

DallasTek

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# Employee Code-of-Conduct Policy

**Policy Effective Date: 1<sup>st</sup> Nov 2025**

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## 1.Objective

DallasTek recognizes the need to establish a Code of Conduct policy for its employees and associates in order to define the way business relationships, official dealings, social behavior and comradere needs to be maintained within and outside of office premises.

## 2.Scope and Applicability

This policy covers all employees across levels and hierarchy in the organization.

All employees:

1. Permanent
2. Internship
3. Contract
4. Temporary

Also, the employees of:

1. Partners
2. Contractors

**This policy is owned by Phani Kumar Lakku and reachable @ 8096764273 and phani.lakku@dallasteksol.com**

## 3.Policy/Process

### 3.1. National Interest

DallasTek shall be committed in all its actions to benefit the economic development of our country and shall not engage in any activity that would adversely affect such objective. It shall not undertake any project or activity to the detriment of the Nation's interests or those that will have any adverse impact on the social and cultural life patterns of its citizens. DallasTek shall conduct its business affairs in accordance with the economic development and foreign policies, objectives and priorities of the National or Local government and shall strive to make a positive contribution to the achievement of such goals at the international, national and regional level as appropriate.

### 3.2. Gifts and Donations

DallasTek and its employees shall neither receive nor offer or make, directly or indirectly, any illegal payments, remuneration, gifts, donations or comparable benefits which are intended to or perceived to obtain business or uncompetitive favors for the conduct of its business.

### 3.3. Government Agencies

DallasTek and its employees shall not offer or give any company funds or property as donation to any government agencies or their representatives, directly or through intermediaries, in order to obtain any favorable performance of official duties.

### 3.4. Political non-alignment

DallasTek shall be committed to and support a functioning democratic constitution and system with a transparent and fair electoral system in India. DallasTek shall not support directly or indirectly any specific political party or candidate for political office. The Company shall not offer or give any company funds or property as donations, directly or indirectly, to any specific political party, candidate or campaign.

### 3.5. Health, Safety and Environment

DallasTek shall strive to provide a safe and healthy working environment and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territory it operates in.

### 3.6. Quality of Products and Services

DallasTek shall be committed to deliver services of the highest quality standards backed by efficient customer relationship management consistent with the requirements of the customers to ensure their total satisfaction.

### 3.7. Ethical Conduct

Every employee of DallasTek, which shall include head of the company, shall deal on behalf of the Company with professionalism, honesty, integrity as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.

Every employee shall be responsible for the implementation of and compliance with the Code in his professional environment. Failure to adhere to the Code of conduct could attract the most severe consequences including termination of employment.

### 3.8. Regulatory Compliance

Every employee of DallasTek, shall in his business conduct, comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which it operates. If the ethical and professional standards set out in the applicable laws and regulations are below that of the Code, then the standards of the Code shall prevail.

### 3.9. Concurrent Employment

An employee of DallasTek shall not, without the prior approval of the head of the company, accept employment or a position of responsibility (such as a consultant or a director) with any other company, nor provide "free-lance" services to anyone. In the case of the head of the company such prior approval must be obtained from the Board of Directors of the company.

### 3.10. Conflict of Interest

An employee of DallasTek shall not engage in any business, relationship or activity, which might detrimentally conflict with the interest of DallasTek. A conflict of interest, actual or potential, may arise where directly or indirectly: (a) an employee of DallasTek engages in a business relationship or activity with anyone who is party to a transaction with his Company, (b) an employee is in a position to derive a personal benefit or a benefit to any of his relatives by making or influencing decisions relating to any transaction, and (c) an independent judgment of the Company's best interest cannot be exercised.

The main areas of such actual or potential conflicts of interest would include the following

- Financial interest of an employee of DallasTek or his relatives including the holding of an investment in the subscribed share capital of any company or a share in any firm which is an actual or potential competitor, supplier, customer, distributor, joint venture or other alliance partner of the DallasTek.

- An employee of DallasTek conducting business on behalf of the Company or being in a position to influence a decision with regard to Company's business with a supplier or customer of which his relative is a principal, officer or representative, resulting in a benefit to him or his relative.
- Award of benefits such as increase in salary or other remuneration, posting, promotion or recruitment of a relative of an employee of DallasTek where such an individual is in a position to influence the decision with regard to such benefits.
- Acceptance of gifts, donations, hospitality and/or entertainment beyond the customary level from existing or potential suppliers, customers or other third parties which have business dealings with the Company.

Notwithstanding that such or other instances of conflict of interest exist due to any historical reasons, adequate and full disclosure by the interested employees should be made to the company's management. It is also incumbent upon every employee to make a full disclosure of any interest which the employee or the employee's immediate family, which would include parents, spouse and children, may have in a company or firm which is a supplier, customer, distributor of or has other business dealings with his Company.

Every employee who is required to make a disclosure as mentioned above shall do so, in writing, to his immediate superior who shall forward the information along with his comments to the person designated for this purpose by the head of the company who in turn will place it before the head of the company and/or the Board of Directors and upon a decision being taken in the matter, the employee concerned will be required to take necessary action as advised to resolve / avoid the conflict.

If an employee fails to make a disclosure as required herein and the management of its own accord becomes aware of an instance of conflict of interest that ought to have been disclosed by the employee, the management would take a serious view of the matter and consider suitable disciplinary action against the employee, including termination of employment and recovery of any damages.

### 3.11. Confidentiality on Salary and Compensation

**Employees of DallasTek shall not disclose their compensation package to anyone nor shall be permitted to discuss the compensation of any other employees to others.**

**Failure to adhere to the Code could attract the most severe consequences including termination of employment.**

### 3.12. Protecting Company Assets

The assets of DallasTek should not be misused but employed for the purpose of conducting the business for which they are duly authorized. These include tangible assets such as systems, facilities, materials, and resources as well as intangible assets such as proprietary information, relationships with customers and suppliers, etc.

### 3.13. Integrity of Data Furnished

Every employee of DallasTek shall ensure at all times, the integrity of data or information furnished by him to the Company.

Furnishing wrong information could attract the most severe consequences including termination of employment.

### 3.14. Reporting Concerns

Every employee of DallasTek shall promptly report to the management any actual or possible violation of the Code or an event he becomes aware of that could affect the business or reputation of DallasTek.

## 4. Non-compliance and Consequence

**Please find below the reasons which can lead to Termination of Employment. This list is non-exhaustive**

1. Gross misconduct or behavior which may result in disrepute to the employer;
  1. Misuse of office premises
  2. Misuse of assets made available for work

3. Not disclosing to the management romantic relationship with a fellow staff member
4. Willful insubordination or disobedience, whether alone or in conjunction with another or others, or of any lawful or reasonable order of a superior. The order of the superior should normally be in writing.
5. Going on illegal strike either singly or with other workers without giving 14 days previous notice.
6. Abetment of or attempt at abetment of any of the above acts of misconduct.
7. Threatening, abusing or assaulting any superior or co-worker
8. Drunkenness, fighting or riotous, disorderly or indecent behaviors while on duty at the place of work.
9. Causing willful damage to work in progress or to property of the employer.
10. Conviction in any Court of Law for any criminal offence involving moral turpitude
11. Betting, Gambling and Money lending business inside office premises
12. Preaching of or inciting to violence.
13. Refusal to accept any charge-sheet or order or notice communicated in writing.
2. Any material or persistent breach of the terms contained in the contract;
  1. Disclosing to any unauthorized person of any confidential information in regard to the working or process of the establishment which may come into the possession of the workman in the course of his work or even after exiting employment
  2. Failure of Background check of Employment, Education qualifications
  3. Habitual late attendance and habitual absence without leave or without sufficient cause.
  4. Continuous absence without information and without satisfactory cause for more than two days as per the policy of DallasTek
  5. Habitual neglect of work.
  6. Habitual indiscipline.
3. Any other reasons depending on the position occupied by the employee
  1. Failure to report any of the reasons mentioned above with respect to his / her reporting team members

## 5. Declaration

Code of conduct declaration

I, \_\_\_\_\_ have read, understand and agree to abide by the Code of Conduct Policy of DallasTek and I understand that such adherence is a Condition of my employment. I understand that a violation of the Code of Conduct may be grounds for termination as an employee, immediate Dismissal for just cause without notice or pay in lieu of notice, including recovery of money for damages.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

(Signature)

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Full Name of employee