

## Message from our CEO

Team,

While all of us have embraced and are laser focused on execution of 'Growth' strategy; it is vital for us to enable 'Growth' that is Profitable, Consistent, Competitive and Responsible. Responsible growth for our clients, shareholders, employees, community, and ourselves. To achieve this, each one of us must ensure that our actions and decisions are governed by a strong **Code of Business Conduct** in every sphere of the company's operations.

The choices made by each one of us every day, in our personal as well as professional lives, directly impact our business and brand perception. Mphasis is building an ecosystem for the new business era where every business is transforming into a Digital one. The principles of the governance are articulated in the Company's Code of Business Conduct and in its corporate strategy, where the customer is the core of the business.

Doing the right thing forms the foundation for how we do business, and our Code of Conduct represents our shared commitment to operate in the highest ethical manner. It is therefore, important that we are bound together by a single Code of Business Conduct.

The Company's Code of Business Conduct is an inclusive set of values fostering a strong sense of ownership, ethics and transparency, reinforcing the integrity of the management, redress against frauds and fairness in dealing with the Company's stakeholders.

I urge each one of you to fully comprehend and comply with our Code; not just undertake this key training as a 'Check in the box' exercise. Be accountable for your actions. Ultimately, I rely on your personal integrity to protect and enhance Mphasis' reputation in the community and among our stakeholders.

Thank you for your commitment.

Best wishes,  
Nitin Rakesh  
CEO and Executive Director

## The Need for a Code of Business Conduct

**Fellow Mphasians,**

The Mphasis Code of Business Conduct serves to guide our actions, which should always be governed by integrity, honesty, fair dealing and compliance with all applicable laws. The Code of Business Conduct is designed to provide a framework against which conduct, and behavior can be measured, however, the Code of Business Conduct cannot address every possible situation that may occur. It is the responsibility of each employee to always “do the right thing”, and, if you have any doubt with respect to the proper course of action, or feel the Code of Business Conduct is being violated, speak up – talk with your manager or contact the Office of Ethics and Compliance at [oecc@mphasis.com](mailto:oecc@mphasis.com).

It is absolutely critical for all of us at Mphasis to adhere to the highest ethical standards. We owe it to our customers, partners, shareholders and each other. Take the time to understand each section of the Code of Business Conduct and join me in living up to these values every day.

**Eric Winston**

**Executive Vice President, General Counsel & Chief Ethics and Compliance Officer**

## Our Vision

Redefining the paradigm for business success together

## Our Mission

Be a specialized enterprise at the confluence of People, Profit and Planet. Powered by inquisitive minds, we leverage our global talent and innovative blend of services and technology to deliver customer delight.

## Value 1

**The Buck stops with ME - I take ownership and accountability for my team and Customer's success.**

At Mphasis/Digital Risk we promote solution oriented discussions; own issues and work up to solutions without a push and create a self-motivated environment for solutions beyond scope through cohesive cross functional approach. We are always engaged in the business of delighting our Customers through accountable execution of tasks and never give up till we have turned the last stone.

Question:

An employee approaches you with a query which is not your responsibility. You should:

- a. Reply saying I'm not responsible for the query.
- b. Delete the mail as it is not your responsibility
- c. Reply to the sender with a response to the query and then advise him that you are not responsible for those queries along with the details of the single point of contact (spoc) to whom the sender can write to in future.
- d. Reply advising that you are not responsible for the query and you don't know the new spoc's details

Answer: Reply to the sender with a response to the query and then advise him that you are not responsible for those queries along with the details of the spoc to whom the sender can write to in future. By doing so, you are ensuring that the buck stops with you because the sender not only gets to know the right spoc but also receives the response to this query.

## Value 2

**Agility is MY mantra - Speed, accuracy, adaptability and innovation is MY way of life.**

Nothing is constant but Change. Can you accept and positively respond to change, how easy is it for you to achieve results in dynamic situations, how quickly can you make decisions during exigencies - if the answer to all of these are yes, then you are an Agile Mphasian. Being agile and adaptive is the way of the life at Mphasis and that is what makes us do the impossible.

**Question:**

It is a Friday evening and you are all set to leave home. Suddenly you receive a call from your manager asking for a report that needs to be sent to the client immediately and you are responsible for it. On the other hand, you have your usual Friday night party to attend to. You will:

- a. Tell your manager that it is not possible to give the report today
- b. Tell your manager that you will do it but don't appreciate such last minute requests and you will escalate this
- c. Call your friends and tell that you are very upset with this sudden extension of work and complain about it
- d. Tell your manager that you will give an interim report that will have all the required details and leave at the earliest

Answer: Tell your manager that you will give an interim report that will have all the required details and leave at the earliest. By doing so, you demonstrate that you are Agile and can stretch to achieve balanced results and thereby succeed in all your tasks.

## Value 3

**I am Passionate about results – I measure my success through outcomes.**

Efforts don't matter, only Results do. Easier said than done, maintaining a 'Can do' attitude for every scenario is what it takes to encounter success always. Pursue every task with energy, have the urge to achieve the desired outcome, come what may, carry the 'Never say Die' attitude and never stop until the task is completed. This is what we preach and practice at Mphasis/Digital Risk.

**Questions:**

Your team has been assigned a project which you think will need 2 weeks for completion. However, your lead has committed to the client to deliver the same in 10 days which is 4 days prior per your assessment:

- a. You will ignore your instinct and continue doing your role
- b. You will discuss with your manager about your concern and help him take adequate countermeasures to staff more people and deliver the project as committed
- c. You will discuss with your peers and get everyone worried
- d. You will take leave for 2 weeks as this project is set for failure

A: You will discuss with your manager about your concern and help him take adequate countermeasures to staff more people and deliver the project as committed. If you are passionate about results, you will also be committed to go beyond your limits, walk that extra mile to deliver on-time, every time thereby ensuring Customer Delight always.

## Mphasis Codes of Conduct

### **We are an equal opportunity employer**

We are an equal opportunity employer and strive to treat our employees with respect and dignity. Our diverse workforce provides many benefits including creativity, variety in approaches to problem solving and the ability to work effectively as a global company. We select and place employees on the basis of their qualifications for the work to be performed. This applies to all personnel actions, including recruitment, hiring, placement, promotion, separation, compensation, benefits administration, training, education, social and recreational programs, and the use of our facilities. We apply the same high standards for relocation and career development of our employees.

The laws of different regions (Example: California vs. Texas in USA) vary regarding employment requirements and practice; therefore, you must check with the local Human Resources staff for details specific to your geographic region.

### **We respect each other's differences**

We treat all our stakeholders with utmost respect. You must not discriminate on the basis of race, colour, religion, sex, national origin, disability, age or any other characteristic protected by laws. We embrace diversity in all our teams and encourage the formation of blended workgroups.

### **We respect data and people privacy**

We ensure data collected from employees as part of the normal course of business is protected. This is applicable to current and former employees as well as Board of Directors, customers, job applicants, online users, and partners. Use of this information is solely for legitimate business purposes and only if the parties seeking this information have a legitimate need to know.

Mphasis/Digital Risk may from time to time take or use photographs, videos, or audio recordings of its employees for business purposes in compliance with applicable law. You are not allowed to take or distribute photographs, videos, or audio recordings of Mphasis/Digital Risk employees. Photographing, videotaping or audio recording employees without their awareness and consent is prohibited as that may jeopardize their privacy and violate the applicable laws.

Q: Do I have a duty to protect the Personally Identifiable Information (PII) of end customers during the course of my job?

A: Yes. Every employee has a duty to protect the PII received from various clients for processing as part of the job and it is an organizational mandate.

Q: Will personal information that I put on Company computer system remain private if I password protect it?

A: No. To the extent permitted by applicable law, Mphasis/Digital Risk reserves the right to review all information stored on its computer and other systems, even if it is stored under a personal identification code or password.

#### Additional Resource

- Log on to InQmi to view the following documents
  - InQmi\Data Privacy\ Mphasis Data Privacy Policy
- Log on to DR SharePoint to view the following under Security Policies
  - Policy: Information Security Policy

#### **We make ethical decisions**

We ensure that we are in compliance with Mphasis/Digital Risk policies and local law. In addition, managers and leaders must provide proper guidance to employees and take appropriate action to prevent, detect and respond to misconduct.

If in doubt of what the proper action is, or if an act committed by another stakeholder of Mphasis/Digital Risk seems questionable, refer to sections in this document that may be relevant and other policies in place.

If you have questions regarding an Ethics and Compliance issue, please contact the Legal Team at [OEC@mphasis.com](mailto:OEC@mphasis.com). A thorough investigation will be completed for all legitimate concerns raised.

#### **We avoid conflicts of interest**

All our employees are ambassadors of our company. We are required to act in a manner that will serve the company's best interest. However, there may be a situation where a conflict of interest may be encountered. In these cases, you are required to disclose this conflict and remove yourself from the position of conflict. Conflicts may arise from any one or more of the following:

- **Personal relationships**

If you are representing Mphasis/Digital Risk in dealings with any external party and you share a personal relationship with this party, the same must be disclosed to your reporting manager. Your reporting manager, in consultation with other stakeholders will be able to provide you a way forward.

In case you are (or become) related to another Mphasis/Digital Risk employee, this relationship (family relationship, personal dating relationship, marriage), must be disclosed to your HR Partner. Under no circumstances, however, must you and your relative be in a reporting relationship with each other.

In order to ensure no conflict of interest and independence of the Mphasis/Digital Risk Statutory Auditors and Internal Auditors, employees will have to inform the Office of Ethics and Compliance (OEC) via [OEC@mphasis.com](mailto:OEC@mphasis.com) regarding any personal relationships (including financial dealings) with any of the members of the Statutory and Internal audit team.

- **Business opportunities**

If during the course of your work at the Company, you come across a business opportunity that may conflict with the Company's interests, you must bring this opportunity to the notice of your reporting manager first. Such opportunities could be, but are not limited to, investment related matters,

commercial or residential real estate sales, or opportunities to engage in business that competes with the Mphasis/Digital Risk lines of services such as being employed with a bank, money center, lender or outsourced service provider in the real estate or mortgage industries.

Employment outside Mphasis/Digital Risk is generally not permitted when there is a conflict of Interest. In case you wish to engage in a second job in business areas in which Mphasis/Digital Risk operate, the same must be cleared by the Office of Ethics and Compliance (as governed by local laws, policies or terms of employment).

- **Professional associations**

We encourage you to participate in professional organizations that will further your network and enhance your knowledge. When joining such associations, always remember that you are an ambassador of Mphasis/Digital Risk to the outside world. This COBC holds relevance outside the confines of Mphasis/Digital Risk as well.

While joining an external association be familiar with their intent. If the intent is in contradiction to or in competition with Mphasis/Digital Risk business lines, you must not engage in their activities. Also, ascertain whether your participation in any association / directorship is due to your personal standing or you are expected to represent Mphasis/Digital Risk in an official capacity. If is the latter, you must contact the Public Relations Office for all professional association memberships. If you are approached to serve as a Director or Board member of an organization, you must contact the Office of Ethics and Compliance at [OEC@mphasis.com](mailto:OEC@mphasis.com) for guidance.

- **Exchanging gifts**

During the course of normal business, you may come across situations where a gift may be presented to you. Use your judgment on the appropriateness of this gesture. Accept gifts only if they are reasonable in nature and are not intended to influence your actions in any way, their value is normal and if they pass the Quick Reference test. In case you are not sure of the appropriate response, reach out to your reporting manager.

With respect to non-government business, you may accept or offer gifts and business courtesies, including meals and entertainment, as long as they are customary and commonly accepted business courtesies. If you have a question about the value of a gift, consult the Office of Ethics and Compliance at [OEC@mphasis.com](mailto:OEC@mphasis.com). A nominal value is considered to be INR 1000 or less for India and USD 50 (equivalent local currency) or less for other countries.

When exchanging of gifts involves government officials from any country, you must first consult the Office of Ethics and Compliance. You should never ask for gifts, entertainment, or any other business courtesies from people engaged in business with us. Cash is never an acceptable gift to give or receive.

- **We obtain Market Intelligence appropriately**

We are guardians of our corporate information and must not disclose it. We must respect the rights and reservations of others in the same manner. This respect must extend to all our stakeholders, external parties we deal with and our former employees.

We must also be the protectors of confidential information that is shared with us by our external parties. For example, non-public pricing information that a vendor has shared should not be communicated to third parties.

You can accept information in confidence only when Mphasis/Digital Risk management agrees that we need it, and only under a written agreement that defines and limits our obligations in dealing with it. You must ensure that information you share with internal and external stakeholders is protected appropriately and with integrity.

- **Insider trading**

Trading in the shares of Mphasis/Digital Risk when you possess non-public price sensitive information is illegal. During the normal course of business, you may come across price sensitive information pertaining to the Company. This information must not form the base of any investment decision that you decide to make in the Company, nor should this non-public price sensitive information be shared with others.

- **Bribery and Improper payments**

Bribery Includes the offer, promise, giving, accepting or soliciting of an undue advantage of any value (which could be financial or non-financial), directly or indirectly, and irrespective of location(s), in violation of applicable law, as an inducement or reward for a person acting or refraining from acting in relation to the performance of that person's duties.

You should not offer or accept bribes. Even if you do not consider what is being offered or received a bribe, if the other party involved looks upon the payment as a bribe, the act is prohibited. You must never offer or provide bribes or kickbacks to win business or to influence a business decision – No exceptions.

Please read Mphasis Anti Bribery & Anti Corruption Policy at:

<https://www.mphasis.com/content/dam/mphasis-com/global/en/investors/governance/Anti-Bribery-and-Anti-Corruption-Policy.pdf>

- **Media relations**

It is important that we engage with the media through proper channels. Only official Mphasis/Digital Risk Spokespersons are authorized to speak to the media. If you are approached by a member of the press (TV/Newspaper/Radio/Internet or other public forum) to participate in any capacity in a public forum, please route these requests to the Public Relations Office by sending an email to [Mph.communications@mphasis.com](mailto:Mph.communications@mphasis.com)/PR@digitalrisk.com.

In case you are requested to participate in such activities outside work, you must notify the Public Relations Office. You must ensure that the organizers understand that you are not representing Mphasis/Digital Risk and Mphasis/Digital Risk should not be linked in any way to personal events unless explicit approval has been obtained from the Public Relations Office.

Additional Resources - Applicable only for Digital Risk Employees

Log on to DR SharePoint to view the following :  
Security Policies



- Policy: Information Security Policy

Employee Handbook

- Policy: Prohibiting the Use of Material Information and/or Non-Public Information for Investment Purposes

- **Intellectual Property**

All Intellectual Property assets like software, platforms, frameworks, tools, accelerators, utilities etc. will have an owner whose permission is required for their use.

For Mphasis/Digital Risk to retain ownership, Intellectual property assets should be ideated and developed independent of client projects and platforms.

While using Mphasis/Digital Risk intellectual property assets for a client or third party, one must comply with the relevant terms of the legal agreement with the client or third party. Alternatively, you may provide Mphasis/Digital Risk intellectual property under a separate licensing agreement. Consult legal for clarity.

Any material from the web will not be free from ownership rights – in case of doubt, please reach out to the IP Office. Mphasis Technology Innovation Protection Program at Mphasis helps you understand the true mettle of your innovative effort as you work along to maximize the value of the technologies.

In case you have developed an innovative solution and believe that it could potentially be an Intellectual Property Asset of Mphasis, please reach out to the IP Office to identify, protect and commercialize the IP assets

**Additional Resources** (Log on to [inqmi.mphasis.com](http://inqmi.mphasis.com) to view the following documents)

- HR Corner -> Workplace Support -> Information Security Management System (ISMS)
- HR Corner -> Corporate Policies -> COBC -> Code of Conduct for Prevention of Insider Trading

### **We abide by the laws of the lands we operate in**

Regardless of what the situation is, we must always cooperate with the law and its representatives. If a government agency contacts you as part of an official investigation, you must direct them to the Mphasis/Digital Risk Legal office. Work with the legal team to respond to any requests that come to you regarding Mphasis/Digital Risk information, process, or any other company related matter. In case of audits - internal or external, you must answer all questions truthfully and to the best of your knowledge.

### **We communicate openly with investors**

All requests from investors must be routed to [investor.relations@mphasis.com](mailto:investor.relations@mphasis.com). Information that can be shared with these groups must be reviewed to protect Mphasis/Digital Risk confidential information and employee data. Only those who have been authorized to do so may speak on behalf of the organization.

Q: At my level, I am allowed to claim travel expenses and I do so according to the policy. However, if I lose a receipt or forget to pick one up at the time of purchase can I substitute a receipt that I have from

personal use?

A: No. You must submit only those travel expense receipts that relate to your work at Mphasis / Digital Risk. If you lose a receipt, neglect to take one or do not have the original receipt for any other reason, you cannot re-create or submit another receipt in place of the original.

Q: A good friend of mine is an investor and is looking to invest in Mphasis. He has asked me for some company information. Can I advise him?

A: No. You should refer your friend to the Mphasis/Digital Risk website – [www.mphasis.com](http://www.mphasis.com) – to view all investor information in case he has more questions; he can direct questions to the contact whose information is present on the Mphasis/Digital Risk website.

### **We deal with utmost professionalism**

It is our actions that form and shape opinions about our work and our company. In all our interactions with internal as well as external stakeholders, we must conduct ourselves with the highest level of integrity. You must comply with all laws and regulations and with all company policies.

### **We engage responsible suppliers**

While we hold ourselves up to the highest standards, we must demand the same level of excellence from our suppliers and partners. You must take all reasonable precautions before engaging suppliers to ensure that their operations meet our ethics and compliance requirements. You must ensure that our suppliers work within the framework of the law and are fair in their dealings with us and their other stakeholders.

### **We use assets wisely**

As a company, we provide infrastructure and systems that will enable you to be more productive and that allows employees to work with ease and efficiency. Both tangible and intangible assets are meant for use to achieve organization objectives. Personal use of the same should be kept to a minimum and be done responsibly.

### **We provide quality services**

We must take pride in the work that we do and always give precedence to quality. This means that any task you undertake must be executed with attention to detail and the mind-set of getting the objective solved; not just checking a box for completion.

### **We compete vigorously**

We compete vigorously and fairly in business and always in compliance with applicable laws. While ensuring that Mphasis/Digital Risk becomes the best in industry, you must not engage in restrictive practices and other actions that would impede legitimate competition. You should not be coercive in dealings with competition and should not enter into agreements that pertain to price setting, driving the customer base, suppliers or markets.

We can gather competitor information from sources including but not limited to published articles, advertisements, brochures, other non-proprietary materials and surveys by consultants.

You must avoid any practice that could result in or be perceived as inappropriately obtaining competitive information, such as theft, spying, bribery, or breach of a competitor's Non-disclosure agreement. If there is any indication that information you are offered was not lawfully obtained, you must refuse to accept it. If you receive any competitive information anonymously or that is marked confidential, you must not review it and must immediately contact the Office of Ethics and Compliance.

### **We maintain accurate business records**

All documents must have a defined shelf life. Accounting and statutory records must be preserved pursuant to the applicable local laws and statutes. There must be a process by which documents are stored and protected and/or disposed of when needed. This process can either be defined by the function or in the policy framework itself.

You must not sign any documents on behalf of Mphasis/Digital Risk unless you have been given specific authorization. You must limit your sign-off to the category for which you have been given control.

Q: I am working on a project where I know we cannot deliver on all the specifications but my team lead says that we just need to do the necessary work so we can state that we have completed. We can finish the rest after it has been signed off. Can I do that?

A : No. Work should not be done just to “check a box”. If you cannot complete the work as specified, you need to let the client know. When we sign off on our work, it is the Mphasis/Digital Risk reputation that is on the line. You must ensure that all work done is of the highest quality.

Q: One of my co-workers plays computer games all day long. As a group, we are always under pressure because he fails to pull his weight. Is this acceptable?

A: No. We must expect excellence from ourselves and our colleagues. If you find that one member of the team is not pulling their weight, talk to your reporting manager to address the issue. If that also does not work then speak to your HR Business Partner. It is important to use the proper channels to escalate your concern.

#### **Additional Resources**

Log on to InQmi to view the following documents:

- HR Corner > General Policy > Technology Usage Policy
- Information Security Policy
- Business Excellence (Quality Policy)

For Digital Risk Employees : Log on to DR SharePoint to view the following Security Policies :

- Mobile Device Policy Final
- Information Security Policy

### **We honour human rights**

We must respect our rights as individuals. You must always comply with laws designed for the protection of human rights. Mphasis has zero tolerance for slavery and human trafficking. You must ensure that any form of slavery, child labour, forced labour, servitude, verbal or any other form of harassment and

physical punishment are not permitted in any Mphasis operations or that of our suppliers. You must not engage in any activities that would jeopardize our safety or security. In fact, given that the United Kingdom recently adopted a Modern Slavery Act 2015 which prohibits Slavery and Human Trafficking in multiple forms, Mphasis has incorporated these provisions into its company manuals and directives across the organization, and not just in the United Kingdom.

<https://www.mphasis.com/content/dam/mphasis-com/global/en/investors/governance/Mphasis%20Modern%20Slavery%20Act%20Statement-new.pdf>

Mphasis takes corporate responsibility to address workplace issues such as working hours, child labor, forced labor, nondiscrimination, health and safety and the environment. We encourage businesses through our supply chain to adopt and enforce similar policies in their own operations. Our policies reflect our commitment to acting ethically and with integrity in all our business relationships and in implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains. We expect all those in our supply chain, including contractors, to comply with our values and governance systems. The business heads are responsible for compliance in their respective departments and for their supplier relationships.

### **We provide safe and secure work environment**

We must be mindful of the behaviour we display in the work place. We must ensure that our behaviour is not offensive and does not cause discomfort to any stakeholders. While interacting with each other and external parties, our behaviour should in no way be disrespectful, hostile, violent, intimidating, threatening and demeaning or in a manner that could be constructed as harassment in any form. We have zero tolerance for disruptive behaviour and if you observe it, you must report it to your reporting manager or HR business partner. If you are in position where you cannot contact either of these employees, you can use the Whistleblower channel to do the same. However, Whistleblower should not be the first line of reporting, you must try to resolve the situation through the proper channels first.

### **POSH**

We do not tolerate sexual harassment or other unlawful behaviour in the workplace, whether committed by a co-worker, leader, client, contract labour, supplier, or anyone else. Actions, words, jokes, or comments that are derogatory will not be tolerated. Although sexual harassment appears in various forms and degrees, it generally consists of unwelcome sexual advances, unwelcome request for sexual favours, or other unwelcome verbal or physical conduct of a sexual nature and/or based upon a person's sex.

Sexual harassment occurs when submission to or rejection of sexual advances adversely affects your employment (for example, promotion or termination) or when unwelcome sexual conduct unreasonably interferes with your job performance or creates an intimidating or hostile work environment. If you find yourself in any such situation, you must report it through the Prevention of Sexual Harassment channel ([POSH@mphasis.com](mailto:POSH@mphasis.com)/[POSH@digitalrisk.com](mailto:POSH@digitalrisk.com)) immediately. You are also obligated to report such behaviour if you observe it but are not involved. You need not copy or escalate to your manager or HR partner while writing to [POSH@mphasis.com](mailto:POSH@mphasis.com)/[POSH@digitalrisk.com](mailto:POSH@digitalrisk.com), as this policy does not require you to follow the hierarchy of reporting.

If you are a manager or HR partner and a POSH complaint is made to you, you should immediately write to [POSH@mpphasis.com](mailto:POSH@mpphasis.com)/[POSH@digitalrisk.com](mailto:POSH@digitalrisk.com) and not try handling the matter yourself or discuss with anybody. This is to ensure that confidentiality of the complainant is ensured and that the complaint can be raised without any fear.

### **We are responsible to the communities we operate in**

Our main objective as a for-profit entity is to work towards creating shareholder value. However, we must not do this at the cost of the communities that we work in. You must obey all laws and regulations pertaining to the preservation of the environment. You must proactively find ways to conserve energy, water, and other diminishing resources. Conversely, you must also encourage and propagate recycling.

We must also be upstanding members of the community. As an organization, you are encouraged to take part in community events and company-sponsored charitable events. Work through the F1 Foundation to volunteer or help plan the organization's charitable events. You can volunteer your time and resources to certain charitable organizations.

Contact the CSR Office or visit Mphasis website for more information.

### **We market responsibly**

It is our goal to be the industry leaders in our field. We must accomplish this feat by marketing responsibly to all our stakeholders. We must provide accurate representation of the services we offer and deliverables we can achieve. You must not commit to any terms that we cannot deliver on.

You should not engage in misleading and false advertising. While choosing third parties to work with, you must do due diligence to ensure that they meet our company's standard.

We must be aware of how our services are being used and ensure that the services we provide are not intended for activities that would violate any law or Company value.

### **We deal with misconduct quickly and decisively**

We take our commitment to provide a safe and secure work environment very seriously. In case of misconduct, we act together to stem the source of the misconduct. Depending on the severity, actions can range from verbal reprimand to termination and/ or legal action being taken against the party at fault.

As employees, we are collectively responsible for the reputation that Mphasis/Digital Risk has built. You have the power to stand up to misconduct and demand action to resolve the situation, whether the misconduct is at a person to person level or at an enterprise-wide level.

**Additional Resources** (Log on to [inqmi.mphasis.com](http://inqmi.mphasis.com) to view the following documents)

- HR Corner -> Corporate Policies -> Open Door Policy
- HR Corner -> Workplace Support -> Quality -> Mphasis Quality Policy
- HR Corner -> Corporate Policies -> POSH (Prevention of Sexual Harassment Policy)
- HR Corner -> Workplace Support -> Information Security Management System (ISMS)
- HR Corner -> Workplace Support -> Business Continuity Management System (BCMS)

## Important Contact Information:

To help you in reaching out to the right resources, here are a quick lists of contacts that will serve you in case you have doubts you need to get cleared:

- **Whistleblower:** To register a complaint regarding actions those are in violation of our COBC (ethical violations) – [whistleblower@mphasis.com](mailto:whistleblower@mphasis.com)/[whistleblower@digitalrisk.com](mailto:whistleblower@digitalrisk.com)
- **Office of Ethics and Compliance:** To get advice on serving on boards, ethical/compliance questions/declare gifts – [OEC@mphasis.com](mailto:OEC@mphasis.com)
- **Public Relations Office:** To get advice on speaking to the media when the media wants a statement from the company, taking part in entertainment events – [Mph.communications@mphasis.com](mailto:Mph.communications@mphasis.com) / [PR@digitalrisk.com](mailto:PR@digitalrisk.com)
- **Investor Relation:** To refer any investor queries – [investor.relations@mphasis.com](mailto:investor.relations@mphasis.com)
- **Legal Office:** To get direction on legal matters, refer officers of the law – [Legal@mphasis.com](mailto:Legal@mphasis.com) / [generalcounsel@digitalrisk.com](mailto:generalcounsel@digitalrisk.com)
- **Prevention of Sexual Harassment (POSH):** To register any complaints that stem from misconduct of employees with regards to sexual harassment – [POSH@mphasis.com](mailto:POSH@mphasis.com)/POSH@digitalrisk.com
- **Chief Risk Office:** To report instances of non-compliance to ISMS and BCMS, physical security or safety concerns – [CRO@mphasis.com](mailto:CRO@mphasis.com)/[generalcounsel@digitalrisk.com](mailto:generalcounsel@digitalrisk.com)
- **IP Office:** If you have any doubt on the ownership of any IP asset or how to protect or leverage Mphasis IP asset – [ip.guru@mphasis.com](mailto:ip.guru@mphasis.com)
- To report any instances of fraud, data breach or theft or loss of property and for security investigations – [security.investigations@mphasis.com](mailto:security.investigations@mphasis.com)

### Only for Digital Risk Employees

I acknowledge that I have been issued the company intranet web address for the Digital Risk Employee Handbook and current policies. I agree to read and comply with these policies. I further understand that Digital Risk, LLC will hold me accountable for conducting myself according to these policies. Digital Risk Employee Handbook & Company Policies link:

<b>HR Policies - DR Handbook</b>	
Background Policy	Production Incentive Policy
Domestic Relocation Policy	Internal Transfer Policy
DR PFR Plan Document FY'18	Light Bulb – Process document
DR VPP Plan Document FY'18	Vacation and PTO Policy
Drug and Alcohol Policy	Work Flexibility Policy
FMLA-PLOA Process Doc	Gift Card Policy
<a href="http://companyweb/pp/Policies/Forms/AllItems.aspx?RootFolder=%2Fpp%2FPolicies%2fHR%20Policies&amp;FolderCTID=%2F7B7FE33310%2D5B%2D4BEC%2DB8F2%2D0E77BE0C3335%7D">http://companyweb/pp/Policies/Forms/AllItems.aspx?RootFolder=%2Fpp%2FPolicies%2fHR%20Policies&amp;FolderCTID=%2F7B7FE33310%2D5B%2D4BEC%2DB8F2%2D0E77BE0C3335%7D</a>	
<b>Legal Policies</b>	
Appraiser Licensing Policy	DR Record Retention and Destruction Policy
Personal Conflict of Interest Policy	Whistle-blower Policy
<a href="http://companyweb/pp/Policies/Forms/AllItems.aspx?RootFolder=%2Fpp%2FPolicies%2FLegal%20Policies&amp;View=%2F7B7FE33310%2D5B%2D4BEC%2DB8F2%2D0E77BE0C3335%7D">http://companyweb/pp/Policies/Forms/AllItems.aspx?RootFolder=%2Fpp%2FPolicies%2FLegal%20Policies&amp;View=%2F7B7FE33310%2D5B%2D4BEC%2DB8F2%2D0E77BE0C3335%7D</a>	
<b>Marketing Policies</b>	
Corporate and External Awards Policy	Photo and Video Release Policy
Social Media Policy	
<a href="http://companyweb/pp/Policies/Forms/AllItems.aspx?RootFolder=%2Fpp%2FPolicies%2FMarketing%20Policies&amp;View=%2F7B7FE33310%2D5B%2D4BEC%2DB8F2%2D0E77BE0C3335%7D">http://companyweb/pp/Policies/Forms/AllItems.aspx?RootFolder=%2Fpp%2FPolicies%2FMarketing%20Policies&amp;View=%2F7B7FE33310%2D5B%2D4BEC%2DB8F2%2D0E77BE0C3335%7D</a>	
<b>IT Security Policies</b>	
Clean Desk Policy	Conflict of Interest Policy
Email Security Policy	Loan Review Fraud Identification Policy
Mobile Devices Policy	Network Security Policy
Password Policy	Policy for Disclosure of Personal Information Contained in Loan Files
Social Networking Policy	Remote Access VPN Policy
User Access Policy	System and Internet Acceptable Usage Policy
<a href="http://companyweb/security/Information%20Security%20Policies/Forms/AllItems.aspx">http://companyweb/security/Information%20Security%20Policies/Forms/AllItems.aspx</a>	

Thank you for completing the Code of Business Conduct. By completing this, you understand the policies and agree to abide by them.