

HR POLICIES

1. OBJECTIVE

AGE has established a robust HR structure and basic set of rules that are used to manage employees on a day to day basis.

Using structured approach helps to ensure:

- Basic legal obligations are met;
- Promotes a culture of fairness;
- Clear understanding of expectations, rules consequences.
- Introducing employees to the Company and their new job.

2. MINOR & GROSS MISCONDUCT

2.1 Minor Misconduct

For cases of minor misconduct recourse to formal disciplinary procedures should normally only be taken once reasonable efforts have been made to remedy the difficulties by informal means. The following list indicates the types of conduct (these types not being exhaustive) that may lead

AGE to invoke formal disciplinary procedures:

- Unacceptable behavior, such as harassment, victimization, undermining of colleagues or managers, etc.
- Misuse of AGE facilities or name.
- Poor punctuality.
- Unauthorized absenteeism.
- Repeated or serious failure to follow instructions.

- Negligence in conduct of duties.
- Breach of data protection or failure to secure confidential information.
- Breach of financial regulations.
- Infringement of AGE health and safety rules.
- Any action liable to bring AGE into disrepute.

2.2 Gross Misconduct

The following provides examples of behavior (these examples not being exhaustive) that normally are regarded as gross misconduct, which may lead AGE to invoke formal disciplinary procedures:

- Theft, fraud, deliberate falsification of records.
- Fighting or assault.
- Deliberate damage to AGE property.
- Serious acts of bullying, harassment or discrimination.
- Action liable to bring AGE into serious disrepute.
- Serious inability to work through being under the influence of alcohol and/or illegal drugs.
- Supplying or consuming controlled drugs on AGE premises, or at external locations.
- Serious infringement of AGE's health and safety rules.
- Serious acts of negligence.
- Serious acts of insubordination.
- Conviction of a criminal offence which makes the employee unsuitable to carry out their duties.
- Serious breach of trust or confidentiality.

3. IMPORTANT LOCAL REGULATORY HR POLICIES

3.1 Annual Leave Policy

UAE Labour Laws-Article 75. A worker shall, for each year of service, be entitled to an annual leave of not less than: 1. Two days a month, where the worker's period of service is more than six months but less than one year. 2. 30 days a year, where the worker's period of service is more than one year. Where a worker's service is terminated, he shall be entitled to annual leave in respect of fractions of the last year.

AGE Policy. Every employee is entitled to 30 days of paid leave after the completion of one year of continuous service and is provided with a return air-fare economy flight ticket to the nearest port to the home-town once every year or once every two years, depending on the contractual terms and offer letter. The leave can be split up by an employee after consultation with the concerned manager.

3.2 Sick Leave Policy

UAE Labour Laws-Article 83. 1. A worker shall not be entitled to any paid sick leave during the probationary period. 2. A worker who contracts illness after completing three months, following the probationary period, in the continuous service of an employer shall be entitled to a sick leave not exceeding 90 days, successive or otherwise, in respect of each year of service, to be calculated as follows. • The first 15 days: with full pay. • The next 30 days: with half pay. • Any subsequent periods: without pay.

AGE Policy. An employee is allowed to take sick leave and no salary would be deducted if the appropriate documents or doctor's certificate is provided to the company, within the provisions of Labour Laws. The respective country's labour laws will apply for the amount of sick leave policy entitled to an employee, if the AGE employee is residing outside UAE.

3.3 Health Insurance Policy

UAE Labour Laws-Article 96. An employer shall provide his workers with medical care facilities up to the standards laid down by the Minister of Labour and Social Affairs in conjunction with the Minister of Health.

AGE Policy. Every employee is provided with a health insurance card which can be used for the treatment at the time of illness/ hospitalization. The employee should only visit clinics, pharmacies and hospitals which are authorized by the Health Insurance provider.

3.4 Disciplinary Procedures

UAE Labour Laws-Article 102. The disciplinary measures that an employer or his representative may impose on the workers shall be as follows:

1. Warning.
2. Fine.
3. Suspension from work with reduced pay for a period not to exceed 10 days.
4. Denial or deferment of periodical allowance, in firms applying such a scheme.
5. Denial of promotion, in establishments applying a promotion scheme.
6. Dismissal without prejudice to severance pay.
7. Dismissal with denial of all or part of the severance pay. This penalty may not be imposed for reasons other than those exclusively specified in Article 120 hereof.

AGE Policy. The disciplinary action taken by AGE for any defaulters will specify the circumstances in which each of the disciplinary penalties referred to in the Article specified may be imposed, after a detailed investigation in the matter is carried out. None of the penalties stipulated in Article 102 may be imposed on a worker until he/ she has been notified in writing of the charges against the employee, heard and allowed to have his/ her defense investigated. A worker shall be notified in writing of any penalties imposed on him/ her, and of the nature and amount thereof, the reasons for their imposition, and the penalty to which he/ she will be liable, within the provisions of Article 110. The employee has the right to appeal to AGE if he/ she is not happy with the disciplinary action initiated against the employee. If still not satisfied, the employee can appeal to the Executive Council, and if still dissatisfied, can approach the Ministry of Labour, and eventually the country's courts of law.

3.5 Dismissal & Redundancy Procedure

UAE Labour Laws-Article 90. Without prejudice to the instances in which an employer is entitled to dismiss a worker without notice or without the gratuity provided for in this Law, an employer shall not dismiss a worker or serve a notice of dismissal on him while the worker is on a leave provided for under this Section. For dismissal with regard to payment of severance pay, Articles 102 and 120 of UAE Labour Laws will apply.

Article 120. An employer may dismiss a worker without notice if and only if the worker:

1. Assumes a false identity or nationality or submits forged certificates or documents.
2. Is engaged on probation and is dismissed during or at the end of the probationary period;
3. Commits a fault resulting in substantial material loss to the employer, provided that the latter notifies the labour department of the incident within 48 hours of his becoming aware of its occurrence;

4. Disobeys instructions on the safety of work or workplace, provided that such instructions are in writing and posted at a conspicuous place and are communicated verbally to the worker, in case he is illiterate;
5. Defaults on his basic duties under the contract and fails to redress such default despite a written interrogation and a warning that he will be dismissed if such default is repeated;
6. Is finally convicted by a competent court of a crime against honour, honesty or public morals
7. reveals any confidential information of his employer;
8. Is found in a state of drunkenness or under the influence of a narcotic drug during working hours;
9. Assaults the employer, the manager in charge or any of his workmates during working hours;
10. Absents himself from work without a valid reason for more than 20 non-successive days in one single year, or for more than seven successive days.

AGE Policy. AGE will adhere to the provisions of Dismissal within the UAE Labour Laws' provisions, or within the confines of the law in the country of residence of AGE employee. For any dismissal, the employee will be notified of the dismissal and the reason thereto of why dismissal is occurring. There are no specific redundancy laws in UAE, but the accepted norm is that if the organization is performing unsatisfactorily, or is closing down, or is restructuring itself, the company can lay o employees who are made redundant in the process, but will have to ensure that all provisions of law for remuneration, severance pay, gratuity, air tickets, etc. will be complied with fully. AGE will try and accommodate such employees with their sister concerns if feasible, or try to get them placed with other organizations who are in need of such employees. If an employee has any grievance in dismissal or being made redundant, he/ she can approach the Ministry of Labour, and eventually the country's courts of law for redressal.

3.6 Probation Period

UAE Labour Laws-Article 37. A worker may be employed on probation for a period not exceeding six months, during which the employer without notice or severance pay may terminate his services. A worker shall not be placed on probation more than once with the same employer. Where a worker successfully completes the period of probation and continues in employment, the said period shall be calculated as part of his period of service.

AGE Policy. Every new employee who joins will be given a maximum probation period of six months only. At no time can this period be extended. During the notice period, AGE as an employer or the employee can terminate the contractual work agreement without any liability from any of the contractual parties. There is no notice period requirement in such cases where the contract is broken within the probation period.

3.7 Notice Periods

UAE Labour Laws-Articles 117 & 118. Either the employer or the worker may terminate an indefinite term contract for a valid reason at any time following its conclusion, by giving the other party a notice in writing at least 30 days prior to termination. A contract shall subsist throughout the notice period referred to in the preceding Article 117 and shall terminate only on expiry of that period. The worker shall be entitled in respect of the notice period to full pay, calculated on the basis of his last wage, and shall continue to perform his duties during that period if the employer so requests. The Parties may not agree to waive the notice requirement or to reduce the notice period; however, they may agree to extend the period.

AGE Policy. Every employee will be given a mandatory notice period of 30 days. The notice period can be extended but not shortened than this duration. If the employee's services are terminated and he/ she is told not to attend office, full remuneration of 30 days will be paid to the employee as his/ her notice period pay. An employee who resigns will have to serve the compulsory notice period before he/ she can leave the organization.

3.8 Promotion Opportunities

UAE Labour Laws-Article 107. Denial of promotion may not be imposed for more than one promotional cycle. The worker penalized shall then be promoted immediately following promotion cycle if he is found to meet the pertinent requirements.

AGE Policy. All employees will be treated fairly, equitably and with dignity. Promotions of employees will be based on their performance and appraisal in their respective jobs and roles. HR policy pertaining to promotional avenues, along with standard mandatory requirements, performance criteria will be made for AGE employees. A high-performance employee should find good promotional opportunities with higher designations and remuneration, as it will enhance motivational levels of all employees, who will strive to work harder and be more engaged with their respective companies. The promotion to deserving candidates will not be denied if he/ she fulfills all the legal and performance guidelines laid down by AGE.

3.9 Working Hours Policy

UAE Labour Laws-Articles 65 & 72. As per Article 65, the maximum normal working hours for adult workers shall be eight hours in the day, 48 hours in the week. They may be increased to nine hours a day in commercial establishments, hotels, cafeterias, security services and such other businesses as may be added by resolution of the Minister of Labour and Social Affairs. The daily working hours may be reduced by resolution of the Minister of Labour and Social Affairs, in the case of arduous or health-hazardous work. Two during the month of Ramadan shall reduce the normal working hours. The periods spent by a worker in traveling between his home and place of work shall not be included in his working hours. The provisions of this Section as per Article 72 shall not apply to the following categories: 1. Persons holding senior executive managerial or supervisory positions, if such positions confer upon the incumbents the powers of an employer over workers. The categories in question shall be specified by resolution of the Minister of Labour and Social Affairs.

AGE Policy. AGE working hours will be based on conduct of students' classes' timings, as well as normal working hours for administrative staff. Employees will be required to work for a period of nine hours per day, which includes a one-hour lunch break. AGE will function throughout the week, including Fridays when classes are scheduled for students. All staff members working on Fridays or holidays will be entitled to a mandatory day off during the week with prior permission of the Institute Head. Flexible working hours can be given to staff employees as long as the hours of work do not compromise on operational work requirements.

3.10 Overtime Policy

UAE Labour Laws-Articles 68 & 69. Where the work circumstances require a worker to work overtime between 9 p.m. and 4 a.m. he shall be entitled in respect of such overtime to the wage stipulated for his normal working hours, plus a supplement of at least 50 per cent of that wage. The number of hours of actual overtime shall not exceed two a day, unless such work is essential for preventing a substantial loss or a serious accident, or eliminating or alleviating the impact of the latter.

AGE Policy. The overtime legal regulation is applicable only to skilled/ unskilled labour at lower designations; it is not applicable for managerial/ supervisory level white collared job positions. Holidays and night working timings are applicable to 50% supplement of wage and normal overtime is entitled to 25% supplement wage as per Article 67.

3.11 Maternity Leave Policy

UAE Labour Laws-Articles 30 & 31. A female worker shall be entitled to maternity leave with full pay for a period of forty-five days, including both pre and post-natal periods, provided that she has completed not less than one year of continuous service with her employer. A female worker who has not completed the aforesaid period of service shall be entitled to maternity leave with half pay. A female worker who has exhausted her maternity leave may be absent from work without pay for a maximum period of 100 consecutive or non-consecutive days if such absence is due to an illness preventing her from resuming her work. A medical certificate issued by a duly

authorized medical institution or authenticated by the competent health authority confirming that the illness is a result of pregnancy or delivery shall document such illness. The leave provided for in the preceding two paragraphs shall not be deducted from other leave periods. During the 18 months following her delivery, a female worker nursing her child shall, in addition to any prescribed rest period, be entitled to two additional breaks each day for this purpose, neither of which shall exceed half an hour. These two additional breaks shall be considered as part of the working hours and shall not entail any reduction of wage.

AGE Policy. Maternity leave policy will be followed strictly as governed by Articles 30 & 31 regulations. It will be ensured that maximum help is rendered to the lady during her pregnancy by allowing her to make timely doctor visits, and after child birth to allow the lady to club her maternity leave with annual leave, where applicable. Try and have crèche facilities within the company premises itself if the child is very small and requires mother care. All available assistance will be given to the employee to make her comfortable. Dismissal from service or termination cannot be done if an employee reports her pregnancy state.

4. STAFF REWARDS & BONUSES POLICY

All staff members will be rewarded in the form of increments as per their performance appraised through the year. Rewards can be given in kind throughout the year for exemplary performance, deeds and activities carried out by any staff member. This can be in the form of appreciation, certificates, cash, incentives, bonuses, etc. which can motivate employees to perform better.

4.1 Supplemental Pay. AGE may supplement an employee's pay when higher level work is performed by an employee, like the employee temporarily fills a vacant position requiring significant additional hours, or is performing dual or more functions outside his/ her job domains. Pay supplements typically can range from 5% to 20% of the incumbent's base salary. The percentage should be based on the level and type of work and the additional time required to do

the work. Pay supplements are recommended by the employee's Manager and must be approved by the appropriate Institute Head.

4.2 Performance Bonuses. Bonuses should be considered to recognize and reward staff members who's extraordinary efforts contribute in significant and meaningful ways, and include substantial accomplishments well beyond regular work responsibilities. All bonuses require approval from the Institute Head. Bonuses generally reflect one-time, work-related efforts well beyond standard job requirements. They may include, but not be limited to:

- Recognizing and retaining critical talent
- Accomplishments or contributions that significantly transform or advance the objectives of the department, division, or Group and, typically, are project-based (e.g., systems implementation or new academic programme development and implementation)
- Extraordinary efforts during times of critical department needs (e.g., meeting critical deadlines that could negatively impact business operations or major academic projects)
- Contributions that clearly and significantly impact accomplishing important business goals, deliverables, and/or time lines
- Innovative work or ideas, well beyond standard job requirements, that significantly improve operational efficiencies; introduce new or modified business practices; or improve processes, workflow, or customer service
- Significant cost savings or cost avoidance realized beyond normally expected or established standards. Guiding Principles. The following guiding principles will be adhered to in letter and spirit.

A. Rewards/bonuses may be given for significant outstanding performance that advances organization's goals, and should be tied to a specific accomplishment.

B. Rewards/bonuses are most effective when they are meaningful to the individual.

C. Care should be taken in communication and distribution of rewards/bonuses so that they are not viewed as entitlements.

D. Rewards/bonuses may be designed to reflect the unique nature of the unit's work culture and organizational structure.

E. Rewards/bonuses should not be substituted for a competitive salary plan. For example, rewards/bonuses should not be used as a long-term alternative to permanent salary adjustments when these adjustments are appropriate for consistently high performance, significant changes in responsibility, increased value of a position, or internal pay equity.

F. Cash or cash equivalent items can be given in smaller denominations as an incentive.

5. SALARY BANDS & SALARY INCREASE POLICY

5.1 Salary Bands & Job Grades

The AGE HR Committee constituted and reporting to the Board of Directors will be responsible for making the salary bands of all staff members, e.g. for senior management, very senior academic staff, senior academic staff, junior academic staff, administrative staff and support staff. 1 to 5 salary bands will be created for all staff members of AGE, with an overlap of salary ranges within different bands. Salary banding will be the range of pay established by AGE to pay employees performing a particular job or function. Salary banding will define the market and internal value for each role and will provide an effective way to manage employee pay objectively.

5.2 Job Grades will also be created for all employees; it will be used as a method to decide the impact, seniority, and expectations for a specific role. In the best cases, a Job Grade will reflect knowledge, skills, and responsibility. For example, when someone is early in their career, they can be classified as “junior” employees. After gaining experience, they move into a “senior” role

with more responsibility and later to a “very senior” role with greater accountability and responsibility.

This policy outlines the use of salary enhancements and additional payments that may be applied to promote attraction and retention of any category of staff. The policy may be applied to any category of staff. Evidence from specialist market surveys can be presented. Therefore, market-related salaries will consist of personal salary points i.e. points on the Group salary spine in the discretionary points range or beyond. Equality, Diversity and Inclusion Policies are inclusive of all AGE staff, regardless of: race, sex, disability, age, religion or belief, sexual orientation, gender, gender identity, gender expression or gender reassignment.

5.3 Salary Increase

A salary increase is usually provided to an employee for many reasons, some of which are given below:

- To recognize increased competence or skills;
- To compensate the employee for taking on additional responsibilities;
- To acknowledge strong performance;
- To align pay with market rates; and
- To provide for a cost of living adjustment. The performance appraisal process provides one of the major means for discussing, planning and reviewing the performance of each employee. Performance appraisals will influence salaries, promotions and transfers, and it is critical that managers are objective in conducting performance reviews and in assigning overall performance ratings. A performance appraisal will not always result in an automatic salary increase. The employee's overall performance and salary levels relative to position responsibilities will be evaluated to determine whether a salary increase is warranted. Increments on satisfactory performance can be provided on annual basis, but promotions and corresponding salary rises will

be decided on performance, as well as the criteria for experience in the job profile with respect to the job grades and pay bands specified by AGE.

For special cases, a manager may request an increase of an employee's salary at any time of the year based on the criticality of the person, additional job responsibilities given to the employee and exceptional performance of the employee. This request should be made to the Institute Head, who will review the employee's salary in comparison to other employees in comparable positions and within the guidelines of AGE compensation policy, recommend an increase to the Executive Council.

6. ANTIBRIBERY & CORRUPTION POLICY

6.1 Ethics

The purpose of this policy is to ensure that members of the AGE Community conduct their business in an ethical manner and understand and adhere to the requirements of all applicable anti-bribery laws and best practices.

AGE is committed to operating in an ethical manner and in compliance with applicable anti-bribery laws and regulations in UAE, including other jurisdictions and areas in which it operates. AGE policy is to prohibit the direct or indirect giving or receiving of improper payments or other benefits for purposes of obtaining any advantage. More specifically, members of the

AGE may not directly or indirectly:

1. Make promise, approve, authorize, or offer to give to anyone anything of value (including but not limited to cash payments) for the purpose of improperly inducing the recipient to take (or to refrain from taking) action that would bestow a benefit to him, or organization, or any other party.
2. Receive or accept anything of value (including but not limited to cash payments), if such item of value is intended to induce or reward improper performance of one's responsibilities or duties

or to gain an improper advantage. For example, accepting gifts or cash from students, or other members to benefit such people inappropriately and unethically.

6.2 Gifts/ Favours

“Gifts /Favour” means anything of value, including, but not limited to, money, stored-value cards, gratuities, commissions, rebates, loans, loan guarantees, payment of debts, transportation, use of property, charitable donations, medical treatments, medication, entertainment, hospitality, travel, internships (paid or unpaid), employment opportunities, admission opportunities, goods, or services. Gifts/ Favour to or from any public/ non-public official that meets all of the following criteria is generally permitted:

- a) It does not include cash or a cash-equivalent gifts (e.g., gift certificates, vouchers, or other items that can be readily exchanged for cash);
- b) It is not intended to improperly influence or reward any person regarding any matter or transaction involving AGE or another party;
- c) It is unsolicited, given infrequently, and given openly, not secretly;
- d) It does not breach any other local law or AGE policy;
- e) It is given or received in AGE’s name and not in the name of the individual member of the AGE staff;
- f) It is of an appropriate type and value, given at an appropriate time, taking into account the motive, local custom and laws governing the country.
- g) It has a value of less than AED 300.

6.3 Facilitating Payments

Facilitating payments are not permissible under this policy. A facilitating payment is a payment made to a Public Official to further routine governmental action (e.g., processing visas, clearing customs, providing police protection, or providing any other services) that is of a non-

discretionary nature (i.e., that the official is already bound to perform). A legally mandated administrative fee for expediting government services is not a prohibited facilitating payment (in such cases, a proper receipt should be retained). A facilitating payment may be made by a member of the AGE Community or on a person's behalf with proper authority.

6.4 How to raise a concern

If any employee or an external person feels or undergoes the presence of corruption in AGE, it will be his/her moral duty to bring this to the notice of the concerned company authorities. Disciplinary Committee will investigate and take appropriate action.

6.5 Violation of Policy

Individuals found to violate this policy may be subject to disciplinary action by AGE and also may subject themselves and AGE to civil, criminal fines, prosecution and significant reputational damage. While it is the policy of AGE to prohibit the provision of improper payments or other benefits to all individuals (in both the private and public sectors), interactions with Public Officials are of heightened concern due to the increased risk for violations of applicable anti-bribery laws. Members of the AGE Community should report immediately any suspected or actual violations of this policy or anti-bribery laws. Complaints should be made in accordance with the 'Complaints Policy' of AGE. Any staff member who violates this policy may be subject to disciplinary action, up to and including dismissal or expulsion, as applicable by law and AGE policies. Violations of this policy may also result in civil and criminal penalties for such individuals in multiple jurisdictions.

7. EMPLOYEES ATTENDANCE POLICY

Regular attendance is an expectation from all employees of AGE. Any emergency personal time will be made available to employees for such unscheduled events as personal illness, immediate

family member illness, doctor appointments, etc. Employees who are using emergency personal time must call and talk to their manager as soon as possible. If the manager is unavailable, employees may leave a message for the manager with a phone number where they can be reached. When possible, within the normal schedule, the employee may make up the time missed during the week to cater to the time that was missed, with prior permission of their manager. Otherwise, the absence can be covered during the annual leave of the employee.

8. PERSONAL RECORDS POLICY

All employees, former employees, and representatives of employees (spouse, parents, etc... with permission) may view certain contents of their personnel file with advance notice to Human Resources sta. Documents that relate to the employee's qualifications for hire such as the application, promotion, disciplinary action, and transfer may be viewed. Additionally, the employee can review any policy documents and training records. Documents that the employee may not review include references or reference checks, records of any investigation undertaken by management, medical records, documents related to a judicial proceeding, any document that would violate the confidentiality of another employee, and documents used for employee planning.

9. OFFICE ATTIRE POLICY

All the employees of AGE are expected to be in appropriate formal attire throughout the week except Thursdays. The staff are allowed to wear business casuals on Thursdays. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear are not appropriate for a place of business. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. No dress code can cover all contingencies, so employees must exert a certain amount of civilized judgment in their choice of clothing to wear to work.

10. PAYROLL POLICY

In being a responsible employer, AGE will comply with all legislative requirements, employer responsibilities and financial obligations of being an employer. All of AGE's payroll obligations will be met in accordance with the following:

1. AGE Finance Department will pay its employees correctly and on a timely basis, in accordance with the terms and conditions of employment agreements.
2. AGE Finance Department will maintain a separate wage and salary record for all staff, including holidays entitled to / taken, and sick days entitled to / taken.
3. All non-electronic employee payroll information will be kept in a locked facility to ensure the security of that information.
4. Upon receipt of appropriately authorized information, AGE Finance Department will endeavour to update employee payroll information in an accurate and timely manner at all times.
5. All payroll related payments will be made by direct debit. Manual payments can be made in very special circumstances within AGE's Delegated Authorities policy.
6. All staff will be intimated about salary increase by AGE when it happens, along with intimation to the Finance Department.
7. Any payment/ claims to an employee in excess of their Employment Agreement entitlements are required be authorized by the competent authority and the same will be paid in a timely manner.
8. Advances on wages / salaries to staff will not be paid, unless special permission is taken from AGE Management under extreme extenuating circumstances

11. SOCIAL MEDIA POLICY

11.1 Principles

This policy provides guidance for employee's use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, pod casts and other sites and services that permit users to share information with others in a synchronous manner. The following principles apply to professional use of social media on behalf of AGE, as well as personal use of social media when referencing AGE in different social media platforms.

- Employees need to know and adhere to the AGE's Code of Conduct and other company policies when using social media platforms.
- Employees should be aware of the effect their actions may have on their images, as well as AGE image. The information that employees post or publish may be public information for a long time and nothing should be endorsed which is detrimental to AGE's image.
- Employees should be aware that AGE may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to AGE, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or their manager.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these enquiries to authorized AGE's spokespersons.

- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of their manager.
- Employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at his/ her respective company.

11.2 Malpractice Guidelines for Staff on Social Media

- Social media in the form of Twitter, Facebook, LinkedIn, etc. are some of the commonly used social media platforms used by most of the people, which includes AGE Staff members, including the students.
- All AGE Staff will refrain from using Social Media for personal gains, including posting views on such platforms which are discriminatory in nature, or radical opinions pertaining to religious or political views.
- The country's Labour Laws, as well as Universal Legal Statutory Laws prohibit any person from discriminating against gender, religion, disability, caste/ creed, sexual orientation of a person. These discriminatory nature postings will NOT be made on any social media platform.
- No inflammatory material or postings will be done on social media platforms, which can incite passions, hatred and tensions amongst different communities, and are non-secular in nature.
- No posts will be put on such platforms again which have vested personal interests of individuals, or are going against the Institute's interests and ethics.
- AGE Staff will refrain from interacting with students on a social media platform which infringes on the privacy, safety or security of students.

- All staff will refrain from using social media platforms during working hours, unless it is part of the work requirement.
- Disciplinary action will be initiated against any defaulter for infringement of the guidelines laid herein.

12. CONFLICT OF INTEREST POLICY

12.1 Where can the conflict of interest arise? Some examples, but not limited to:

- * Use of AGE's patent publications, materials and documents for personal, business, commercial or consulting activities.
- * Financial interest held by a student or staff member, like paid consultancies, research work done for an organization with financial and not academic inclinations.
- * Personal involvement by a staff member or student to engage in commercial ventures outside the institute premises using AGE resources and contacts.
- * When two family members engaged with AGE and its competitor exchange patent rightful institute's documents/ information with the competitor.
- * Acceptance of gifts and hospitality by an individual from an organization to which services are being offered by AGE.

12.2 Mitigation of Conflict of Interest

- * Disclose all information of intentions and work required to be done, when an individual wants to deal with an external organization/ agency.
- * Get a non-disclosure form signed by all faculties and staff members, stating that no information/ materials/ documents will be shared at any time with an outside competitor/ organization.

- * With regard to any financial or commercial activity being organized outside for personal interests, without permission, and the same being brought to the notice of AGE management, can lead to dismissal of the employee in question.
- * Ensure that same family members are discouraged from joining within the organization. If a family member joins any outside competitor/ organization, the employee will have to disclose the same and give an undertaking that no materials/ documents/ information will be passed or shared with the family member.
- * All employees will sign an undertaking that no gifts at any time will be accepted from outside agencies or organizations with which the institute is dealing with.
- * All staff members and students will be counselled regularly with respect to the ethical considerations and the code of conduct to be followed. Compliance with the law, contractual obligations, integrity, quality control requirements and confidentiality of all information will be stressed upon all concerned.
- * Monitoring of all conflicts of interest will be done by observation, receiving information with regard to the unethical activities done and regular counseling training for all concerned. Where a conflict of interest activity is observed or reported, the Disciplinary Committee will take appropriate action against the defaulters.