmation, or participation in the shoot shall constitute unconditional acceptance of this Crew Hiring & Engagement Policy and the Capture And Motion Production Policy.