

# ORGANIZATIONAL CODE OF CONDUCT

Effective from: April 1, 2017

## Purpose

- To ensure a healthy professional environment to create a better working place that will ensure company's positive growth.

## Punctuality

- Assigned shift timings should be followed strictly. Late time-in policy applies here.
- You are required to inform a day before if you are coming late next day. Similarly, if you need to leave early than shift timing, inform your RA, PM or HR.
- Minimum 7 hours of working will be counted as a full-day working.

## Outside employment (Freelancing, moonlighting, etc.)

- Doing freelance work or any other job other than the company's assigned work is strictly NOT allowed within the organization.
- Even after shift timings, you are NOT allowed to use company's resources (system, internet, premises etc.) to do any other secondary job or related freelance work.

## Salaries Disbursement

- Salaries are disbursed in first week of every month.
- If, due to any holiday or city condition, banks are not opened, salaries might get delayed and you will be informed about the disbursement date, if this happens.
- **Please note: You are strictly not allowed to share your salaries with your co-workers from any department. Doing so may lead to immediate dismissal from service.**

## Leaves

- You are allowed total 24 days (on permanent employment) of paid leaves per year.
- Leaves during probation period, will be counted as unpaid and will not be adjusted as paid leaves after successful probation period.
- If you plan to have leave(s), you are required to inform your reporting authority, at least a day in advance.
- For leaves of longer duration, you will inform at least 10-15 days prior to your planned leaves.
- Leaves, in case of any ongoing important project might be rejected or postponed. This will be dependent on the nature and priority of the ongoing work.

## Confidentiality

- You are strictly prohibited to share work and related data outside of the organization.
- Copying office work in portable device is strictly NOT allowed.
- Similarly, uploading company's work on the web on any site, file sharing services, email or chat etc. is strictly disallowed.

## Respectful workplace

- Be respectful with all your colleagues.
- If there's a professional conflict regarding any work, employee or environment, share it with your reporting authority or HR instead of having harsh discussions with any colleague.

### **Money and personal property handling**

- Cash, Cheques, Mobile phones or any personal items are the responsibility of employee. In case of lost or misplacement, company would not be held responsible.

### **Environmental commitment**

- To keep the environment neat & clean is responsibility of every single employee, this includes your workstation and office surroundings.
- Company will take notice and possibly fine an employee if found to be damaging company's property deliberately.
- Chewing or eating paan, gutka, chaliya (or any other type of tobacco) is strictly prohibited in the office premises.
- All employees should be in formal attire at least when arriving at office. Loosely hung shirts, torn off jeans, and open sandals and flip flops are strictly prohibited.

### **Workplace Computing Devices**

- Company's PC's should not be used for entertainment purposes (i.e. video gaming, movies etc.)
- You cannot install any third party software that is not required for any job description or do not help in regular work in any way.
- Employee might be held responsible if any unauthentic software or tool is installed without the management's approval or knowledge.

### **Personal Computing Devices**

- It is completely forbidden to use your personal laptop, tablet or any form of computing device that can have or store data except mobile phones.
- In exceptional cases, for specific JD's employees may be asked or given permission to bring or use such devices.
- Excessive and/or unnecessary usage of mobile phones during shift timings are monitored through in house cameras and discouraged at all levels.

### **Internet Usage**

- WiFi Internet is allowed on mobile phones for all employees. You can ask the management to get WiFi's password for your cellphone. [WiFi ID: FleekBiz-P]
- However using the internet for unnecessary video streaming, social media networking, chatting or downloading is not allowed on both PC's and mobile phones.

### **Legalities**

- Bringing illegal items (weapons, drugs and related illegal items) is strictly forbidden.
- Legal action could be taken in case of violation.

### **Violation reporting policies**

- Violating any of the above mentioned policies or code of conduct could lead to serious warning or even immediate termination.
- Company holds all the rights to terminate the employee based on the seriousness of the violated policy or any code of conduct.

*NOTE: The company holds the rights to change these code of conducts at any time in future, however, you will be notified when these are updated or changed.*