

## Sercon India Private Limited

### - Staff Rules & Regulations -

#### Contents

Sr. No.	Description
1.	Personnel Data Form
2.	Office Hours
3.	Attendance
4.	Whole Time Employment
5.	Time Sheet Policy
6.	Leave
7.	Provident Fund
8.	Superannuation Fund
9.	Gratuity Fund
10.	Medical
11.	Health Check up
12.	Insurance
13.	Leave Travel Allowance
14.	Telephone
15.	Accommodation
16.	Office Secrecy
17.	Communication with Media
18.	Intellectual Property Rights
19.	Foreign Travel
20.	Domestic Travel
21.	Entertainment Expenditure
22.	Right to Speak
23.	Gratifications
24.	Email, Internet Facilities
25.	Code of Business Conduct
26.	Observance of Discipline
27.	Misconduct
28.	Office Property
29.	Personal Property
30.	Transfer of Service
31.	Termination of Employment
32.	Retirement
33.	Residential Address
34.	Alteration to Rules & Regulations

## Sercon India Private Limited

### List of Appendix

Appendix Ref:	Description	Page No.
A	Personnel Data Form	
B	Leave Travel Allowance	
C	Foreign Travel Requisition	
D	Foreign Travel Expense Statement	
E	Travel Expense Statement	
F	Reimbursement of Entertainment Expenditure	
G	Right to Speak	
H	WPP – Code of Business Conduct –  Acknowledgement	

## Sercon India Private Limited

### Staff Rules and Regulations

#### 1. Personnel Data Form

Candidates seeking employment in the Company and prior to any appointment will be required to submit a Personnel Data Form providing therein, information and furnishing certain documents as prescribed. Please refer [Appendix 'A'](#).

#### 2. Office Timing

The Office will remain open on all days during the week (Monday to Friday) from 9.30 am to 6.00 pm with an half an hour's break for lunch.

The Office will remain closed on all Saturdays, Sundays and other public holidays, as may be decided by the Company Management.

Although Saturdays are treated as holidays, due to exigencies of work, the Management at its sole discretion may revoke this rule as and when conditions in business warrant such a step.

#### 3. Attendance

Members of the staff should attend office at 9.30 a.m. punctually and everyone must sign the Attendance Register every day on arrival, recording the time of arrival. Failure to sign the Attendance Register will result in the employee being marked absent.

Anyone reaching office after 15 minutes of scheduled office opening time will be marked late. Unavoidable late attendance should not exceed 4 days a month without special permission.

For every five days' late attendance (late beyond 15 minutes from the normal time) during a month, one day's leave may be deducted from Leave due to the employee.

#### 4. Whole Time Employment

All employees must devote their full time and attention for the benefit of the Company. No employee should accept any part-time employment elsewhere without obtaining written permission from the Management.

Employees who take up unauthorized part-time assignments or projects for any person or entity apart from the Company, will be liable to disciplinary action including immediate termination of employment without notice.

## Sercon India Private Limited

### 5. Time Sheet Policy

All employees will be required to submit daily, on a routine basis, 'Time Sheets' - recording therein correctly, number of hours spent on client and non-client related jobs. Submissions of Time Sheet entries are mandatory for all staff and must be carried out daily, exceptions being, where the employee has either proceeded on leave or is on business travel.

The policy governing Time Sheet is very strict and non-submission of time sheet entries will attract appropriate disciplinary action on the defaulting employee.

The Format of the Time Sheet is as follows:

Time		No. of Hours	Activity	Client Brand	Remarks	Time Booked for (Branch)
From	To					

### 6. Leave

#### a) Annual Leave

All permanent staff will be entitled to 30 days Annual Leave in each financial year (April-March). The entitlement for first such leave will be on completion of 6 months continuous service in the Company.

Accrual of Annual Leave in the first year shall be pro-rated for the period from the date of joining the Company to the date of closing of the financial year, preceding the year of confirmation. Thereafter, such leave will be credited after the close of each financial year and the leave shall be availed of at a time convenient to the Company.

In any event, an employee is not entitled to avail of more than 4 weeks Annual Leave at a stretch except with special prior approval from the company's management.

An employee must avail a minimum of 21 days Annual Leave every year. A maximum of the balance 9 days may be accumulated and carried forward. Accumulation of Annual Leave may be permitted upto a maximum of 90 days.

Leave encashment for the accumulated Annual Leave will however be permitted only at the time of retirement / resignation from the Company.

#### b) Medical Leave

All permanent employees will be eligible for 7 days Medical Leave in each financial year (April-March). First such leave will be credited on confirmation of employment, and in the first year it will be pro-rated from the date of confirmation to the close of financial

## Sercon India Private Limited

year. Thereafter, Medical Leave of 7 days for each financial year will accrue at the beginning of each financial year.

Medical Leave not availed during a particular year cannot be carried forward and will lapse at the end of the financial year.

All applications for Medical Leave for more than three days at a time should be accompanied by a Certificate from a Medical practitioner.

### c) Maternity Leave

Married and permanent female employees will be eligible for Maternity Leave up to 90 days, including pre and post delivery.

## 7. Provident Fund

Every permanent employee is expected to be a member of the Company's Provident Fund Scheme from the date of his / her joining and such membership and its terms, including contributions, withdrawals, settlement, etc. will be governed by the Company's Provident Fund Rules.

The Fund is exempt under the statute and is managed by a Board of Trustees. The right to join the Provident Fund Scheme will be determined in accordance with the employment contract, the prevailing statute and the Company's Rules.

## 8. Superannuation Fund

### a) Sr. Executives' Superannuation Fund

The above superannuation fund follows a defined contribution scheme. All Senior Executives are eligible to opt for membership of this fund subject to such membership being approved by the Company.

### b) Employees' Pension Scheme 1995

All eligible employees covered under the Provident Fund are entitled to the above fund. Contribution to this fund is made out of the Employer's share of contribution to PF, as per rules of the scheme, and is deposited at the Office of the Regional Provident Fund Commissioner, Calcutta. This scheme is not managed by the Company. However, co-ordination with the appropriate authorities is carried out for assistance to employees for settlement of claims.

## 9. Gratuity Fund

Every permanent employee is eligible for gratuity under the Payment of Gratuity Act, which forms the basis of the Company's Gratuity Fund Scheme and its rules.

## Sercon India Private Limited

The Company contributes a percentage of basic salary for each employee to the Gratuity Fund on the basis of actuarial valuation carried out every year.

### 10. Medical

For general illness every financial year all employees will be entitled to reimbursement of Medical expenses up to a maximum of 1.5 months' Basic Salary or Rs.15,000 whichever is less.

For serious illness requiring hospitalization medical expenses will be provided in accordance with the rules of the Company.

### 11. Health Check-up

All employees above 35 years of age mandatorily will have to undertake an annual regular Health Check up. Costs incurred towards this expenditure will be borne by the company subject to prior written approval from the respective department head and CFO.

### 12. Insurance

The Company has a Group Insurance policy whereby all permanent employees are life-insured subject to ceilings as prescribed by the Insurer.

### 13. Leave Travel Allowance

Every confirmed employee having completed one year's of continuous service is entitled to receive Leave Travel Allowance (LTA), once in every financial year.

For availing Leave Travel Allowance, a minimum of 5 days leave will need to be taken. LTA payment is subject to Income Tax Rules and guidelines. Employees seeking LTA will need to apply in the prescribed format (please refer [Appendix 'B'](#)) attaching therein certain documents in order to take advantage of eligible tax concessions as prescribed under law.

At the time of cessation of employment, pro-rata LTA for the broken period up to the date of cessation will be payable.

## Sercon India Private Limited

### 14. Telephone

Personal calls using landlines or from mobile handsets during office hours are not to be made unless they are of an urgent nature and are restricted to short duration.

All personal ISD / STD calls including text / multi-media messaging / Value Added Services will be charged to the account of the employee.

The Company at its discretion may reimburse cost of official telephone calls made by employee from their residential phone or mobile phone, subject to limits as set by the management from time to time.

The company is not in the practice of buying Mobile phones and employees are encouraged to carry their own personal handsets. The company management will also not be responsible for any loss or theft of mobile phones.

### 15. Accommodation

The Company does not provide residential accommodation to employees.

However, on a selective basis at its own discretion, the company may take on lease accommodation for the residence of an employee and pay the monthly rent as per the terms of lease. This arrangement will continue till such time he / she is in the employment of the Company. Unless otherwise agreed in writing, the responsibility of the Company to pay rent will cease from the date of termination of employment, for whatsoever reason.

In the event of the Company taking an accommodation on behalf of any employee, such an employee will be required to execute certain undertakings to vacate such accommodation immediate upon cessation of employment.

### 16. Office Secrecy

No employee will disclose to any person, firm, body corporate or media, without prior consent from the CEO / COO of the Company, any technical or managerial information or knowledge about its business, trade secrets, etc., as may be acquired from time to time in course of employment.

### 17. Communication with Media

All Office Heads and Creative Heads are permitted to speak to the Media on awards won / business wins and further are permitted to speak about their respective creative

## Sercon India Private Limited

work, subject to and upon, prior approval of the CEO. On all other matters, the Chairman and / or CEO will speak.

### 18. Intellectual Property Rights

During tenure of employment if any employee happens to make or discover or participate in developing any creative concept, design, material and / or intellectual property for use by the Company in its business, the Company will become the absolute owner of such concept, design, material or intellectual property and the employee will have no claim whatsoever on the same.

### 19. Foreign Travel

The company's Foreign Travel policy is as follows :

All Foreign Travel will require '**Pre-Trip Authorisation**' to be approved atleast **3** days prior to the proposed date of travel from the CEO / COO. Please refer **Appendix 'C'** for Foreign Travel Requisition Form.

Executives are encouraged to use their Credit Cards and claim reimbursement against submission of travel statement upon return.

All expenditure including food and local conveyance incurred by executives, must be kept within entitlement limits and will be reimbursed on the basis of actual spent.

All Foreign Travel Statements must be submitted within 3 days of return and needs approval of the office head and the CEO. Please refer **Appendix 'D'**.

Accommodation at point of travel / destination will be on WPP's recommended Hotels. In deciding choice of Hotels for stay, please visit <https://www.insidewpp.com/> and search on WPP's Preferred Hotel Directory for reservation.

### 20. Domestic Travel

Any domestic travel by an employee requires prior approval from the Department Head and must be communicated to the Accounts & Finance Department.

Accommodation and allowances pertaining to stay at Hotels in various cities and expense incurred during such stay by way of private arrangement on company's business will be dependent on rules applicable from time to time

Employees of Grade 'S' onward are permitted to use Hired Cars in course of their outstation travel. However, these would need prior consent of the Department Head.



## Sercon India Private Limited

Employees may draw advance duly approved by the Department Head for the purpose of expenses to be incurred during the tour. Previous advance must be settled before requisitioning fresh advance.

Within 3 days of return from travel the employee must submit the Travel Expense Statement for approval by the Department Head and settle the account immediately. **Please refer Appendix 'E'.**

Expenses incurred on entertainment of clients and business associates while on tour should be submitted separately.

### 21. Entertainment Expenditure

In relation to Company's business it may be necessary sometimes, for certain grades of employees (Grade 'S' and above) to entertain with drinks and meals at any restaurant / hotels / clubs / pubs / lounge etc for their clients, business prospects, overseas associates, etc. The expenditure incurred by the employee on account of such entertainment will be reimbursed by the Company, on being approved by the Department Head on the basis of expense statement to be submitted in the prescribed format – **Appendix 'F'.**

### 22. Right to Speak

"Right to Speak" is a WPP Group initiative, which offers each employee the ability to raise issues of concern about the company or the treatment of an employee in a totally confidential way, free from any fear of reprisal. It is managed on behalf of the Group by a wholly independent organization, Expolink, who have a great deal of experience in this area.

The Company wishes that there should be no such concerns for an employee – and therefore no need to make use of "Right to Speak", but it would be wrong to take this for granted. There may well be work-related issues and problems, now or in the future, that an employee feels uneasy about sharing. "Right to Speak" allows an employee to voice such concerns with complete confidentiality. Newly introduced laws require us to maintain absolute vigilance on accounting matters – and "Right to Speak" will help us achieve that.

"Right to Speak" will also help us to address any incidences of employee harassment or discrimination.

As always, the Company at first would encourage employees to take any work-related problems to the immediate management. It is only when an employee feels unable to do so that he / she should not hesitate to contact "Right to Speak". Please refer **Appendix 'G'** for operating details on Right to Speak.

## Sercon India Private Limited

### 23. Gratifications

No employee will accept any fee, gratuity, commission or perquisites in connection with any matter pertaining to the discharge of duties entrusted to him / her.

### 24. E-mail, Internet Facilities

Company e-mail and Internet facilities are to be strictly used for official purposes. Limited personal use, of an urgent nature, may be permitted.

Distribution of any disruptive or offensive messages including offensive comments about race, gender, national origin, disabilities, religious beliefs and practices, political beliefs, chain letters and pornography is strictly prohibited. Employees who receive any e-mails with this content from any other employee should report the matter to their immediate reporting authority for further action.

Net surfing / Chatting or downloading information including material using Company's net facility for personal use, is strictly prohibited. The prohibition also includes net surfing / chatting of any nature on pornography sites by any employee.

Any violation of the above will tantamount to misconduct and render the employee liable for disciplinary action.

The company management reserves the right to access at anytime any data / file / e-mail which is stored either on the employee's desktop PC / Laptop / or saved on the office server.

### 25. Code of Business Conduct

In accordance with WPP procedures, immediate on appointment, all employees will sign a Code of Business Conduct as prescribed in [Appendix 'H'](#).

### 26. Observance of Discipline

Every employee must carry out instructions given to him / her by someone authorised to do so and it is incumbent upon the employee to perform the task that has been assigned to the best of their ability.

Every employee must abide by these rules and regulations and other instructions that may be prescribed by the Company from time to time.

## Sercon India Private Limited

### 27. Misconduct

Misconduct, negligence, breach of trust, embezzlement of monies, insubordination, adjudication as an insolvent, conviction of a criminal offence, sexual harassment, habitual late attendance, absence without sanction, and or committing any act which may injure the name and credit or reputation of the Company, or the breach on any of Staff Rules and Regulations which the Company may in its own discretion consider to be of sufficient gravity, will render the employee to be terminated from employment.

### 28. Office Property

Every office record including e-mails is the property of the Office and no employee will ever destroy or remove any record or any material from the office to any place wheresoever for any purpose without prior permission from the Management.

### 29. Personal Property

All employees are advised to keep their personal belongings brought to office such as cash, jewellery, purse, mobile phone, etc. in a safe and secured manner. The Company management will not be responsible for loss of any personal belongings missing from the office premises.

### 30. Transfer of Service

The Company at its sole discretion may transfer any employee from one department / office to another or if necessary from one city to another. An employee may also be required to work for any Division, Associate or Subsidiary Company on secondment or transfer, either full time or part time and to work for the Company or any Associate or Subsidiary Company in any part of India or abroad, as directed by the Company management.

### 31. Termination of Employment

Unless otherwise specified in writing the services of any employee may be terminated by either side by giving one month's notice in writing. In the event of such notice not being given, the employer may be liable to pay the equivalent of one month's salary of the employee concerned in lieu of such notice. Similarly, an employee resigning from the services of the Company without adequate notice, will be liable to pay pro-rata salary for the short notice period.

## Sercon India Private Limited

### 32. Retirement

All Employees will retire from the services of the Company on attainment of 60 years. But under exceptional circumstances the Company at its sole discretion may grant an extension of service.

### 33. Residential Address

Any changes in residential addresses must be notified forthwith to the Company.

### 34. Alterations to Rules and Regulations

These rules and Regulations from time to time may be cancelled, altered or amended by the Company management and must be observed by all members of the Staff.

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## Sercon India Private Limited

### Appendix 'A' – (Rule 1)

#### Personnel Data Form

<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Contact Address:</b>	
<b>Telephone / Mobile No.:</b>	
<b>E-mail ID:</b>	
<b>Permanent Address / Telephone No.:</b>	
<b>PAN Card Number:</b>	
<b>Passport Number, (if any):</b>	
<b>Educational Qualification:</b>	
<b>Professional Qualification:</b>	
Paste recent passport size (3.5cm x 3.5cm) coloured photograph within this box	
<b>Work Experience</b> (in brief)	
<b>Last Salary Drawn</b>	
<b>Reference</b>	
(Provide names of two references alongwith their designation, contact address / telephone / mobile / email ID)	
<b>Please submit photocopies of the following documents :</b>	
1. Birth Certificate	
2. PAN Card	
3. Educational / Professional Qualification	
4. Release Letter from Previous Employer	
5. Latest Salary Slip	
6. Form 16 from Previous Employer	

#### Declaration of Applicant

I confirm the declaration provided by me above is true and correct and I stand responsible for its accuracy. I am aware, to furnish any false information or to suppress any material information is an offence and the company can take appropriate disciplinary action against me including legal steps as appropriate

.....  
**Signature of Applicant**

Date:

## Sercon India Private Limited

### Appendix 'B' – (Rule13)

#### Application

#### Leave Travel Allowance

<b>Name :</b>	
<b>Office :</b>	
<b>Designation :</b>	
<b>Department:</b>	
<b>Date of Joining :</b>	
<b>Employee Code :</b>	

Please sanction Leave Travel Allowance due to me as I intend proceeding on leave to ..... from ..... to ..... My details of travel are provided below :

Place of Travel : .....

Particulars of dependants travelling with me:

S.No.	Name	Relationship	Age
1.			
2.			
3.			
4.			
5.			

I undertake to enclose documents supporting my travel : Photocopy of Railway Ticket/Air Ticket

.....  
**Signature of Employee & Date**

.....  
**Recommended by: Dept. Head**

.....  
**Endorsed by: Finance Head**

.....  
**Approved by: CFO**

#### For Corporate Office Use

LTA Paid: Rs

.....  
**Finance Manager**  
Date:

.....  
**CFO**  
Date:

## Sercon India Private Limited

### Appendix 'C' – (Rule 19)

#### Foreign Travel Requisition

<b>Name:</b>	<b>Date:</b>
<b>Office:</b>	<b>Designation:</b>

#### Travel Details

Date	From	To	Journey(Flying Time) in hours	Class of Travel Economy / Business	Airfare – Rs.

#### Purpose of Tour :


#### Foreign Currency Advance Required :

No. of days (Tour)	Amount (US\$)	Equivalent (INR)

Generally, please use Credit Cards, limited cash advance may be taken as necessary

**Executive**

Date:

**Dept. Head**

Date:

-----  
**COO**

Date:

-----  
**CEO**

Date:

## Sercon India Private Limited

### Appendix 'D' – (Rule 19)

### Foreign Travel Expense Statement

<b>Name :</b>	<b>Date :</b>
<b>Office :</b>	<b>Designation :</b>

### Travel Details

Date	From	To	Airfare – Rs

### Expense Statement

Nature of Expense	In Foreign Currency
Hotel	
Local Conveyance (Provide details below)	
Other Incidentals	
Total	
<b>Coverted in equivalent INR - A</b>	

### Expenses incurred within India (if any)

Nature of Expense	Rs
Hotel	
Local Conveyance (Provide details below)	
Other Incidentals	
Total – B - Rs	
<b>Total : A + B : Rs</b>	

Particulars	US\$	Equivalent INR
Advance Taken		
Amount Spent (from Total : A +B) above		
<b>Balance to be received / payable to company</b> (Delete as applicable)		

**Executive**

Date:

**Dept. Head**

Date:

-----  
**COO**

Date:

-----  
**CEO**

Date:



## Sercon India Private Limited

### Appendix 'E' – (Rule 20)

#### Travel Expense Statement

<b>Name :</b>	<b>Purpose of Travel :</b>
<b>Designation :</b>	<b>Client :</b>
<b>Office :</b>	<b>Job No :</b>
<b>Project No :</b>	

Particulars	Day1/ Date	Day2/ Date	Day3/ Date	Day4/ Date	Day5/ Date	Day6/ Date	Day7/ Date	Total Rs	-
Mode of Travel									
(Tick as appropriate)									
Air / Train / Road									
• From :									
• To :									
<b>Expenses incurred – Self</b>									
Hotel Stay (Attach Bills)									
Local Conveyance									
(Provide details below)									
Refreshments / Miscellaneous									
(Attach Bills)									
<b>A : Total – Rs</b>									
B : Less : Advance Taken									
<b>C : Balance : (A – B)</b>									
Receivable / (Payable) to Company									
<b>Local Conveyance - Details</b>									
<b>Date</b>	<b>Mode</b>	<b>From</b>	<b>To</b>	<b>A : Recoverable from Client</b>	<b>B : Recoverable Client</b>	<b>Not from</b>	<b>Total– Rs</b>	<b>C= A + B</b>	

Signature of Executive

Date:

Cleared by: Dept Head

Date:

Endorsed by: Finance Manager

Date:

Approved by: CFO

Date:

## Sercon India Private Limited

### Appendix 'F' – (Rule 21)

#### Reimbursement of Entertainment Expenditure

Mode of Payment Used : Credit Card / Cash  
(Delete as applicable)

<b>Name of Employee :</b>	<b>Designation :</b>
<b>Location :</b>	<b>Card Number :</b>

Card Type : VISA / MASTER / DINER's /  
AMEX / Other – pls. specify

Bank Type : Amex / Stanchart / HSBC /  
Citibank / Other – pls. specify

#### Details of Official Entertainment

• <b>Persons Entertained :</b> (List Names of Officials / Designation / Company	
• <b>No. of persons :</b>	
• <b>Purpose of Official Entertainment :</b>	
• <b>Date of Entertainment :</b>	
• <b>Amount (Rs.) :</b> (Attach supporting vouchers / bills / credit card charge slip)	

.....  
**Signature of Executive**  
Date :

.....  
**Checked by : Finance Manager**  
Date :

.....  
**Authorised by : Dept. Head**  
Date :

### **“Right to speak”**

**Independently operated by Expolink ([www.expolink.co.uk](http://www.expolink.co.uk))**

“To provide a confidential way for employees to report ethical issues, unusual accounting, transactions or circumstances or unacceptable treatment of employees that give them cause for concern, without fear of reprisals”

### **Why?**

- Nearly everybody works very hard and loyally for the benefit of his or her company. They act according to their own high standards and sense of right and wrong.
- But some are less loyal. Some people mis-report their results; some steal cash or falsify cheques; some set up third party companies or are related to suppliers, so that they benefit personally at the expense of the company; some people treat their colleagues in an unacceptable way. The list goes on.
- No doubt you dislike the fact that corruption and discrimination exists and you find it distasteful. You will not want your company to suffer; and you will not want people to suffer the consequences.
- “Right to Speak” is consistent with our core values, which include honesty, integrity and respect for people. It appeals to the high ethical standards of our businesses and employees. As a loyal employee with strong ethics, you are obliged to voice your concerns.

### **What can you do?**

- If something is concerning you about the way your business is being run or accounted for, or about the activities of an individual, you should first consider whether there is somebody you can talk to, locally or regionally.
- If you feel unable to discuss it with local or regional management, “Right to Speak” gives you the opportunity to voice your concerns, confidentially and anonymously.
- Your line managers will not know that you have contacted “Right to Speak”.

We undertake to investigate your complaint promptly, objectively and independently from your line of business.

## Sercon India Private Limited

### Expolink

We use Expolink to manage "Right to Speak".

Expolink is not related to any group company.

Expolink will not record your call.

Expolink will pass on your complaint, but not your name, to an authorised senior executive for follow up.

### "Right to Speak"

### Expolink

+44 1249 661 791

Phone the operator and ask to reverse the charges to the number above

**WPP – Code of Business Conduct**

- We, the directors and employees of all companies in the WPP Group ('the Group'), recognise our obligations to all who have a stake in our success including shareowners, clients, employees, and suppliers; •
- Information about our business shall be communicated clearly, and accurately in a non-discriminatory manner and in accordance with local regulations;
- We select and promote employees on the basis of their qualifications and merit, without discrimination or concern for race, religion, national origin, colour, sex, sexual orientation, age or disability;
- We believe that a workplace should be safe and civilised; we will not tolerate sexual harassment, discrimination or offensive behaviour of any kind, which includes the persistent demeaning of individuals through words or actions, the display or distribution of offensive material, or the use or possession of weapons on WPP or client premises;
- We will not use, possess or distribute illegal drugs. We will not report for work under the influence of drugs or alcohol;
- We will treat all information relating to the Group's business, or to its clients, as confidential. In particular, 'insider trading' is expressly prohibited and confidential information must not be used for personal gain;
- We will not knowingly create work which contains statements, suggestions or images offensive to general public decency and will give appropriate consideration to the impact of our work on minority segments of the population, whether that minority be by race, religion, national origin, colour, sex, sexual orientation, age or disability;
- We will not for personal or family gain directly or indirectly engage in any activity which competes with companies within the Group or with our obligations to any such company; 20
- We will not offer any items of personal inducement to secure business. This is not intended to prohibit appropriate entertainment or the making of occasional gifts of minor value unless the client has a policy which restricts this; •
- We will not accept for our personal benefit goods or services of more than nominal value from suppliers, potential suppliers or other third parties;

## Sercon India Private Limited

- We will not have any personal or family conflicts of interest within our businesses or with our suppliers or other third parties with whom we do business;
- No corporate contributions of any kind, including the provision of services or materials for less than the market value, may be made to politicians, political parties or action committees, without the prior written approval of the Board of WPP and the prior agreement of its shareholders; and
- We will comply with all applicable local laws and regulations, and any other laws with an international reach, such as the US Foreign Corrupt Practices Act, where relevant.

\_\_\_\_\_  
**Employee Name  
 (Designation)**

\_\_\_\_\_  
**Signature**

Date:

**Acknowledgement**

I have read through the 'Staff Rules and Regulations' currently in force and I have clearly understood the terms stipulated therein. I confirm, I am in agreement with the same and will abide by them so long as I am in the employment of this company.

---

**Employee Name**

---

**Signature**

---

**(Designation)**

---

**Employee Code**

---

**Department****Date:**