

# TSS Consultancy Private Limited

## CODE OF CONDUCT

### Applicability

This Code of Conduct (hereinafter referred to as “**Code**”) is provided for guidance and contains general information about TSS Consultancy Private Limited & its associates (hereinafter referred to as “TSS”) and its operation patterns. This Code is designed to provides its employees, Board members, contractors, consultants, and the persons who may by temporarily assigned by TSS to perform any job/work, services etc. to ensure equitable and consistent application of those policies which shall remain binding upon all the concerns. Keeping the following principles in mind and to maintain the high standards within the organization; the following terms are drafted;

#### 1. Integrity

Acting with integrity and transparency means that all the concerned person’s in TSS should be acting in ethical, sincere and transparent manner in all the transactions. Personal accountability goes a long way in showing the clients by all the concerned person/s including but not limited to the employees of TSS that they can not only rely upon TSS but also keep trust and faith in the organization at the utmost level and that is how, as employees and leaders of TSS work, the TSS keeps all the commitments and open walk the talk. TSS speaks up when client’s are uncomfortable or uncertain, especially when it comes to actions, conditions and behaviors that contradict our values and culture.

#### 2. Confidential Information

Unless the TSS has provided its specific consent, which should be in writing, or there is any legal or professional right or duty to disclose, all the concerns are prohibited from disclosing any confidential information/s and/or materials which belong to and/or connected to TSS. Confidential or proprietary information about clients, or organization, and/or other parties which has been gained through employment and/or affiliation with TSS in any manner, shall not be used for any personal advantage or the benefits of/from third parties in any manner whatsoever.

The Information Security Policy sets out the expectations on each and every one converted to TSS to safeguard the confidential information of TSS Consultancy Pvt. Ltd., and any such third party/parties with the assurance of privacy, security, availability, integrity and confidentiality. The Acceptable Usage Policy provides the purpose for which TSS Consultancy Pvt. Ltd., IT resources may be legitimately used and including the cyber security responsibilities. These policies together provide employees with the mandatory directives of safeguarding TSS and client information.

#### 3. Responsiveness

Part of being useful and honest is being responsive: TSS Consultancy Pvt. Ltd. recognize relevant user feedbacks as and when we get across one, and take necessary actions. We take pride in responding to communication with our users. Whether any questions, problems, or compliments arise, We believe that, “If something is broken immediately fix it”.

#### **4. Equal Opportunity Employment**

The recruitment, training, hiring, compensation, promotion, terminating practices of TSS shall be completely based on an individual’s qualification and ability to perform the job. TSS Consultancy Pvt. Ltd. is committed at maintaining a diverse workforce and ensures that no employee is discriminated on grounds of race, caste, religion, color, ancestry, marital status, sex, age, nationality, disability and veteran status. Employee of TSS Consultancy Pvt. Ltd. shall be treated with dignity and in accordance with TSS Consultancy Pvt. Ltd., the policy to maintain all the efforts for a peaceful environmental and stress free workspace such as sexual harassment, whether physical, verbal or psychological. Employee policies and practices should be administered in a manner consistent with applicable laws and other provisions of this Code and that in all matters equal opportunity is provided to the eligible candidates and decisions are made on merit, including with regards to the employment, retention, and promotion of employees at all levels within the Company.

#### **5. Sexual Harassment, Discrimination & Bullying**

TSS Consultancy Pvt. Ltd. ensures to maintain a positive environment at the workplace in which individuals can work in an atmosphere which is free from coercion and/or any such intimidation. Sexual harassment Discrimination & Bullying is destructive for workplace environment and will not be tolerated by the Company, on occurrence of any such action strict disciplinary measures shall be taken.

#### **6. Drugs and Alcohol**

TSS Consultancy Pvt. Ltd. is not tolerant of any kind or sort of substance abuse, drug abuse or alcohol consumption in the office premises or in any such place of business being conducted, Any abuse of drugs and alcohol that threatens the safety of the employee/s and on having such adverse effects on job performance, TSS Consultancy Pvt. Ltd. shall not tolerate any employee/s being under the influence of drugs or alcohol while performing his job, including but not limited to driving on business. Illegal drugs and alcohol are strictly prohibited in the office premises and/or at any such sponsored events.

#### **7. Promoting a healthy, safety and sustainable environment**

TSS Consultancy Pvt. Ltd. places highest value on the safety and well-being of its employees, as well as the safety and well-being of the communities within which it operates. Each of us holds responsibility of maintaining a safe and healthy environment, avoiding wasteful use of resources. The Company ensures to comply with all applicable health, workplace, and environmental laws, including those related to workplace safety.

## 8. **Prohibition of Bribes, Gifts & Donations**

TSS Consultancy Pvt. Ltd. strives to do business through proper means and actions. Therefore, TSS avoids any behavior that could be perceived as a form of bribery or corruption. TSS Consultancy Pvt. Ltd. and its employees shall neither receive nor offer and/or make, directly or indirectly, any illegal payments, remuneration, gifts, donations, or comparable benefits that are intended to, or perceived to obtain business of uncompetitive favors for the conduct of their business. No employee of TSS should accept gifts, meals, entertainment or any other favor from clients or suppliers and/or any other person concerned to TSS which might compromise and/or could be interpreted to compromise, the ability of such employee to make decisions shall be in the best interest of the Company. No employee should make, authorize, abet, or collude in an improper payment, unlawful commission or bribing.

## 9. **Regulatory Compliance**

Every Officer shall comply with all applicable laws, rules and regulations, both in letter and in spirit.

## 10. **Avoid Conflict of Interest**

TSS Consultancy Pvt. Ltd. lay out the guidance in six areas where conflicts of interest are being seen often arisen and try mitigating the same:

- Personal Investments: Please refer Employee Dealing Policy of TSS
- Outside employment, advisory roles, board seats and starting any personal business
- Inventions
- Friends and relatives, co-worker relationships
- Avoid entering a business situation that creates a conflict of interest. If any of the persons concerned to TSS are in a business situation that may create a conflict of interest, or the appearance of a conflict of interest, review the situation with TSS and/or its manager/staff; its important to understand that as circumstances change, a situation that previously didn't present a conflict of interest may present one.
- If an employee fails to make the required disclosure and the management of its own accord becomes aware of an instance of conflict of interest that ought to have been disclosed by the employee, the management should take a serious view of the matter and consider suitable disciplinary actions against such employee/s.

## 11. **Ethical Conduct**

TSS Consultancy Pvt. Ltd. is committed to uphold the highest legal and ethical standards, regardless of when and where the business is conducted. This code lays down the basic guidelines which assist the employees and Directors to make good business decisions on behalf of the company. The employees and Directors must conduct themselves in a manner that is fair and transparent and be perceived to be so by third parties.

Every employee and all such person/s concerned to TSS shall preserve the human rights of every individual and the community and shall strive to honor commitments.

However, no set of guidelines can anticipate every question or concern and hence each employee is expected to use good judgment and seek assistance whenever required.

All the definitions described in the other policies shall apply to the code.

### **Violation**

Every employee and all such person/s concerned to TSS shall be responsible for the implementation of and compliance with the code in his/her environment. Failure to adhere to the code could attract severe consequences, including termination of employment.

### **Reporting Violations:**

Any violations can be reported by employees, or third parties associated with the company at below email address:

**<[hr@tssconsultanc.com](mailto:hr@tssconsultanc.com)>**

### **Acknowledgement**

I have received, read, understood, and satisfied with the Company's Code of Conduct and Ethics. I understand the standards and policies contained in the Company's Code of Conduct and understand that there may be additional policies. I hereby further agree and undertake to follow the Company's Code of Conduct and all other offers of the company applicant from time to time.

Sign : - \_\_\_\_\_

(Name :- \_\_\_\_\_)