

**People Policy Document**

**Code of Conduct**

**Version 1.1  
Mar 01<sup>st</sup>, 2013**

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DO NOT DISCLOSE ANY OF THIS INFORMATION WITHOUT OBTAINING PERMISSION FROM THE MANAGEMENT.

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## **Employee Code of Conduct**

We seek the right degree of empowerment and accountability at all levels. We organise operations for engagement success. We encourage each employee to contribute to this success by knowing his Rights and Responsibilities, Responsible Behaviour, Work and Business etiquettes.

### **1. Employee Rights and Responsibilities**

#### **a) Equal Opportunity Policy**

GyanSys Provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, sex, nationality, age, disability, citizenship status, genetic information or any other category protected by local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

#### **b) Employees with Disabilities**

It is GyanSys's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. GyanSys recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job

#### **c) Policy Prohibiting Harassment and Discrimination**

GyanSys strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment, including but not limited to recruiting, hiring, promoting, demoting, transferring, lay off, terminating, paying, granting benefits and training.

#### **d) Prohibited Behaviour**

GyanSys does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's sex, race colour, religion, nationality, age, disability, citizenship status, genetic information or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behaviour in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it is made an explicit or implicit condition of employment, is used as the basis for employment decisions, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favours accompanied by a promise of favourable job treatment or a threat concerning employment.

Specifically, it includes sexual behaviour such as:

- Repeated sexual flirtations, advances or propositions
- Continued and repeated verbal abuse of a sexual nature,
- Sexually related comments - joking, graphic or perverse
- Degrading comments about an employee's appearance
- Displaying sexually suggestive objects or pictures including cartoons
- Vulgar email messages, and
- Any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of sex.

#### **e) Complaint Procedure and Investigation**

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to the GyanSys Human Resource Manager. If that person is not available, or you believe it would be inappropriate to contact that person, contact your immediate manager and if need be the COO.

GyanSys will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate GyanSys in enforcing this policy and investigating and remedying complaints.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

#### **f) Conduct Standards**

##### **a) Representing GyanSys**

Each employee represents GyanSys image and brand. It is the responsibility of each employee to professionally and ethically represent GyanSys in their business decisions.

##### **b) Conduct Standards & Discipline**

GyanSys expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contacts.

The Company reserves the right to discipline or discharge any employee for violating any company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that the Company retains the discretion to

determine the nature and extent of any discipline based upon the circumstances of each individual case.

### **c) Ethical and Legal Business Practices**

GyanSys expects the highest standard of ethical conduct and fair dealing from each Employee, Officer, Director, Volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or manager. You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

### **d) Complying With Laws and Regulations**

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You have the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

### **e) Employee Privacy and Other Confidential Information**

GyanSys collects only personal information about employees that relates to their employment. People with a business-related need to know are the only ones given access to this information, and must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated

## **2. Confidentiality**

Information that pertains to Company's business, including all non public information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by the Company.

Please help protect confidential information - which may include, for example, trade secrets, customer lists and company financial information - by taking the following precautionary measures:

Discuss work matters only with other GyanSys employees who have a specific business reason to know or have access to such information.

Monitor and supervise visitors to GyanSys to ensure that they do not have access to company information.



Destroy hard copies of documents containing confidential information that is not filed or archived. Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a GyanSys HR/Senior Management.

## **a) Conflict Of Interest**

You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with GyanSys.
- Owning or having a significant financial interest in, or other relationship with, a GyanSys competitor, customer or supplier, and
- Accepting gifts, entertainment or other benefit of more than a nominal value from a GyanSys competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to GyanSys.

## **3. Maintaining Your Personnel Records**

It is your responsibility to provide current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please use the personnel records form to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc.

## **a) Personnel Files**

Employee personnel files are the property of the company, and do not belong to the employee. However, upon request, the company will provide employees with copies of performance evaluations and other performance-related documents that the employee has previously received.

