Introduction & Code of Conduct

The Employee Code of Business Ethics and Conduct Policy (COBEC) applies to all HCL employees. It establishes the standards of integrity, honesty, and fairness expected in all interactions within and outside the company. Employees must comply with applicable laws, maintain confidentiality, avoid conflicts of interest, and act responsibly. Adhering to COBEC ensures trust, accountability, and a positive workplace culture.

Outside Activities: Employees shall not participate in any outside activity (including as an officer, director, owner, consultant, or employee) that interferes with their responsibilities, competes with HCL's business, or discredits the company. Each employee's primary business obligation should be to HCL.

HCL and Its Customers

HCL believes in delivering value through trust, transparency, and objectivity. Employees must base solutions on client needs rather than convenience or self-interest. We only commit to what we can deliver, ensuring reliability and credibility. Employees are also expected to respect the codes of conduct of clients, especially in industries such as financial services or government projects.

Disciplinary Policy & Compliance

The Global Disciplinary Policy applies to all employees, including permanent, temporary, interns, and trainees. Improper conduct includes violations of company policies, employment terms, information security guidelines, and ethical standards.

Disciplinary processes ensure fairness, allow employees to respond, and involve proper investigation.

Compliance and Discipline: Deviations from COBEC will not be tolerated. Disciplinary action may be taken against any employee who authorizes, condones, or conceals violations; any manager who ignores or approves a violation; or anyone who retaliates against employees reporting violations. Actions may include: reprimand, verbal/written warnings, probation, suspension, blacklisting, termination of employment, litigation, damages, or other penalties under applicable laws.

Leave Policies

HCL provides different types of leave to support employee well-being and work-life balance. Policies generally include Sick Leave, Casual Leave, Earned/Vacation Leave, and Public Holidays. Employees should apply for leave through the company's HR portal and ensure timely communication with managers.

1. Sick Leave: Employees are encouraged to stay home when unwell and provide medical certificates if required.

2. Casual Leave: For short-term personal needs or emergencies.

3. Vacation/Earned Leave: Planned time off, subject to manager approval.

(Refer to HCL's official HR portal for exact entitlements by region.)

Dress Code & Workplace Attire

HCL encourages employees to maintain a professional and presentable appearance.

Formal or business-casual attire is expected during client meetings, official events, and office presence. Smart casuals are generally acceptable for daily work, unless specific roles or client requirements dictate otherwise.

Remote employees are also expected to maintain a neat appearance during virtual meetings.

Reporting Mechanism & Other Workplace Policies

Employees can raise concerns through multiple official channels without fear of retaliation:

1. Whistleblower Policy: whistleblower.hcl@tari.co.in (CEO's Office, HCL Technologies Ltd., Noida)

2. Sexual Harassment Complaints: secure@hcl.com

3. Risk Issues: risk@hcl.com

4. Compliance: compliance-officer@hcl.com

5. Health & Safety: sustainability@hcl.com

Reports may also be made to:

1. Immediate reporting manager or HR Head

2. The L1 Head of the respective entity

3. The L4 Delivery Head

All cases are referred to an Ethics/Investigation Committee for review. HCL also maintains a zero-tolerance policy toward harassment and discrimination. Remote work policies

emphasize punctuality, adherence to security protocols, and maintaining productivity. For further guidance, employees should contact their local HR partner, Ethics Helpline, or IT Helpdesk.

Additional Sections from HCL Official Site
About HCL

HCLTech is a global technology company with over 220,000 employees across 60+ countries. The company recorded revenues of $13 billion in FY 2024. Its business segments include:

1. IT & Business Services (ITBS)

2. Engineering & R&D Services (ERS)

3. HCLSoftware

HCL's purpose is *"to bring together the best of technology and our people to supercharge progress."*

Diversity, Equity & Inclusion (DEI)

HCLTech fosters an inclusive workplace where employees from all backgrounds can thrive. Initiatives include:

1. Gender diversity programs to increase women in leadership roles.

2. Employee resource groups promoting inclusivity.

3. Recognition as a global employer of choice in multiple industry rankings.

Employee Benefits & Well-being

HCL goes beyond leave policies to offer:

1. Comprehensive health and life insurance plans.

2. Employee Assistance Programs (EAP) for mental well-being.

3. Flexible work arrangements to support work-life integration.

4. Global wellness programs, fitness challenges, and counseling support.

Sustainability & Corporate Social Responsibility (CSR)

Through the HCL Foundation, the company invests in education, healthcare, environmental sustainability, and community upliftment projects. HCL aligns its sustainability strategy with the UN Sustainable Development Goals (SDGs) and actively reports progress in ESG initiatives.

Learning & Career Growth

HCL empowers employees through:

1. Career Development Programs: leadership training, certifications, and global learning modules.

2. Reskilling Opportunities: focused on AI, cloud, cybersecurity, and digital transformation.

3. Ideapreneurship™ Culture: encouraging employees to innovate and take ownership of ideas.

Recognition & Awards

HCLTech has been consistently recognized among the world's leading employers. Recent awards include:

1. *Best Employer for Diversity & Inclusion*

2. *Top Employer Certification in multiple regions*

3. *Sustainability Leadership Awards*

Technology & Innovation Culture

Employees are part of HCL's mission to lead digital transformation globally. Focus areas include:

1. Cloud, AI, and automation services.

2. Advanced engineering and R&D solutions.

3. Proprietary products under HCLSoftware such as HCL Commerce and HCL Digital Experience.

HCL's Infrastructure Services

HCL's Digital Foundation offers robust infrastructure services across:

1. Hybrid Cloud & Data Centers: Next-gen data centers with orchestration and autonomics for unified experiences
2. Digital Workplace: Tech-enabled environments that boost productivity and engagement
3. Software-Defined Networking: Agile, lean, and outcome-based enterprise networks
4. Cybersecurity & Compliance: Integrated risk management and secure operations
5. Unified Service Management: Streamlined vendor integration and service delivery

🔗 Explore more: [HCL Digital Foundation](#)

Logistics and operations strategy

HCL's logistics strategy focuses on tech-driven transformation of freight and supply chain operations:

1. Optimized Resource Management: Unified approach for logistics service providers
2. Customer Onboarding: Faster, tech-enabled processes
3. Sustainability & Cost Efficiency: Reduced fuel usage, better compliance
4. Challenges Addressed: Rising fuel prices, regulatory shifts, and operational bottlenecks

🔗 View logistics strategy: [HCL in Freight Logistics – Slideshare PDF](#)

Legal & Compliance Policies

HCL's legal framework is anchored in ethical governance and labor law compliance:

1.Governance Policies

- Ethical Business Practices
- Diversity & Inclusion
- Social Responsibility
- Board Oversight & Transparency

🔗 Official page: [HCL Governance Policies](#)

2.Labor Law Compliance

- Ensures fair employment practices and safe working conditions
- Regular policy reviews to align with evolving legal standards
- Promotes operational efficiency and employee well-being

🔗 Case study: [Labor Law Compliance at HCL Nagpur](#)

1. What is the dress code at HCL Noida?
 Employees typically wear business casuals. Formal attire is expected during client meetings. Smart casuals may be allowed on Fridays depending on the project. There's no strict uniform policy.

2. How do I apply for casual or sick leave?
 Leave requests are submitted via the internal HR portal. Employees with <3 years tenure get 18 annual leaves + 1 personal leave; >3 years get 20 annual + 2 personal leaves.

3. What's the process for internal job transfers?
 Transfers depend on project availability and manager approval. Employees can apply via the internal job portal, but relocation or inter-city transfers may require HR coordination.

4. How are performance appraisals conducted?
 Appraisals include self-assessment, manager evaluation, and goal review. Employees log into the appraisal portal, reflect on achievements, and discuss feedback with managers.

5. Can I work remotely or in a hybrid model?
 HCL follows a hybrid model. Employees must work from office at least 3 days/week and 12 days/month. Non-compliance may result in leave deduction.

6. What are the working hours and break policies?
 Standard hours are 9 hours/day including breaks. Shift timings vary by project. Breaks are flexible but typically include lunch and short refreshers.

7. How do I raise a grievance or report misconduct?
 Use the "HEAR" or "SECURE" channels via the Ethics Helpline on MyHCLTech. Complaints are handled confidentially by the Internal Complaints Committee (ICC).

8. What benefits are offered to full-time employees?
 Benefits include health insurance, transport (for shift workers), Sodexo meal cards, education assistance, and flexible work options.

9. How do I update my personal details in the HR portal?
 Log into the ESS portal or MyHCLTech → Profiles → Edit My Profile. Contact HR if any field is locked or incorrect.

10. What is the policy on workplace harassment?
 HCL follows the PoSH Act. Any unwelcome behavior is considered harassment. Complaints are investigated by ICC and can be filed via secure@hcl.com.

11. How do I request a laptop or system upgrade?
 Raise a request via your Reporting Manager (RM) or IT Helpdesk. Approval is project-dependent. Collect the device after receiving confirmation email.

12. What should I do if my VPN or Outlook isn't working?
 Check internet and VPN connection. Restart Outlook. If issues persist, contact IT Helpdesk or refer to [HCL Outlook Troubleshooting Guide](#).

13. Is there a helpdesk for tech issues?
 Yes. Use the internal Helpdesk portal or contact support via [HCLTech Services](#).

14. How do I book meeting rooms or workstations?
 Use the HCL Hotdesk mobile app or web portal. You can view floor plans, book seats, and manage check-ins.

15. What cybersecurity policies should I follow?
 Follow HCL's Zero Trust framework, secure access protocols, and data protection guidelines. Refer to [Cybersecurity Services](#).

16. Is there a shuttle or transport facility from Noida metro?
 Yes, cab services are available for shift employees (free for night shifts). Coverage is typically up to 35 km. General shift employees may not be eligible.

17. How do I access cafeteria services or meal coupons?
 Cafeterias are available at major campuses. Sodexo meal cards are issued to eligible employees and offer tax benefits up to ₹12,000/year.

18. What are the safety protocols inside the office?
 HCL follows global OH&S standards (ISO 45001). Emergency drills, secure access, and health audits are conducted regularly.

19. Where can I find the floor plan or seating chart?
 Use the Hotdesk app or eFACiLiTY® platform to view seating layouts and book seats near teammates.

20. How do I request office supplies or ID card replacement?
 Submit hardcopies of onboarding documents to receive your ID. For replacements or supplies, contact the reception or raise a request via Helpdesk.