

WORK PLACE ETHICS

Objective

Our Workplace policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

PeopleLogic as a company is trying to build an amazing workplace, which is in-fact one of our Corporate Objectives. This can be achieved only if our team/employees reciprocate in equal measure the values our company stands for. We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or rank.

Principal Values/Standards we expect you to uphold at PeopleLogic:

- **Freedom with Responsibility**
 - Our culture is Target/delivery driven. This entails a lot of freedom for every team member. But with freedom comes, the need to use it responsibly and within the framework of employee accountability
- **Character**
 - We should work together toward achieving the objectives of the company. Some of the traits include Loyalty, Honesty, Trustworthiness, Dependability, Reliability, Initiative, Self-discipline, self-responsibility
- **Teamwork:**
 - Always remember that you are a part of the team, no matter what role you play in it.
 - Do what is not only good for you, but also beneficial for the team as a whole.
- **Positive Work Habits:**
 - Focus and sincerity, Consistent compliance of policies, good demeanor with co-workers and customers
- **Humility & Respect**
 - It cannot be emphasized enough that every working relationship from the top to the bottom of the chain of command is based on respect. Respect your subordinates as you do your superiors.

Disciplinary actions

Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

Revision History

Amendment Date	Policy Version	Author	Approved By	Nature of Changes
July 2022	Version 2.0	People Team	Management	