

**17 CODE OF CONDUCT****17.1 KEY POLICY-CLAUSE**

**17.1.1** Code of conduct is compulsory and binding on all employees

**17.1.2** Non-observation or breach of code of conduct shall make the employee liable for disciplinary action leading to imposition of major or minor penalty or with adverse impact on their career including termination/dismissal.

**17.1.3** The salient features of the **CODE OF CONDUCT** applicable to the employees are as under:

- a. All the employees shall display complete loyalty towards the Organization.
- b. All the employees shall follow company rules and regulations framed from time to time.
- c. All the employees shall strictly observe the working hours prescribed.
- d. All the employees shall follow job instructions given to them by their superiors and achieve their mutually agreed targets.
- e. All the employees shall be expected to observe strict moral and ethical standards in their work and personal life.
- f. The employees shall not criticize the company and the company policies at any point of time within or outside the company. If they have any suggestion, they shall be welcomed to route it through proper channel.
- g. All the employees shall be expected to follow organization hierarchy in accepting orders and giving instructions for work.
- h. Refusal to obey the instructions of the superior shall be a serious case of misconduct.
- i. All the employees shall work in such a way as to ensure complete personal integrity.
- j. All the employees shall be expected to protect company property and keep the company information confidential wherever required.
- k. No employee shall accept any part-time or full time paid job outside the organization.
- l. No employee will seek membership of any local or public bodies without first obtaining specific written permission from the management.
- m. No employee shall publish or cause to be published an article written by him or her on any matter relating to the company in any local, national or overseas newspaper, journal or any other publication without the written permission of the management.
- n. No Employee shall neither consume nor bring alcohol inside the office premises/ workplace nor shall he or she enter the office premises/workplace in an alcoholic state after consuming any kind of alcohol.
- o. No employee shall either make or accept a commercial bribe in any form

**17.2 List of acts and omissions for which fine can be imposed.**

**17.2.1** An employee may be fined for the following acts and omissions. The quantum of the fine will be decided by the Company proportionate to severity of acts and omissions committed by the employee.

**17.2.2** An employee may be suspended for a period not exceeding four days at a time, or dismissed without notice or any compensation in lieu of notice, if he/she found to be guilty of misconduct.

**17.2.3 Following acts and omissions shall be treated as misconduct:**

- a. Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable, orders of a supervisor.
- b. Theft, fraud or dishonesty in connection with the Company's business or property.
- c. Loss in business or additional amount to be incurred by the Company due to negligence on the part of the employee in his/her work.
- d. Willful damage to or loss of Company's goods or property.
- e. Any illegal gratification.
- f. Habitual absence without leave or absence without leave for more than eight consecutive days.
- g. Habitual late attendance.
- h. Habitual breach of any law applicable to the Company.
- i. Riotous or disorderly behavior during working hours at the Company or any act subversive of discipline.
- j. Habitual negligence or neglect of work.
- k. Frequent repetition of any act or omission.
- l. Striking work of inciting others to strike work in contravention of the provision of any law, or rule having the force of law.