



Enabling Growth. Leveraging IT.

## **BUSINESS CULTURE AT SIGNATECH**

Signal Tech will not encourage spreading any kind of malicious rumours or gossip, inside the office premises; where gossiping generally refers to the actions of an individual who habitually reveals personal or sensational information about others, whether factual or not. The Organization will not involve in any employee's personal lives unless, if any incident takes place inside the office premises.

Signal Tech also encourages healthy relationship between co-workers, unless it doesn't affect/ impact the company's business, Reputation, Image & Cultural Values

Using aggressive or abusive behaviour, such as making insulting and demeaning statements; shouting or personal insults; using hostile tones are strictly prohibited within office premises.

Harassment on the basis of any other protected characteristic is also strictly prohibited inside the office. Under this policy, harassment in means of (verbal, written or physical conduct) that denigrates or shows hostility or aversion toward any individual because of his / her race, sex, colour, religion, nationality, age, or any other act which relates to once personal life / Group is not accepted. Signal has ZERO tolerances on any kind of harassment

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- b) has the purpose or effect of unreasonably interfering with an individual's work performance, or
- c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.