

Employee Code of Conduct Policy

An employee code of conduct is a set of principles characterizes how an organization's employees should follow up on an everyday premise. It mirrors the organisation's day by day tasks, beliefs and culture. Thus, every set of accepted rules is one of a kind to the association it speaks to.

Working with integration is our foundation. Integrity protects our team, our company, and our clients; improves our business performance; and differentiates us from our competitors. Our priorities lie with the sustained commitment to ethical practices. Though we promote freedom of expression and open communication, we still expect all employees to follow our Code of Conduct.

Purpose

Our Code of conduct is the first step for an employee to get clarity on any queries relating to ethical conduct. It sets forth our values, shared responsibilities, commitments and promises and general guidance about company's expectations

However, code of conduct can not possibly address every situation we face at work. Therefore code of conduct by no means is a substitute for our good and unbiased judgment. It therefore follows that all of us is responsible for our own actions

Scope

Our Code of Conduct applies to all our employees regardless of employment agreement, rank, or location. The Code also applies to third parties, such as consultants, agents, suppliers, and others acting on the Company's behalf.

Cordial Atmosphere

To work effectively, all of us need a healthy and safe work environment. We provide a work environment free of coercion, discrimination, and harassment. Therefore, respect, inclusiveness and shared ethical values are at the heart of our core values. Irrespective of your department and rank, you should conform with our equal opportunity policy in all aspects of the work, from recruitment and performance evaluation to interpersonal relations. Remember, all forms of substance abuse as well as the use or distribution of drugs and alcohol while at work is strictly prohibited.

Compliance With Law

We comply with all laws, whether local, national or regional. All our employees, and those acting on our behalf must protect the Company's legality. They should comply with all environmental, safety and fair dealing laws. Violations of law can result in significant harm to the Company, including financial penalties, denial of government contracting privileges, imprisonment for criminal misconduct and damage to our business relationships and reputation. People associated with us are expected to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

Our Deliverables

Employees must compete fairly and ethically for all business opportunities. We serve our clients, regardless of role focusing on the best interests of our clients. Employees involved in the sale of our products and services must ensure that all statements, communications, and representations to clients are accurate, complete, and truthful. Similarly, employees must not make or attempt to make any unauthorized commitments on the Company's or our client's behalf. Do not inappropriately implicate or involve the Company in your disputes with clients or others.

Financial Integrity And Accounting

Accurate and reliable financial and business records are of critical importance. You must not engage in any actions that could result in conveying false or inaccurate financial information to our Company or our clients. You must ensure that all submissions you make to the Company or the client on our behalf are complete and accurate.

Company Confidential Information

For any Company, its confidential information is a valuable asset and every director, employee, and agent of the Company must protect it. Confidential information includes all non-public information. It also includes personal information obtained from any source in the course of business. An important element of such protection is maintaining the confidentiality of confidential information and other proprietary information.

Conflict of information.

We must avoid situations involving an actual or potential conflict of interest so that even the slightest doubt about our integrity is not raised. To avoid conflicts of interest and any appearance of favouritism, ensure that you do not work directly for, supervise or make employment decisions about a family member. Personal or romantic involvement with a competitor, supplier, or another employee of the Company might affect your ability to exercise good judgment on behalf of the Company. This could lead to a conflict of interest. Personal relationships and romantic liaisons between employees who are in a manager-employee reporting structure may lead to team management challenges and reduced morale. Such relationships must be disclosed to the manager immediately who may take appropriate corrective action.

Always Be Professional

All employees must show integrity and professionalism in the workplace:

Protection of Company property

All employees should treat the Company's property whether material or intangible with respects and care. Employees should not misuse the company's equipment's or use it frivolously and should respect incorporeal property. Use of Company's

property for individual gain or any unlawful, unauthorised personal and unethical purpose is prohibited.

Corruption

Employees accepting gifts from clients or partners is not appreciated. We prohibit briberies for the benefit of any external or internal party.

Communication

All employees must be open for communication with their colleagues, supervisors or team members.

Policies

All employees should read and follow the Company policies. For any queries, they should ask their managers or Human Resources (HR) department.

A Good Corporate Citizen

We support and respect human rights, foster environmental responsibility and encourage our people's involvement in the communities where we work and live.

Consequence for breach of code

The Company may resort to any of the following steps in case of violation of code of conduct by employees.

- Demotion
- Reprimand
- Suspension or Termination from more serious issue
- Detraction of benefits for a definite or indefinite period
- Legal action in case of theft, corruption, embezzlement or other illegal or unethical behaviours.