

EMPLOYEES CODE OF CONDUCT

- a) All employees must report to the office in appropriate, clean attire and uphold office discipline.
- b) Employees are expected to be diligent, punctual, and responsible.
- c) Timely attendance at work and meetings is mandatory; employees must inform their HOD of any illness or absence. Repeated unauthorized absences, tardiness, or negligence may lead to disciplinary measures.
- d) Personal visitors during office hours should be minimized and are not permitted to use company computers or workstations. Use of another employee's workstation requires prior consent from the employee or HR/Admin.
- e) Employees must not make personal or professional commitments that could harm the company's interests.
- f) Confidential company information must not be disclosed to unauthorized individuals or entities.
- g) No employee shall issue false, defamatory, or misleading public statements about the company or its management that could harm its reputation.
- h) Smoking is prohibited on company premises, except in designated areas.
- i) Personal or private work on company premises is forbidden without management approval.
- j) Company facilities or amenities must not be misused for personal or others' benefit.
- k) Employees must conduct themselves professionally in the presence of clients to promote the company's positive image.
- l) Employees shall not accept gifts exceeding Rs. 1,000 in value from any party related to the company, except promotional items.
- m) Personal or business expenses require approval from the relevant General Manager or HOD and must be submitted as per company policy.
- n) Employees should interact fairly and respectfully with colleagues and subordinates, fostering a cooperative and harmonious work environment.
- o) All communications with the CEO must follow the proper organizational channels.
- p) No employee is authorized to release any press communication without CEO approval.
- q) Employees and Directors must disclose any potential conflicts of interest promptly