

## HR POLICY

### EMPLOYEE CODE OF CONDUCT

#### INTRODUCTION

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This Code of Conduct sets forth the standards of behavior expected from all employees at ZeAI Soft. Adhering to these principles will ensure a respectful, productive, and ethical work environment that promotes the success of the company, employees, and clients. By signing this document, employees agree to uphold these guidelines and contribute positively to the company culture.

#### 1. PROFESSIONALISM & WORK ENVIRONMENT

- Employees are expected to behave respectfully, courteously, and professionally toward colleagues, clients, and partners.
- All employees must foster an inclusive environment that values and respects diversity in race, ethnicity, gender, sexual orientation, religion, disability, etc.

#### 2. DRESS CODE

- Maintain a professional and business-casual appearance suitable for your job role.
- Clothing should be neat, clean, and appropriate for client meetings or presentations.

#### 3. PUNCTUALITY & ATTENDANCE

- Be on time for work, meetings, and events.
- Notify your supervisor if unable to attend work or meetings due to illness or emergencies.

#### 4. ALCOHOL & DRUG USE

- The use, possession, distribution, or influence of illegal drugs or alcohol at the workplace is strictly prohibited.

#### 5. HARASSMENT, BULLYING & DISCRIMINATION

- The company maintains a zero-tolerance policy for harassment or bullying.
- Any form of harassment or discrimination based on gender, race, age, sexual orientation, or any protected characteristic is prohibited.
- Complaints should be reported to HR for investigation.

**ZeAI Soft**

SKCL Tech Square, 3rd Floor, Lazer St, South Phase, SIDCO Industrial Estate, Guindy,  
Chennai, Tamil Nadu - 600032

**Website** - [www.zeaisoft.com](http://www.zeaisoft.com)

**Mail ID** - [info@zeaisoft.com](mailto:info@zeaisoft.com)

## PROBATION PERIOD POLICY

1. **Duration:** All new employees will serve a 12-month probation period from the date of joining.
2. **Mid-Term Assessment:** After 6 months, performance will be reviewed. Based on results, a CTC revision may be considered.
3. **Training/Internship Discontinuation:** In the event the Employee resigns or discontinues employment during the training/internship period, the Employee shall be liable to reimburse the Company for the cost of training, which includes resources, mentoring, and administrative expenses incurred by the Company during the training program.
4. **Performance Evaluation:** Performance will be monitored monthly with feedback sessions.
5. **Performance Improvement Plan (PIP):** Employees not meeting standards may be placed on a PIP for improvement.
6. **Non-Compliance or Unsatisfactory Progress:** Failure to improve during or after PIP may lead to termination.

### 15. REPORTING VIOLATIONS

- Employees are encouraged to report violations, unethical behavior, or illegal activity to HR without fear of retaliation.
- All complaints will be investigated promptly and confidentially.

### ACKNOWLEDGMENT

By signing below, the employee acknowledges reading and agreeing to comply with ZeAI Soft's Code of Conduct.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CONCLUSION:

Adherence to this Code of Conduct is vital for maintaining a positive, safe, and productive work environment. Violations may result in disciplinary action, up to termination.

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## **6. CONFIDENTIALITY & DATA PROTECTION**

- Maintain confidentiality of company and client information during and after employment.
- Access confidential information only when necessary for your role.

## **7. WORK ITEM SECURITY & RESTRICTIONS**

- Do not share work items outside the organization or transfer files to unauthorized devices.
- Use only company-provided laptops for official work.
- Violations may result in legal action or termination.

## **8. SOCIAL MEDIA & ONLINE PRESENCE**

- Use social media responsibly when referencing the company or its products.
- Avoid posting content that could damage the company's reputation.
- Maintain professionalism even on personal accounts.

## **9. CONFLICT OF INTEREST**

- Avoid situations where personal interests conflict with company interests.
- Disclose any potential conflicts to HR.

## **10. USE OF COMPANY RESOURCES**

- Use company resources, including computers and software, responsibly and for work purposes only.
- Limit personal internet and email use during work hours.

## **11. HEALTH & SAFETY**

- Follow all health and safety guidelines to ensure workplace well-being.
- Be aware of emergency procedures.

## **12. PROFESSIONAL RELATIONSHIPS**

- Maintain professional, respectful communication with colleagues and clients.
- Avoid relationships that create conflicts of interest or disrupt teamwork.

## **13. ETHICAL BUSINESS PRACTICES**

- Perform duties honestly and transparently.
- Integrity must be upheld in all dealings with clients, vendors, and stakeholders.

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