

RxLogix Corporation

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Business Ethics

DOC ID: RX-TRN-HR-006

Version 1.0



Revision History

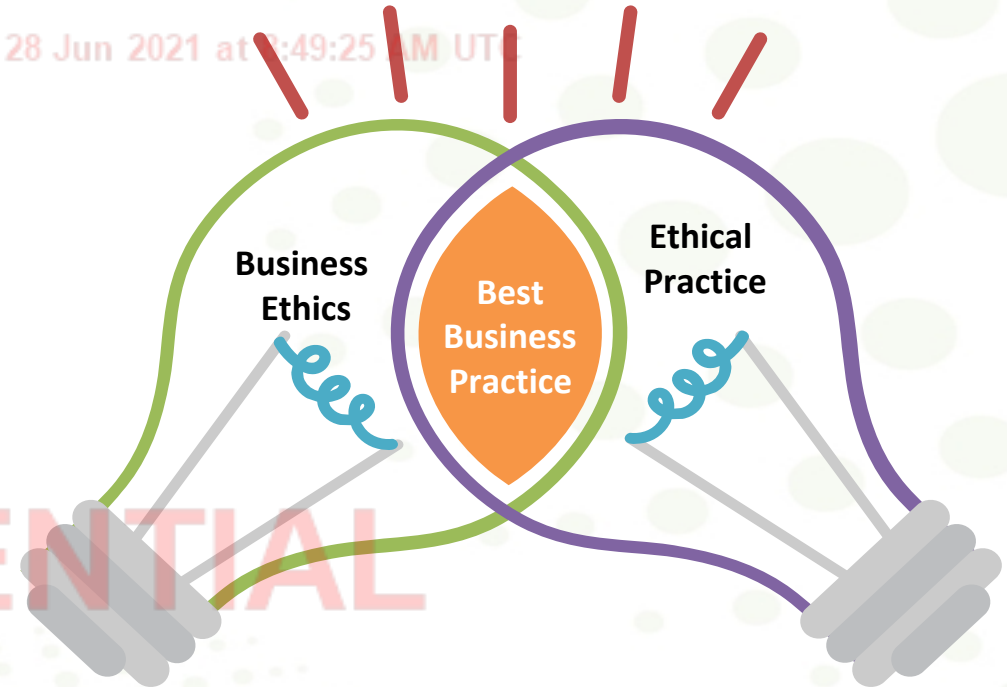
S.NO	Author	Date	Comments
1.0	Ayushi Priya	22-MAR-2021	Initial Version

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Scope and Purpose

- To Define and document standards of conduct within the organization
- To ensure that all employees are treated fairly and consistently
- To positively influence workplace and our Team members
- To adhere to the highest standards of ethical and professional behavior.
- To encourage professional decision-making and responsibility
- To communicate employees, about principles and practices that will guide to perform business with highest ethical standard.



General Expectations

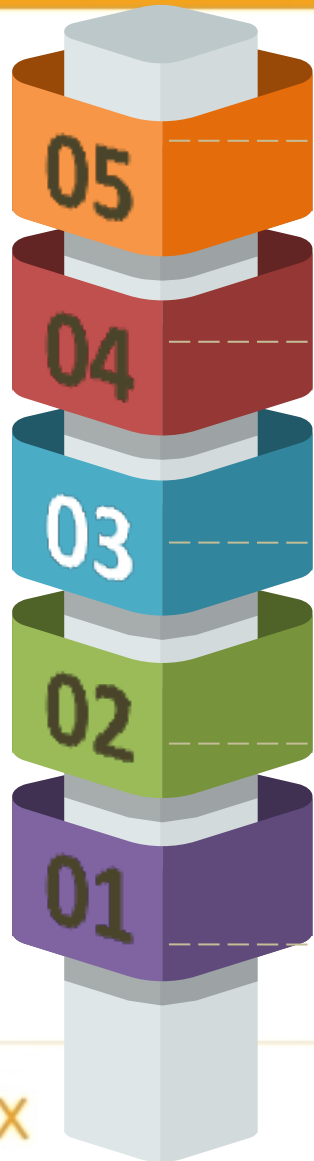
- Maintain **high standards**
- Embody **integrity** in all that we do
- Ensure **punctuality** for all work projects and assignments
- Hold yourself to the highest level of **professionalism**
- Conduct business in a manner that demonstrates a **commitment** to our values
- Display **fairness** to all
- Speak out when you see unfair practice

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CORE VALUES



Integrity

Ethical Culture

Accountability

Confidentiality

Mutual Respect

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BUSINESS ETHICS

Handling ethical decisions with wisdom is especially important to RxLogix.

Ethical values, translated into active language establishing standards or rules describing the kind of behavior an ethical person should and should not engage in, are ethical principles.

- Honesty
- Integrity
- Trustworthiness
- Loyalty
- Fairness
- Concern for Others
- Respect for Others
- Law Abiding
- Commitment to Excellence
- Leadership & Morale
- Accountability
- Technology
- Transparency



INTEGRITY

We are guided by the highest standards of ethical business conduct and by this simple principle: “Do the right thing.”

Our people associated with us are expected to device integrity at all level of work.

They will not sacrifice principle for expediency, be hypocritical, or unscrupulous.

INTEGRITY
IS DOING THE
RIGHT THING.
EVEN WHEN
NO ONE IS
WATCHING.

C.S. LEWIS



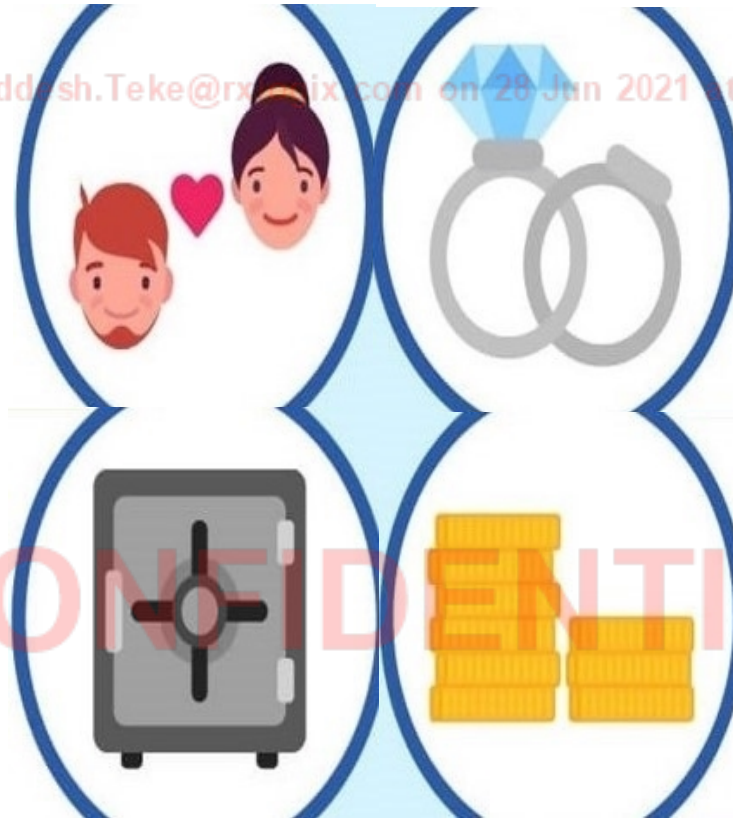
CONFLICT OF INTEREST

RELATIONAL - ROMANTIC

If an employee has relationship with someone affiliated with the business (e.g., co workers, client etc. and gain from it.)

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If an employee has access to information that is confidential for RxLogix business and uses it in an appropriate manner. (e.g., reveals it to competitors or uses it for business of their own).



RELATIONAL - FAMILY

When family members are hired and favored over other candidates or employees at RxLogix

FINANCIAL

If an employee personally gains additional money (e.g., offers customers discount to RxLogix business and services in exchange for gift cards).

CONFLICT OF INTEREST – Avoiding at its best

- Every Executive has a duty to avoid business, financial or other direct or indirect interests or relationships which conflict with the interests of the company, or which divides his or her loyalty to the company.
- Say NO to any personal benefit which could be considered likely to influence business transactions



OUTSIDE EMPLOYMENT

- Consistent with applicable laws, an employee of a RxLogix shall not, without the requisite, officially written approval of the company, accept employment or a position of responsibility (such as a consultant, part time employee or a director) with any other company, nor provide freelance services to anyone, with or without remuneration.
- All Employees shall devote all his/her working time, attention, knowledge, and skills to RxLogix's business interests and shall do so in good faith, with best efforts, and to the reasonable satisfaction of RxLogix.
- Employee shall refrain from any interest, of any kind whatsoever, in any other business directly or indirectly.
- The Employee will not engage in any form of activity that produces a “conflict of interest” with those of RxLogix.



FAIR DEALING

- No Employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.



MUTUAL RESPECT

Our responsibilities as Rxlogix Employees:

- Treat others with respect.
- Build and nurture an inclusive mind set while working with colleagues from diverse backgrounds.
- Constantly challenge our beliefs, become self-aware, accept and eliminate biases based on our preconceived notions.
- Do not encourage derogatory comments or remarks based on the identity of a person.
- Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination



MUTUAL RESPECT AS A LEADER

- If you supervise others, you have additional responsibilities:

- Ensure that those who work in your team know that you are available to address any concerns that they may have about discrimination or harassment.
- Make employment-related judgments solely on performance and abilities. Use objective, quantifiable standards.
- Become aware of certain biases that may impede your decision-making.
- Create an equitable working environment for your team members.



ng environment for your



Concern for Others

Ethical executives are caring, compassionate, benevolent and kind. They follow the Golden Rule “help those in need and seek to accomplish their business objectives in a manner that causes the least harm and the greatest positive good”.

The more we feel concern
for others and seek their
well-being, the more friends
we will have and the more
welcome we will feel.

Dalai Lama



ACCOUNTABILITY - Commitment to Excellence



Ethical Employees pursue excellence in performing their duties, are well informed, prepared, and constantly endeavor to increase their proficiency in all areas of responsibility.



Leadership

Ethical employees must be conscious of the responsibilities and opportunities of their position of leadership and must always seek to be positive ethical role models by their own conduct. RxLogix employees must create an environment in which principled reasoning and ethical decision making are highly prized.



WHISTLEBLOWING

- All employees have the right and the responsibility to question possible wrongdoings and are encouraged to remain vigilant against such possible actions.
- If an employee suspects wrongdoing (whether or not the suspected act has actually occurred), he/she should immediately report the matter to their line management, or if this is not possible, to a higher level of local management.
- An Employee who report the suspected wrongdoing may do so in confidence and may report the suspected wrongdoing anonymously via letter or mail at following email ID:

- ✓ HR@rxlogix.com
- ✓ SI@rxlogix.com



WHISTLE BLOWER

- The Company does not view an employee who has 'blown the whistle' as a troublemaker, but rather as a witness to an event.

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- An Employee will not suffer discrimination or persecution for raising concerns in good faith, even if the concern is not proved and, if possible, the employee will be informed of the outcome.

- Discrimination and persecution of the employees who raise genuine concerns will not be tolerated under any circumstances and support will be provided to the whistleblowers as appropriate.



Morale

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Ethical employees seek to protect and build the company's good reputation and the morale of its employees by engaging in no conduct that might undermine respect and by taking whatever actions are necessary to correct or prevent inappropriate conduct of others.



References:

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Employee Handbook

Employee Business Ethics Policy – Uploaded
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THANK YOU...!!

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	Category: Training materials Title: RX-TRN-HR-006_Business Ethics		
Version 01	State Effective	Effective Date 06-APR-2021	Document ID 458734

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REVISION HISTORY

Version 01 Effective on 06-Apr-2021
1.0

DOCUMENT ELECTRONIC SIGNATURES

DOCUMENT APPROVAL WORKFLOW

Author Approval

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I am the author of this document.
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Required Workflow Steps for this Category

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