

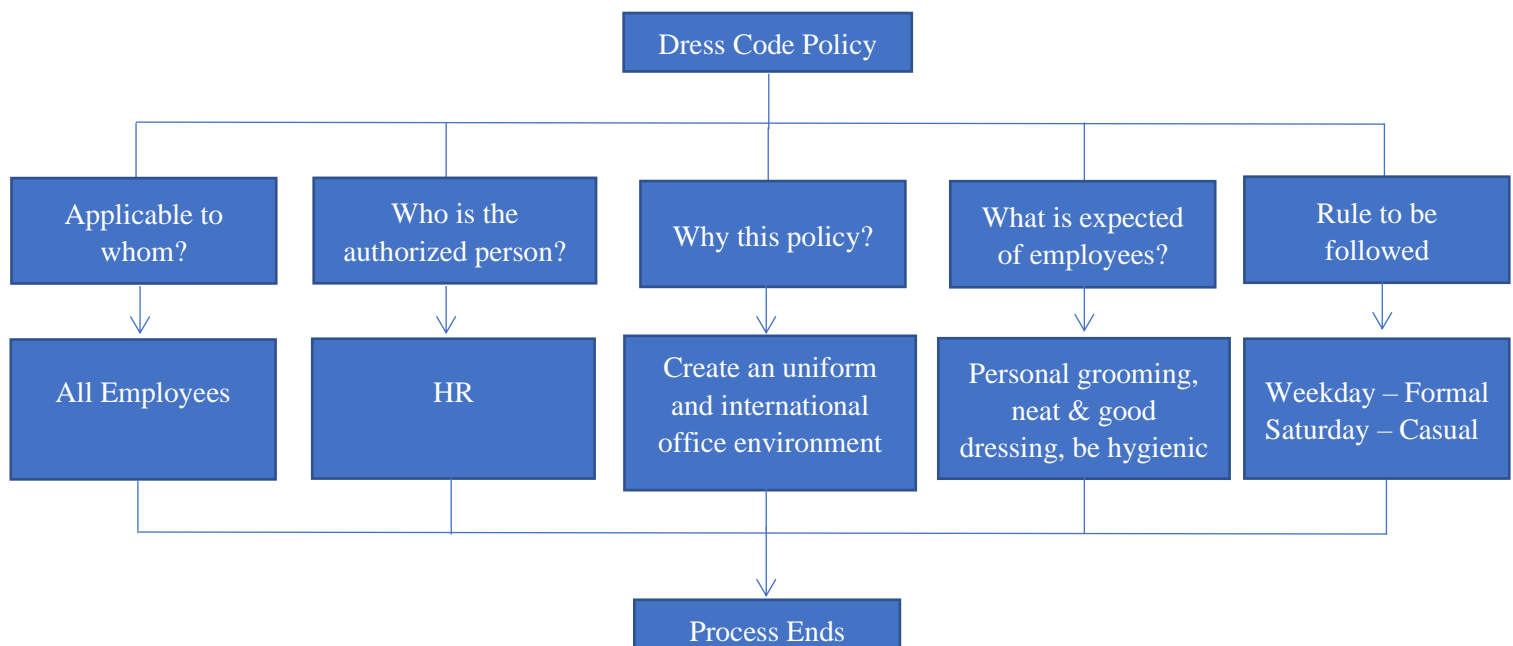
**DIPTAB VENTURES PRIVATE LIMITED**

## Code of Conduct

**Note:** The policy will be applied at the discretion of management. The management reserves that right to modify/change this policy as deems fit. Any change in the guidelines narrated below would be communicated to all employee

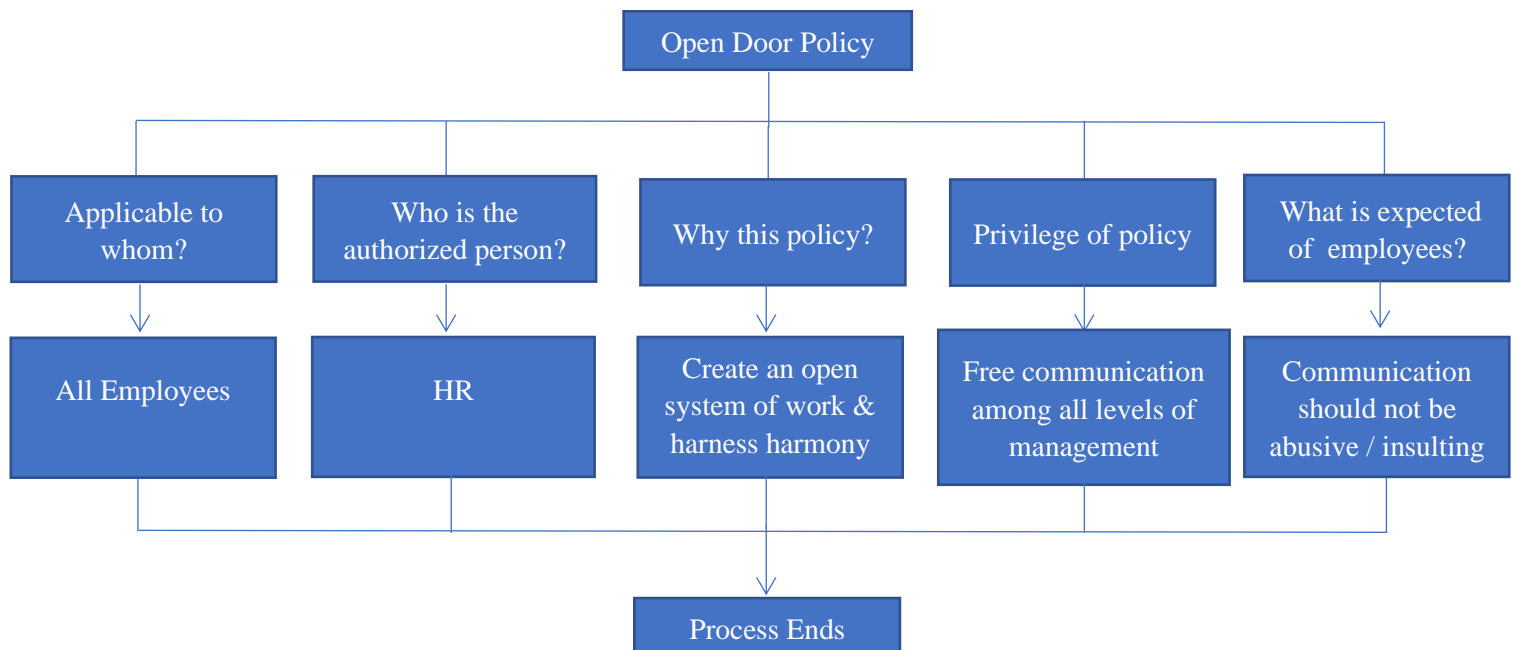
### Dress Code Policy

All about Dress Code



# Open Door Policy

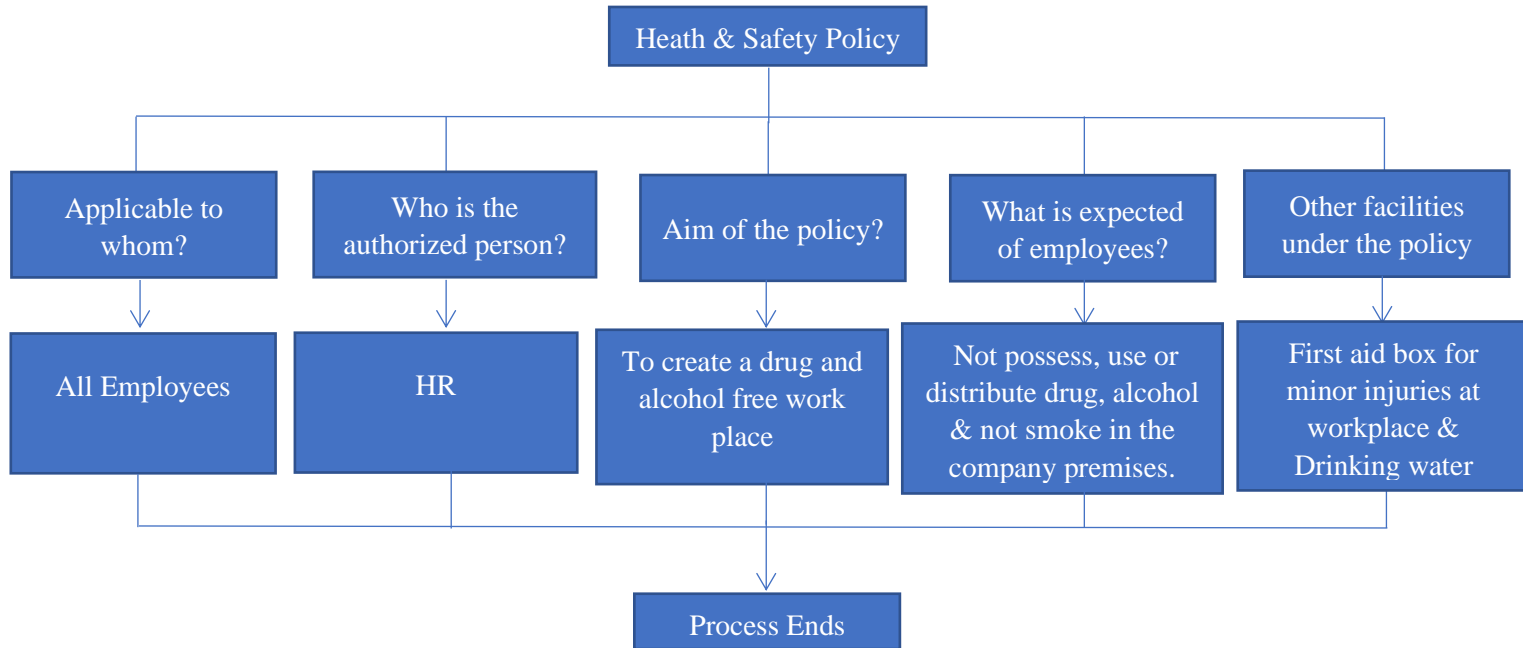
All about Open Door Policy



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# Health & Safety Policy

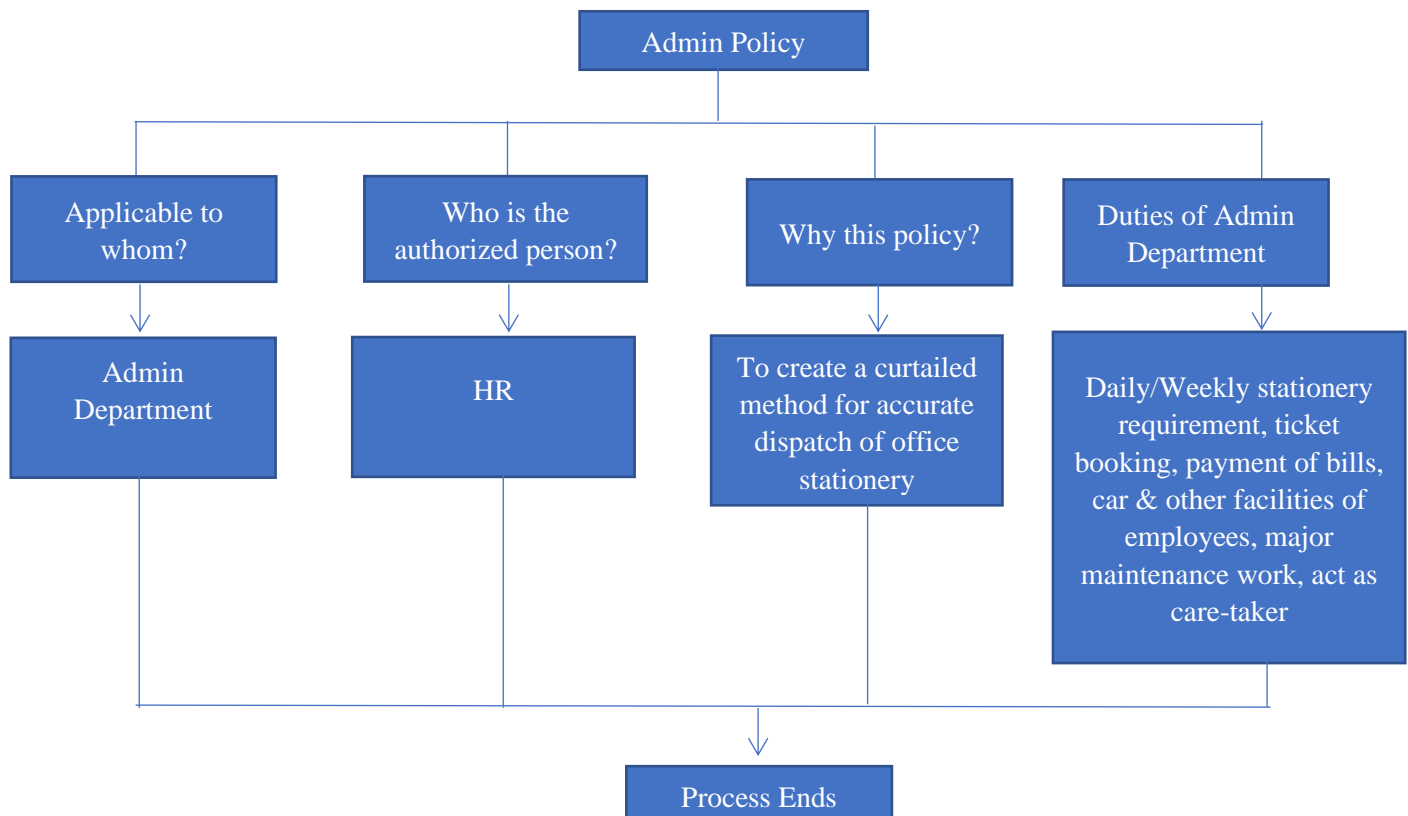
All about Health & Safety



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# Admin Policy

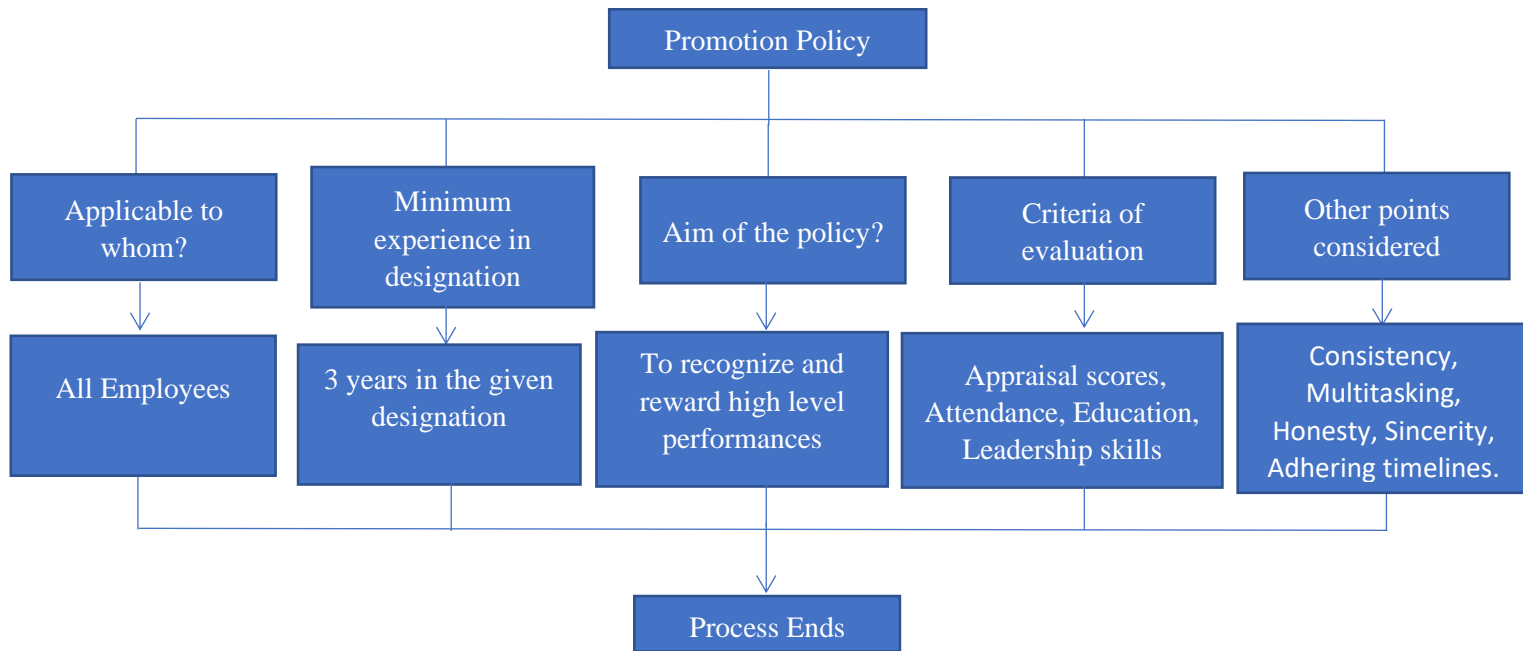
All about Admin Department



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# Promotion Policy

All about Promotion



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## **Other points of Code of Conduct to be considered**

### **1. Office Etiquettes:**

- 1.1. Switch off the system including the UPS every day after the work.
- 1.2. Each employee should take care of their drawer keys and drawers have to be locked every day.
- 1.3. The workstations are to be kept neat and clean.
- 1.4. Do not leave any official document on work-table while leaving for home.

### **2. Conduct of Personnel Visitor:**

- 2.1 This relates to the code of conduct of the personnel visitor who visit the Company.
- 2.2 Any inconvenience that may be probably caused to other employees of the Company is to be avoided.
- 2.3 Employees are not allowed to entertain personal visitors at the company premises during the work hours.
- 2.4 If an unavoidable need arises, the employee may meet the visitor within the visitor's area if the employee takes the responsibility of the conduct of the visitor.

### **3. Employee Practice:**

- 3.1 Normal Working Days: - Monday to Saturday.
- 3.2 Normal Working Hours: - 9.30 am to 6.30 pm
- 3.3 Second Saturday and Sunday would be a holiday
- 3.4 Maximum period of delay for reporting to work on any working day would be 15minutes over and above the normal working time.
- 3.5 Deductions from the wages shall be in proportion with the time of late coming.
- 3.6 Lunch Time - 1.00pm to 1.45pm & 1.45pm to 2.30pm.
- 3.7 Every new employee joining the Company will be provided with a salary account by the company and salary would be directly credited into this account on First working day of the succeeding month.