



# **CAPTURE & MOTION (C A M) 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.

#### **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.

#### **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.

#### **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 hand over all data immediately after the shoot or as instructed
- Must not retain backups or copies unless expressly permitted
- Must not use any material for personal promotion without written approval

## **8. 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.

## **9. 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

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

## **10. 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.

## **11. 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.

## **12. Compliance & Legal**



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- 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.

### **13. 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.