

TEST YANTRA SOFTWARE SOLUTIONS
POLICY: WORK PLACE ETHICS AND CODE OF CONDUCT

PURPOSE

This document details the expectation of Test Yantra Software Solutions in the conduct of employees, contract staff and any person who is associated with the organization in a gainful occupation, in their behavior, relationship with all stakeholders and towards the organization. This is to ensure that the business of the organization is conducted in a fair, free and in a manner of highest integrity and confidence to the customers, governmental agencies and regulatory bodies, law enforcement agencies and the society at large.

APPLICABILITY

The Code of Conduct and Work place ethics is applicable to all employees and contract staff and others who do business on behalf of the organization irrespective of their career levels and tenure.

COMMITMENT

This document has a legal sanctity and shall be signed by all employees when they take an employment or a contract to serve the organization as a Day 1 process. Such employees and contract staff shall fully go through the document before signing and satisfy themselves to the provisions of the document before signing the same. By signing and accepting the terms of the Code of Conduct, the employee / contract staff agrees to comply with the provisions and accepts to be taken action against if found in violation of the provisions of this document.

It is a mandatory document to be signed by the employee and there is no option but to accept and comply with the provisions of this document which is vital for the lawful running of a registered company.

PROVISIONS

The following sections of this documents details the provisions of employment and details the expectations of behavior, relationship, acts and activities, personal and professional communication, work place ethics and such personal conduct during the association with the organization.

1. **Compliance to the Local and National Laws:** Test Yantra is committed to comply with all the provisions of the laws of the land. The business process fully confirms to the National, State and Local body laws for various aspects of business conduct. Every employee is expected to follow and not act against the laws of the land in all respect and impact the business of the organization. The laws are related to legal requirements, environmental and safety requirements and other regulations promulgated from time to time.
2. **Respectful behavior in the work place:** It is expected that the member of Test Yantra shall treat his / her colleagues, customers, business partners and the society with utmost respect and dignity.

There shall be no discrimination shown due to caste, Religion, region, language, gender or any other consideration in any of the business activities. Test Yantra is an equal opportunity employer and no discrimination can be shown and practiced towards people of any sex. Harassment and victimization of any kind with or without any valid reason shall not be tolerated in the company. Any severe or penal action to be taken in consequence to an unacceptable behavior would follow the accepted norms and ethics.

3. **Protection of Company Assets:** It is expected that, all the company assets, both physical and intangible, be protected against damage by anyone. The premises, furniture and fixtures, computers, tools, employee welfare provisions etc. shall be kept in a good working condition and no willful damage shall be made to any of them.

Damage to incorporeal like Trade Mark, Copy Rights, Intellectual properties and Brand also must be prevented.

4. **Personal Appearance:** While attending office or when traveling on business and meeting customers or business partners, the employees shall be attired in business dress as specified in the Dress Code. Personal grooming shall also be to present a dignified look and not dress shabbily or appear unclean or appropriately groomed. Beside the employee, the organization's image is also perceived based on the appearance of the employee and hence it is a critical aspect to follow.
5. **Professionalism in dealing:** All employees shall exhibit professionalism in their business conduct and interaction with all stakeholders. Care must be taken to ensure that no act of suspicion, ambiguous dealing or inappropriate transactions are made when dealing with the clients. All commitments must be met and care is taken in making commitments. Time management and upkeep, discipline in activities and communication, dignity in words and deeds are essential to display professionalism in our day to day activities.

Fairness must be displayed when dealing with Suppliers and vendors to ensure that their interest is also protected without compromising on our principles. Similarly, the interactions and transactions when involved with competition shall also be fair and without any prejudice. No unfair means shall be used to win over competition.

6. **Solicitation and Distribution:** Employees of Test Yantra shall practice highest form of ethics and integrity in all their dealings. No gifts or monetary considerations shall be made to any business partner or statutory authorities or any stakeholder towards getting any genuine job done. Bribery, in any form, is unacceptable and punishable including termination of employment

Similarly, the employees shall not entertain any solicitation by any person for carrying out a genuine task for which the employee is responsible to carry out. Expecting a favor or undue consideration for self or family or in any other form, is completely unacceptable and liable for penal action by the organization.

7. **Responsibilities and Authority:** Depending on the nature of the role and job content, many employees are vested with certain responsibilities and corresponding authority. No employee shall misuse the authority given to use the power bestowed for any unreasonable cause. The employees shall, also, not use the authority to do any activity that is detrimental to the cause of the fair functioning of the organization and the stakeholders including the clients.

Similarly, the employees shall ensure that the authority given are efficiently and effectively used to promote the cause of the business and growth of the organization without limiting themselves. The employees will fully take charge of the responsibilities given for the best promotion of the purpose of the business of the organization and shall not shy away from the given responsibilities.

8. **Absenteeism and Tardiness:** Refraining from work without information to the Reporting Manager is considered absenteeism and Test Yantra desires and expects that the employees keep their managers informed prior on their plans of leave. In case of emergency, it is expected that the employees keep the Reporting Manager or HR informed of their unplanned absence and apply leave on their return from leave. Recurrent instances of absenteeism will attract disciplinary action by the organization and it is highly desirable to avoid such situations.

Every location of Test Yantra has published work hours and the employees are expected to strictly adhere to the timings, unless one is on a different time shift or a extended working situation on the previous day with the concurrence of the manager. Meetings are scheduled, customer visits are planned, calls are booked based on the working hours of the organization and the non-availability of an employee in such situation presents a negative impression about the organization. It also spreads an unhealthy indiscipline among the work force much to the detrimental working of the organization. Recurrent instances of tardiness lead to disciplinary action being taken by the organization.

9. **Conflict of Interest:** Conflict of Interest arises in the situation where an employee's personal interest conflicts with the interest of the organization. No employee should engage in an activity or business that has or potentially to have a conflict of interest with the business of the organization. For example, an employee cannot be part of another organization in any capacity that has business in the IT software services. An employee cannot also act on behalf of the organization the outcome of which can be a conflict of interest with the business conduct of the organization. Employees are strongly urged to check with the Reporting Manager and the HR department in case of any doubt or potential risk in this regards.
10. **Collaboration:** The success of the organization depends highly on the collaborative working of all sections of the organization. It is expected that every department will cooperate with any other department with providing the necessary information, assisting to accomplish a common goal, support in terms of technical knowledge, business experience and the like. No attempt should be made to withhold information unless they are classified and need to be secure. For the best interest of the organization, no employee shall prevent or refuse to collaborate with another department or group. Due consideration for client's confidential information, business confidential information shall be given in the collaborative working. Resolution of any specific instance of sharing and collaboration issues will be taken by Business Unit heads or higher levels of management.
11. **Integrity:** Every employee at all levels of hierarchy shall exhibit and follow highest form of ethics and integrity in their business association with the organization. Misuse of any personal benefits by an employee, however small it may be, shall not be tolerated by the organization. Test Yantra follows a Zero Tolerance to non-Integrity issues. Hiding of facts, misrepresentation or wrong communication leading to availing of favor or benefits in any form will be seriously viewed by the organization leading to penal action.
12. **Cyber Security:** Considering the prevalent usage of virtual spaces like Social Media, Internet, Mobile devices and Apps, Email by the employees, extreme care must be taken to use them for strictly official purposes and with high caution and diligence when used in the premises or using company assets. It is highly recommended to avoid them if they have no relevance to the job and business conduct. IT Service management of the organization constantly monitors the information flow and any breach of provisions and privilege shall be viewed seriously and action taken suitably. It is highly essential to keep the clients' information secure and safe and shall not be disclosed or shared with people who are not intended to receive the same, even with the organization.
13. **Work place visitors:** As far as possible, personal visitors to work place need to be discouraged. If there is a need to meet them in the premises of the organization, it must be ensured that they are entertained in the reception or lobby and away from the business conduct areas. Visitor's details shall be recorded in the register with the security and they must carry government approved or provided personal identity. The visitors must always be accompanied by an employee in the premises of the organization and their storage devices like Laptops, external hard discs and pen drives must be registered with the security.
Organization
14. **Data Privacy:** Personal Data privacy is an important aspect of conducting business and no information about the employees, customers, vendors or any other stakeholder shall be shared with anyone without the explicit concurrence of the concerned person. Since it has legal implications and business impacting actions, every care must be taken by the members of the organization in this regard.

WHISTLE BLOWER POLICY

The organization encourages the employees to speak up on noticing any breach to these codes of conduct. They would be doing so in the best interest of the organization and not with any malicious intent. The organization will

protect the identity and interest of such persons and will take suitable remedial actions as applicable to mitigate / eliminate the impact of the breach.

DISCIPLINARY ACTIONS

The disciplinary action against any breach of the code of conduct will be determined by the management based on the severity of the impact and criticality to the continuation of the business. The penal action are as follows but not limited to:

- Demotion
- Reprimand
- Suspension from service
- Forgoing benefits
- Monetary Penalty
- Termination of employment

EMPLOYEE DATA CONFIDENTIALITY & INTERNET USAGE POLICY

Purpose

The Employee internet usage policy outlines the guidelines for using the company's internet connection, network and equipment by employees, contract staff and other users of the company's Internet connection. This policy is necessitated by the risk the company faces by an inappropriate usage of internet that can impact the business as well as the credibility of the organization in addition to possible litigation for violation of cyber laws of the land.

Scope

The employee internet usage policy applies to all the employees, contractors, volunteers and partners who access the IT network and computers of Test Yantra Software Solutions.

Employee internet usage policy

Employees and other users of Test Yantra's IT network are enabled to gain access to the Internet for the following business related reasons:

- To communicate and get information from the sources of Internet for carrying out their job responsibilities.
- To send and receive information from Clients and business partners, information required for conducting the business related activities of the company.
- To access the information content that aids in performing their work related activities in an efficient manner and to access public domain information for the purpose of learning and development.

Any use of company's and client's IT network connections must follow our confidentiality and data protection policy. The company's access to Internet is protected by a Firewall where strict rules regarding appropriate access and usage are implemented. Internet access is provided to employees on an unrestricted or restricted basis based on the need of the job, they are performing. Restricted access would disable employee's internet access to social media sites, entertainment sites, obscene and sexual content sites, Leisure and vacation sites and the like. The company reserves the right to alter the enablement of access, introduce additional restrictions, control the flow of information at any time without notice to assist and prioritize the activities related to critical business processes.

Similarly, the company reserves the right to monitor the information flow from the devices of the users of Company's IT network and client IT network within and outside the network (Internet) and take any remedial action if any of the users are found violating the regulations as specified here and elsewhere to safe guard the interest, reputation and the legal protection from inappropriate usage.

The employees shall follow the guidelines related to Password control, Information security, usage of devices with virus and malware protection, as specified in the ITSM and ISM Manual of the organization.

Employee shall NOT:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Access another person's private and sensitive information.
- Download or upload movies, music and other copyrighted material and software.
- Download and use Licensed software without following due procurement steps.
- Visit potentially dangerous websites that can compromise the safety of the network and computers.
- Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods.
- Share the access with unauthorized persons or use to get information for use of another person.

It is strongly advised that the employees be careful when downloading and opening/executing files and software. In case of any doubt or clarification, the Reporting Manager or the project manager & IT department may please be consulted.

It is mandatory to install the current version of Anti-virus software in the work machines and servers. The employees shall not deactivate or change the configuration settings and firewalls without the approval of the Concerned authority.

Usage of personal devices in the IT network of the company is subjected to the clearance of the same by the Reporting Manager and the IT department.

Email

Our employees can use their corporate email accounts for work-related communication and to a limited fair extent for personal purposes as long as they don't violate the guidelines of the organization. Employees shall not use their corporate email to:

- Register with illegal, unsafe, disreputable or suspect websites and services.
- Send obscene, offensive or discriminatory messages and content.
- Send unauthorized advertisements or solicitation emails.
- Sign up for a competitor's services unless authorized.

Disciplinary Action

Appropriate usage of Test Yantra's IT network and Internet access at client's Office network is business critical and employees who do not conform to the Employee internet usage policy or the information security policies shall face disciplinary action. Violation can result in penal action including termination of employment and / or legal action when appropriate. When in doubt and have any need for clarification on the appropriate usage please contact your Reporting Manager or IT department.

ANNEXURE

CONFIDENTIALITY AGREEMENT
(To be Signed by all employees, Contract Staff)

I, Gururaj Hadapad_____, do hereby solemnly affirm that I shall abide by the Confidentiality Policies of Test Yantra Software Solution, at all times.

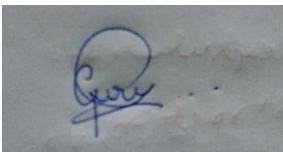
I have been informed of the policies, practices and the actions that will be taken in the event of a breach of policy due to my intentional and unintentional sharing of classified information of the organization and I promise to abide by the same.

I confirm that I shall not share any information regarding my employment which are personal to me, any information about my client and client organization and any other classified information regarding the organization, with anyone inside or outside the organization.

I confirm that I shall not seek to access information that is not eligible for my knowledge on a Need-to-know basis.

I confirm that I shall bring to the notice of the concerned if I observe any breach of confidentiality policy by anyone in the organization, thereby ensuring the compliance to the policy by all concerned.

Signature



Name : GURURAJ HADAPAD

Designation :

Department :

Location :

Business Unit :

Deployed To :