

## Document Identification

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| <b>Title</b>           | <b>Code of Business Ethics</b> |
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| <b>Releaser</b>        | <b>MR</b>                      |
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## REVISION HISTORY

| <b>Revision</b> | <b>Date</b>       | <b>Description of Changes</b> | <b>Author(s)</b> | <b>Approved by</b> |
|-----------------|-------------------|-------------------------------|------------------|--------------------|
| <b>1.0</b>      | <b>18/01/2013</b> | <b>Initial Release</b>        | <b>Rabindra</b>  | <b>souivk</b>      |
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## 1. POLICY PURPOSE

The purpose of this policy is to define and implement code of business ethics as an agreement with all employees to ensure all employees maintain full compliance with company policies and procedures, ethics and value system

## 2. POLICY SCOPE

The policy is applicable to all categories of employees of Kreatio Software

## 3. POLICY DESCRIPTION

- The HR department based on the direction of management define and document a Code of Business Ethics for all employees of the organization.
- The code of business ethics sets the responsibilities for all employees to adhere company policies and procedures in full compliance.
- All employees of the organization need to read and accept the code of business ethics, adhere to it all the time, failing which, the organization can terminate the employment agreement with an employee on immediate effect.
- All employees shall sign code of business ethics at least once in a year

## 4. POLICY DEPLOYMENT

The Code of Business ethics are deployed in integration with annual performance review for structured implementation.

For all new joiners, the code of business ethics needs to be signed at the time joining.

## 5. POLICY REVIEW

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