

TESLATECH

CODE OF CONDUCT

At Teslatech, our code of conduct outlines the principles and guidelines that we expect all individuals associated with our company to adhere to in order to maintain a positive and productive workplace. Including but not limited to:

- Emphasises a culture of diversity and inclusion, ensuring all employees feel welcome and respected
- Encourage a culture of continuous improvement, where employees are open to feedback and actively seek ways to enhance their work.
- Effective communication within the team, such as regular meetings, project updates, and feedback sessions.
- Breakfast/Lunch/Snacks to be consumed in the designated kitchen area rather than at individual workstations to maintain an organised environment to respect shared spaces.
- Employees should follow working schedules provided by the company. We expect employees to be punctual when coming to and leaving from work.
- It is the responsibility of each employee to ensure that windows and curtains are closed when leaving the office.
- While maintaining professionalism, employees are encouraged to adopt a decent sitting posture that aligns with both their well-being and the professional atmosphere of the workplace.
- Employees seeking leave are expected to follow the protocol of obtaining approval from both their supervisor and the HR department. Leave requests, accompanied by supervisor approval with signature, should be submitted to HR in advance of the requested leave date. In exceptional cases of emergency leave, the leave application should be submitted on the first working day upon return.
- In case of leaving early from office or coming late to the office, one should inform in a discord channel.
- The password of user id (individual company's user id, file sharing user id and test device user id) must be communicated to the HR.

- Departmental meeting minutes are to be effectively communicated to the management.

Kitchen

- Breakfast/Lunch/Snacks to be consumed in the designated kitchen area rather than at individual workstations to maintain an organised environment to respect shared spaces.
- Personal responsibility is for individual cups – they must be washed by the users themselves after usage.
- Ensure the water boiler is refilled before it runs empty.
- Don't forget to fill the ice cube tray.

Security/Safety Check

- While heading out for the break, the last one out should be responsible to turn off all the electrical equipment like AC, fan, etc in the room. This also includes for the meeting room usage as well. Each employee ensures that windows and curtains are closed when leaving the office.
- After 5:45, it is expected that anyone leaving the office ensures the curtains and windows in the room, stairs, and lobby are closed. This responsibility should be shared among all departing individuals, rather than solely relying on the last person to leave.
- Individuals responsible for locking the office doors and taking the keys should promptly write their name on the notice board and return the keys to the designated holder on the next day.
- Please ensure that the main door is locked from the outside while leaving the office.
- A sense of ownership should be exercised by all personnel towards company belongings. Show care and consideration for company's belongings including systems, testing devices, tissues, screen cleaners, and sanitizers.
- Before taking any test devices or components needed, ask for the permission of the owner. You are also required to return whatever you borrowed by EOD. If the person is no longer available by EOD, then place it in the respective place and message the

person before leaving the office, else in case of damage and loss the person that has taken will be responsible.

- The PS5 room and TT hall, cleanliness should be upheld at all times. Gaming equipment like consoles, TT bats, and balls must be handled with care and only used with clean hands.

Basic office habits/rules

- All employees are required to wear slippers within the office premises and must keep them to designated areas after check out.
- After presentations and conferences, manage the chairs accordingly.
- While parking bikes, do it in an orderly manner and not leave empty spaces in-between.
- After noticing toilet papers are finished, ask for a new one from Maya didi or Rita didi and replace it immediately.
- Employees are required to maintain a clean and organised work area at all times.
- Smoking is strictly prohibited within indoor premises. Only designated smoking zones are permitted for smoking.
- Any books borrowed from the library must be promptly reported to the HR.

By following this code of conduct, we create a harmonious and thriving work environment where everyone can contribute their best.