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|  | <b>Employee Conduct and Discipline</b> | HRPO20 |
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## Document Identification


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| <b>Title</b>           | <b>Employee Conduct and Discipline</b> |
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| <b>Releaser</b>        | <b>MR</b>                              |
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## REVISION HISTORY

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| <b>1.0</b> | <b>18/1/2013</b> | <b>Initial Release</b> | <b>Rabindra</b> | <b>Souvik</b> |
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### 1. Policy Purpose

To ensure that employees conduct themselves in line with the company's principles.

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## 2. Policy Scope

The policy is applicable to all employees of the organization

## 3. Policy Description

### **Employees Basic Responsibilities**

Honest, fair and lawful conduct means honesty and fairness in dealing with fellow organization employees, assets, customers, suppliers, competitors, the government and the general public. It also means understanding and complying with the law in the performance of one's duties for organization.

To report any conduct which one believes is inconsistent with the above principles so as to ensure that we operate in full compliance with the law and guidelines. Any report made by employees will be treated with confidentiality and the utmost discretion. There will be no retribution or penalty for making a report.

### **Employees obligations in dealing with fellow employees**

#### **Rules of conduct in maintaining a productive working environment**

To ensure that the work climate is free from discrimination and harassment based on race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other unlawful reasons.

To refrain from using vulgar language, joke, derogatory statements or allusive remarks directed towards an individual or group based on race, color, religion, sex, age, national origin, disability, veteran status or affiliation with a person in such a category or any other unlawful reason.

To avoid displaying of photographs, pictures or printed materials which others might find offensive/degrading or any other remarks/conduct that encourages or permits an offensive work environment. This applies even if employees do not seem to object.

The company will not tolerate any violent behaviour, or the threat of violent behaviour.

Employees found using, manufacturing, dispensing, distributing, selling or possessing of illegal drugs and other controlled substances, except for approved medical purposes, are subject to disciplinary action, including dismissal.

Employees who are using prescribed medications, which may affect their ability to work safely, should inform the management.

Employees are to observe the applicable security and safety regulations stipulated by organization.

### **Rules of conduct in respecting the privacy of all employees**

Access to personal information about employees is restricted internally to people with a business need to know. Personal information is released outside organization only with employees' approval, except to verify employment or satisfy legitimate business objectives in the course of conducting organization's affairs and authorized investigatory or legal requirements.

**Rules of conduct in dealing with environmental, health and safety matters**

Employees are responsible to be aware of and follow environmental, health and safety laws and organization policies.

**Employees obligations in dealing with organization assets****Protecting organization assets**

Employees are personally responsible not only for protecting organization's property entrusted to them, but also to help protect the company's assets in general. They must be alert to any situations or incidents that could lead to the loss, misuse or theft of company property. They should report all such situations to the management as soon as they know about it.

**Communication systems at organization**

Employees are to be aware that office equipment, such as, personal computers, desks, fax machines, telephones and other facilities provided by organization are business assets and their use is always subject to organization inspection and audit. Information made available through a wide variety of data bases should be used only for conducting organization business. Their unauthorized use, whether or not for personal gain, is a misappropriation of organization assets.

**Direct requests for information**

Employees are not to answer any questions from someone outside the company, either directly or through another person, unless they are certain that they are authorized to do so. If they are not authorized, to refer the Enquirer to the management.

**Disclosure and use of confidential information**

Besides employees' obligation not to disclose any organization confidential information to anyone outside the company, they are also required as an employee to use such information only in connection with organization business. These obligations apply whether or not employees developed the information themselves.

**Post-employment obligations**

Should employees leave organization for any reasons, including retirement, they still are obliged to protect company business assets. They are not to misuse organization confiden-

tial information. Also, the company's ownership or intellectual property that employees created while they were employees continues after they leave the company.

### **Company supplies**

organization supplies are organization property and are to assist employees in doing their job. They are not for personal use.

### **Recording and reporting business information**

Employees are to exercise integrity when recording and reporting all information within the organization and outside the company.

### **Employees obligations in conducting organization business**

#### **Fair treatment**

Everyone that employees do business with is entitled to fair and even-handed treatment. That should be practiced no matter what relationship employees have with an outside organization may be – whether they are buying on behalf of organization or representing organization in any other capacity.

Employees must treat all suppliers fairly. In deciding among competing suppliers, they should weigh all the facts impartially.

Whether or not employees are in a position to influence decisions involving the evaluation or selection of suppliers, they must not exert or attempt to exert influence to obtain special treatment on behalf of a supplier. It is essential that suppliers competing for organization business have confidence in the integrity of our selection process.

### **Employees obligations in dealing with other organizations with relationships to organization**

### **Business contacts with competitors**

Employees should dissociate themselves and organization from participation in any possibly illegal activity with competitors. For example, they should not discuss pricing policy, costs, inventories, marketing and product plans and capabilities and any other proprietary or confidential information. They should confine their communication to what is clearly legal and proper and to immediately report any incident associated with a prohibited subject to their management.

## **Acquiring and using information about other organization**

In normal course of business, it is not unusual to acquire information about many other organizations, including competitors. But, employees should not have flagrant practices, such as industrial espionage, burglary, wiretapping, stealing and hiring someone solely to get confidential information. Employees must ensure that they observe the laws of the respective countries.

Information about other companies should be treated with sensitivity and discretion. When using such information, they should use it in the proper context and make it available only to other organization employees with a legitimate need to know.

## **Gifts given to or received from business contacts**

Employees are not to engage in bribes, kickbacks or other personal payments of any kind to any organization doing business with organization in order to obtain / retain business or business concessions or influence contracts awards.

Exceptions to the above are:

properly authorized business expenses which are otherwise lawful and in accordance with well-established industry practice

payment of openly-provided ordinary sales commissions or incentives under written agreements

If employees are offered any form of gifts, they should inform their immediate superior immediately.

### **Entertainment from suppliers / vendors**

Heads of Department and above are able to accept meal invitations as a form of entertainment that is reasonable in frequency and value.

Employees do not fall within the above categories are required to seek approval from their respective head of department before accepting any meal invitations.

### **Entertainment of customers / guests**

Employees are requested to minimize entertainment claims and it is their responsibility to keep their actual spending within budget that is defined by the Division Head.

## **Employees obligations regarding conflicts of interest**

### **Assisting a competitor**

A possible conflict of interest is providing assistance to an organization that markets products and services in competition with organization current or potential products or service offerings. Employees must not work for such organizations as an employee, a consultant, as a member of its board of directors, or in any other capacity.

#### **Personal relationships**

In certain circumstances, employees may find themselves in a situation where their spouse, immediate family members or someone whom they are close to is a competitor, supplier or consultant to organization or is employed by one. Such situations call for extra sensitivity to security, confidentiality and conflicts of interest. The closeness of the relationship might lead employees to inadvertently compromise organization 'interests.

When faced with such situations, employees should take the responsibility to review their specific situation with their superior to assess the nature and extent of any concern and how it can be resolved.

#### **Supplying organization**

Generally, employees may not be a supplier (including consulting services) to a organization company, represent a supplier to organization, work for a supplier to organization, or be a member of a supplier's board of directors while they are an employee of organization.

In addition, they may not accept money or benefits of any kind for any advice or services they may provide to a supplier in connection with its business with organization.

#### **Use of organization time and assets**

Employees may not perform outside work or solicit such business on organization premises or while working on organization time, including time off that they are given with pay to handle personal matters.

Employees are not permitted to use organization equipment, telephones, materials, resources or proprietary information for any outside work.

Any employment, which they engage in outside organization, should not adversely affect their ability to perform the responsibilities of their organization position.

#### **Financial interests in other Businesses**

Employees should not have a financial interest in a supplier, customer or competitor that would influence the objectivity and independence of their judgment or conduct in carrying out their duties and responsibilities to organization.

Employees who has a financial interest in any businesses or firms that may have a conflict of interest with organization are required to declare to HR department

#### **Using inside information**

Employees are not to use company-proprietary information for their own advantage other than using it for company's benefit. For example, they must not make use of the information available for outside activities such as consulting, trading in stocks/shares/securities (if any), etc.

Employees also should not evade these guidelines by acting through intermediary such as relative or friend.

### **Conclusions**

The above requirements are not all-inclusive. Employees will be liable to disciplinary actions, including dismissal, if they commit other offences that are not listed in the above but are considered serious by the company.

## **4. Policy deployment**

All managers of the organization are responsible for enforcing this policy in their teams. All employees should adhere to the policy

## **5. Policy Review**

The policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.