

Code of Conduct Policy

1. Purpose

This Code of Conduct outlines the expected standards of behavior, ethics, and integrity for all employees. It ensures a respectful, safe, and compliant workplace aligned with organizational values.

2. Scope

Applicable to all employees, trainees, interns, and contract workers of the organization.

3. General Conduct

- Treat all colleagues, clients, and visitors with respect and dignity.
- Follow professional language and behavior within the workplace and during client interactions.
- Abide by company policies, procedures, and instructions from authorized supervisors.

4. Attendance and Punctuality

- Report to work on time and adhere to assigned work schedules.
- Notify your reporting manager promptly in case of absence or delay.
- Record attendance as per the company's attendance procedures.

5. Confidentiality

- Do not share, disclose, or misuse confidential company information.
- Respect data privacy of employees, clients, and business partners.

6. Use of Company Property

- Use company resources (laptops, internet, tools, etc.) responsibly and only for official purposes unless specifically authorized.
- Maintain company property in good condition and report damages immediately.

7. Anti-Discrimination and Harassment

- Discrimination or harassment based on gender, caste, religion, disability, or any protected category will not be tolerated.
- Report any harassment or discrimination to HR immediately for prompt action.

8. Health and Safety

- Follow all safety protocols and guidelines.
- Report unsafe conditions or incidents to the safety officer or HR immediately.

9. Conflict of Interest

- Avoid situations where personal interests conflict with the interests of the company.
- Disclose any potential conflicts to your reporting manager or HR.

10. Integrity and Compliance

- Do not engage in fraud, theft, bribery, or any illegal activities.
- Comply with all applicable laws, regulations, and statutory obligations.

11. Dress Code

- Follow the organization's dress code appropriate to your work environment and role.

12. Disciplinary Action

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment, based on the severity of the violation.

13. Acknowledgment

All employees are required to acknowledge that they have read, understood, and agree to abide by this Code of Conduct.