

Code of Conduct and Work Ethics

The Company is committed to conducting its business practices honestly and ethically, in full compliance with all applicable laws, rules and regulations, in a socially responsible manner, and with a commitment to a sustainable development and business growth.

It is worthwhile to lay down the code of conduct, which would help us to set standards and implement systems for maintaining discipline across The Company.

1.1 Upholding Company Interests

It will be the core responsibility of each employee to uphold the Company's vision and values while discharging duties or business transaction.

In any public forum, employees are expected to be discreet and at all times are expected to uphold the image of the Company. No employees shall communicate to Media on behalf of the Company without prior permission from the appropriate Management Authority.

1.2 Confidentiality

Employees must maintain the confidentiality of Company's information and refrain from disclosure of this information to any Customers / Associate / Vendors / Media / Institutional Bodies, except when it is authorized by the appropriate Management Authority. An exclusive undertaking may be required to be signed by the employee.

1.3 Dealing with Customers / Associates / Vendors / Institution Bodies

We expect utmost integrity in all commercial dealings. Employees should not take any advantage from any business associates through manipulation, concealment, abuse of privileged information, misrepresentation of fact or any other unfair dealing practices. Employees should not make any commitment, which they are not authorized to do. Employees should not accept any gifts except token presents during festive occasions and only in office.

1.4 Dealing with Gender / Religion / Caste / Creed issues

The Company prohibits any discrimination in the hiring, discharge, compensation, promotion, or benefits offered to any employee on the basis of gender / religion / caste / creed / handicap / disability or any other statutory obligation, subject to Government rule/notification to this effect. The Company respects the privacy and dignity of all employees, and expects the same conduct from all employees.

1.5 Smoking

Smoking is strictly prohibited within office premises to maintain a clean & healthy atmosphere and also as a concern for fellow employees.

1.6 Safety

The Company is concerned about the safety of all employees. While it would

undertake necessary steps for safety, the employees are expected to observe all safety norms applicable to their work areas.

1.7 Security

It is mandatory to seek approval from Departmental Head for any official material you bring in or take out of the office. If required, the security personnel may check your belongings as part of their duty. The Company Email which is provided to an employee is not private form of communication and it could be reviewed at any point of time for security purpose.

1.8 Work Ethics

We expect everyone to maintain the work discipline and adhere to deadlines and maintain punctuality.

Every employee has to abide by certain norms of conduct in order to improve and maintain the quality of work life. Employee interest and commitment to these work ethics is of utmost importance in creating a favorable work environment.

- 1.8.1 Every employee will treat all his/her co-workers, business associates and vendors with respect and dignity.
- 1.8.2 Every employee will ensure that he/she deals with all the employees reporting to him/her with equity and fairness.
- 1.8.3 No superior will demean/insult the subordinate reporting to him/her. Any feedback with respect to performance will be provided as far as possible in private and assuring the dignity and worth of the employee.
- 1.8.4 Every employee will be provided an opportunity to express his or her views within reasonable limits.
- 1.8.5 Every employee will ensure that he/she conducts himself/herself professionally with dignity and decorum and ensure that the image of the organization is not brought to disrepute.
- 1.8.6 Every employee will ensure that he/she shall not withhold information / knowledge that he or she has acquired in course of the official work, which another colleague requires, in the legitimate discharge of his/her duty.
- 1.8.7 No employee shall spread rumors harmful/detrimental to the organization's interest and his/her co-workers.
- 1.8.8 Every employee will ensure that peace and harmony prevails at the workplace and he/she desists from any such acts that create tension, bitterness or confusion in the minds of employees. Every superior will prevent any such attempts on the part of any employee reporting to him/her.
- 1.8.9 Employees will not engage themselves with any other gainful employment or conduct any other business activity directly or indirectly during any time of their employment with The Company.

- 1.8.10 Employees should ensure that no disturbance is created on account of mobiles/loud noises in the office premises and should always maintain a professional decorum.
- 1.8.11 The Employees are expected to protect and safeguard Company's assets and ensure their efficient use. All Company assets are to be used strictly for the legitimate business purpose. Theft, carelessness, waste or dishonesty in connection with The Company's business or assets will result in strict disciplinary action.
- 1.8.12 The Concerned Departmental Heads are responsible for dissemination of the Code of Conduct to all their employees. The Employees who violate the above code shall be liable for strict disciplinary action.
- 1.8.13 Any statement, representation or warranty made by any employee in any form of written or oral business communication must be truthful, clear, and must avoid exaggeration. This applies to communication of all types.
- 1.8.14 The Employees should ensure that The Company trade mark/ Logo is properly used.

End of Document

For HIGHBAR TECHNOCRAT LTD.



Arijit Dey
HR - Head