

CODE OF CONDUCT POLICY

1. Introduction

This Code of Conduct outlines the expectations for employee behavior and professional ethics at Codetru. It aims to foster a positive, productive, and respectful work environment.

2. Professional Ethics

- Integrity: Employees must act with honesty and integrity in all business dealings.
- Confidentiality: Employees must protect confidential information and not disclose it without proper authorization.
- Compliance: Adherence to all applicable laws, regulations, and company policies is mandatory.
- Conflict of Interest: Employees should avoid situations where personal interests conflict with the interests of the company.

3. Workplace Decorum

- Respect: Treat all colleagues, clients, and stakeholders with respect and courtesy.
- Communication: Maintain clear, professional, and respectful communication always.
- Punctuality: Arrive on time for work and meetings. Notify supervisors in advance of any expected delays or absences.
- Work Environment: Keep the workplace clean and organized. Respect shared spaces and resources.

4. Grooming Standards

- Attire: Wear appropriate business attire that reflects the professional image of the company. Casual dress may be allowed on specific days as per company policy.
- Personal Hygiene: Maintain high standards of personal hygiene. This includes cleanliness and proper upkeep.
- Accessories: Keep accessories minimal and professional. Avoid excessive jewelry or strong fragrances.
- Facial Hair: Facial hair should be neatly trimmed and maintained. Specific guidelines may apply based on the industry and role.

5. Reporting and Enforcement

- **Reporting Violations:** Employees are encouraged to report any violations of this Code of Conduct to their supervisor or the HR department.
- **Disciplinary Actions:** Violations of this policy may result in disciplinary action, up to and including termination of employment.

6. 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 and should respect all kinds of incorporeal property. This includes trademarks, copyright and other assets including intellectual property. Employees should use them only to complete their job duties. Additionally, the use of our assets for individual profit or any unlawful, unauthorized personal or unethical purpose is prohibited.

7. Responsible Social Media Usage

We expect you to comply with applicable laws and government guidelines governing social media. When using any form of social media, you must comply with this Code of Conduct. You must not disclose any confidential information about the Company or any of its employees, contractors or third-party vendors. We do not encourage you sharing and being part of any political or social propaganda on behalf of the Company unless specifically asked to do so.

7. Consequences of Non-Compliance

Any violation of this policy will be viewed seriously. Where appropriate, the company may take prompt corrective action, up to and including termination of employment. Codetru strives for consistency and fairness in discipline for Code violations. Discipline may include a verbal or written warning; suspension with or without pay; loss or reduction of bonus; or, for the most serious offenses or repeated misconduct, termination of employment.

Any disciplinary action will depend on the nature, severity and the frequency of the violation.

Acknowledgment

All employees must acknowledge that they have read, understood, and agree to comply with this Code of Conduct.

For Codetru



Name: Jaya Prakash Peddineni

Designation: CEO