

Ajit Industries Pvt. Ltd.

Code of Conducts

**1. Compliance:**

An obligation rests with the employee to be honest, efficient and courteous in performance of duties. He will be responsible and accountable for adhering to all Company policies, rules, directives and procedures of the Company.

2. Confidentiality:

- All information about the organization, its customers, clients, prospects, suppliers or employees is confidential and proprietary, and should not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both external and internal exchange of information.
- Confidential information obtained as a result of employment with the organization is not to be used by the employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties.
- Every employee need to sign NDA (Non-disclosure Agreement) at the time of joining.

3. Office Equipment and Housekeeping:

- The employee is responsible for keeping their work area neat and tidy. He is also responsible for the upkeep and maintenance of any office equipment allotted to him.
- If there is a malfunction, the relevant department is to be informed and action will be taken to get it rectified.
- Do not use office stationery for personal work. Using Company letterhead for misrepresentation will constitute misconduct.

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**4. Relation with Subordinates and Superiors:**

The employee is expected to treat his subordinates and superiors with respect. Any use of abusive language will be treated as misconduct and dealt with accordingly.

5. Visiting Cards:

All employees will be issued visiting cards (need based) as per business requirements. In case of change in designation/department, the employee has to surrender the old card to the administration. Business card has to be used judiciously.

6. Dual Employment:

During the course of employment with the company, the employee is not free to take up assignments with other organizations.

7. Grooming and Personal Appearance:

Employees are expected to dress in a professional manner and are expected to observe good habits of grooming and personal hygiene at all times, and to avoid any personal practices or preferences that may be offensive to others.

8. Financial Responsibility:

The organization does not condone, nor assume any liability for, the practice of lending or borrowing money, or anything of monetary or personal value, between employees. Those of you who voluntarily participate in such activity, or create these obligations, do so at their own risk.

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**9. Misconduct:** The following will constitute Misconduct and will be dealt with accordingly:

- Use of Office Facilities (for example the canteen or official conveyance) for pursuing other business interests.
- Use of Office equipment (including computer, fax, photocopier, stationery, and particularly the company letterhead and visiting card) for pursuing other business interests.
- Misrepresentation using the company letterhead / visiting card/ ID card also constitutes misconduct.
- Use of Office IT infrastructure for pursuing other business interests will be treated as misconduct and dealt with accordingly.
- The Company prohibits unlawful workplace harassment of employees, and to ensure that work sites are free from unlawful workplace harassment. This also includes Sexual Harassment of any form includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature.
- Any harassment by an employee, of another employee whether a co-worker, a subordinate or a superior, or visitors to the company, will constitute misconduct. This policy also prohibits retaliation against employees.
- Discrimination on basis of sex, caste, colour or any other form of discrimination that does not pertain to performance is also misconduct.
- Use of drugs while on duty or being present on duty in an unfit condition or while under the influence of alcohol, drugs, controlled substances or other intoxicants.
- Any unauthorized financial transactions including clearing bills of unlisted vendors, operating chits, using official funds for promoting other business interests etc. constitutes gross misconduct.

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