



Biztechnosys infotech Pvt Ltd

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CODE OF CONDUCT

➤ **RESPECTING EACH OTHER**

RESPECTING AN EQUAL OPPORTUNITY WORKPLACE FREE OF DISCRIMINATION OR HARASSMENT

We are committed to following fair employment practices that provide equal opportunities to all employees. We do not discriminate or allow harassment on the basis of race, colour, religion, disability, gender, national origin, sexual orientation, gender identity, gender expression, age, genetic information or any other legally protected status. At Biztechnosys we value diversity and believe that a diverse workplace builds a competitive advantage.

We must also ensure that we never verbally or physically mistreat others or engage in offensive behaviour, and we should not tolerate those who do. This includes harassing, bullying, abusive or intimidating treatment, inappropriate language or gestures, disorderly conduct, violence and any other conduct that interferes with a co-worker's ability to do his or her job.

➤ **PROTECTION OF COMPANY PROPERTY**

All employees should treat our company's property, whether material or intangible, with respect and care

Employees

Shouldn't misuse company equipment or use it frivolously.

Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties

Computer hardware, software, data, and facilities are valuable resources that need protection from potential destruction, theft, or misuse. These resources may also include confidential client or Biztechnosys information that requires safeguarding. It is your responsibility to prevent unauthorized access through the use of passwords, or other security codes.



➤ **JOB DUTIES AND AUTHORITY**

we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

➤ **ABSENTEEISM AND TARDINESS**

Employees should follow schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual.

➤ **CONFLICT OF INTEREST**

We expect employees to avoid any personal, financial or other interests that might hinder Employee capability or willingness to perform job duties.

➤ **COMMUNICATION**

All employees must be open for communication with their colleagues, supervisors or team members.

➤ **DRESSCODE**

Business casuals

➤ **POLICIES**

All employees should read and follow our company policies. If You have any questions, ask with your managers or Human Resources (HR) department



CYBER SECURITY AND DIGITAL DEVICES

➤ Internet usage

Our corporate internet connection is primarily for business. But you can occasionally use our connection for personal purposes as long as they don't interfere with your job responsibilities. Also, we expect you to temporarily halt personal activities that slow down our internet connection (e.g. uploading photos) if you're asked to.

You must not use our internet connection to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and gain access to sensitive information.
- Download or upload pirated movies, music, material or software.
- Visit potentially dangerous websites that can compromise our network and computers' safety.
- Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

➤ Cell phone

We allow use of cell phones at work. But we also want to ensure that your devices won't distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

- Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars.)
- Keep personal calls brief and use an empty meeting room or common area so as not to disturb your colleagues.
- Avoid playing games on your phone or texting excessively.
- Don't use your phone to record confidential information.
- Don't download or upload inappropriate, illegal or obscene material using our corporate internet connection



➤ Corporate email

Email is essential to our work. You should use your company email primarily for work, but we allow some uses of your company email for personal reasons.

- **Work-related use.** You can use your corporate email for work-related purposes without limitations. For example, you can sign up for newsletters and online services that will help you in your job or professional growth.
- **Personal use.** You can use your email for personal reasons as long as you keep it safe, and avoid spamming and disclosing confidential information. For example, you can send emails to friends and family and download E books, guides and other safe content for your personal use.

Our general expectations

No matter how you use your corporate email, we expect you to avoid:

- Signing up for illegal, unreliable, disreputable or suspect websites and services.
- Sending unauthorized marketing content or emails.
- Registering for a competitor's services, unless authorized.
- Sending insulting or discriminatory messages and content.
- Spamming other people's emails, including your co workers

➤ POLICIES

All employees should read and follow our company policies. If You have any questions, ask with your managers or Human Resources (HR) department