

Code of Conduct

1. Introduction

At Digital Business Technology Private Limited (DBTPL), we are committed to maintaining a work environment that fosters respect, integrity, collaboration, professionalism and focused on our company's success and our commitment to achieving our targets. This Code of Conduct outlines the principles and values that guide our actions and interactions to ensure we prioritize our company's goals.

2. Company First, Company's Target First Attitude

We are united by a shared dedication to the success of DBTPL. Our actions, decisions, and efforts should align with the achievement of our company's targets and objectives.

3. Excellence in Service

We should consistently strive for excellence in delivering IT services and solutions. Our work reflects our commitment to providing top-tier solutions that meet and exceed our clients' needs and expectations.

4. Collaboration and Teamwork

Collaboration is key to our success. We believe that by working together as a team, we can leverage each other's strengths and achieve remarkable outcomes.

5. Accountability and Ownership

Every team member should take ownership of their responsibilities and actions. We hold ourselves accountable for our work and outcomes, ensuring that our contributions positively impact the company's targets.

6. Client-Centric Approach

Our clients' success is integral to our success. We must prioritize their needs, provide tailored solutions, and build enduring relationships based on trust, transparency, and value.

7. Innovation and Adaptability

Innovation drives us forward. We encourage innovative thinking and adaptability to new technologies and market trends to stay ahead in a rapidly evolving industry.

8. Professional Development

We invest in our team's professional growth. Continuous learning and development empower us to excel and contribute effectively to the company's goals.

9. Respect and Inclusion

We value diversity and treat all individuals with respect and dignity. Discrimination, harassment, or any form of disrespectful behavior based on race, gender, religion, age, nationality, disability, or any other characteristic is strictly prohibited.

10. Professionalism

All employees are expected to maintain a high level of professionalism in their interactions with colleagues, clients, partners, and stakeholders. This includes dressing appropriately, using respectful language, and behaving in a manner that reflects positively on the company.

11. Integrity and Ethics

We uphold the highest standards of honesty and ethical behavior. Employees should act in the best interests of the company, avoid conflicts of interest, and never compromise the trust placed in us by clients and partners.

12. Confidentiality

We deal with sensitive information while providing IT services and developing solutions. Employees must protect the confidentiality of client information, proprietary data, and any other sensitive materials.

13. Accountability

Every employee is accountable for their actions. If mistakes are made, we encourage open communication and learning from those experiences rather than attempting to cover them up.

14. Intellectual Property

Respect for intellectual property rights is essential. Employees must not engage in the unauthorized use, distribution, or replication of copyrighted materials, software, or any other intellectual property.

15. Cybersecurity

We are dedicated to maintaining the security and privacy of our clients' and partners' data. All employees must follow cybersecurity protocols, report any suspicious activity, and adhere to data protection regulations.

16. Conflict Resolution

If conflicts arise, we encourage employees to resolve them professionally and respectfully. Open communication and collaboration are key to finding solutions.

17. Environmental Responsibility

We are committed to minimizing our environmental impact. Employees should be conscious of energy use, waste reduction, and sustainable practices in the workplace.

18. Social Responsibility

We encourage employees to contribute positively to the communities in which we operate. Volunteerism and engagement in social initiatives are supported and appreciated.

19. Compliance with Laws

All employees must comply with applicable laws and regulations in the jurisdictions where we operate. Non-compliance could result in legal consequences for both the individual and the company.

20. Reporting Violations

If an employee becomes aware of any potential violations of this Code of Conduct, they are encouraged to report them to the appropriate channels within the company.

21. Consequences of Violations

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment or partnership.

22. Conclusion

By adhering to this Code of Conduct, we contribute to a positive and productive work environment that reflects the values of DBTPL. We trust that all employees will uphold these principles and help us create a company culture built on integrity, professionalism, and mutual respect.