

## **CODE OF CONDUCT**

### **Policy brief & purpose**

Sparkline' Employee Code of Conduct company policy refers to our company's expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication practices. But all employees are still obliged to follow a code of conduct. They should avoid giving offence, participating in serious disputes and disrupting the workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

### **Scope**

This policy applies to all prospective or current employees, contract employees, trainees, consultants of Sparkline regardless of employment agreement or Grade.

### **Policy elements**

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties.

### **Compliance with Law**

All employees of Sparkline must protect the company's legality. They should comply with all environmental, safety and fair dealing dictations of local and international laws. Employees should also respect our company's policy for social corporate responsibility.

All employees are obliged to refrain from unlawful and offensive behavior against our company where its finances, products, partnerships or public image are concerned.

### **Respect in the Workplace**

All employees should behave in a respectful manner towards their colleagues. Any kind of discriminatory behavior, harassment or victimization is prohibited. This applies to all aspects of our workplace from recruitment and evaluation processes to interpersonal relations between employees. We won't tolerate this behavior and we'll take disciplinary actions when appropriate.

### **Protection of Company Property**

All employees should treat our company's property, whether material or intangible, with respect and care. Company equipment must not be misused or used frivolously.

Employees should respect all kinds of incorporeal property, including law-binding creations such as trademarks and copyright, as well as other elements for which it retains ownership (information, reports etc.) They should use them only within the rights accompanying the duties of their position.

Employees are responsible to prevent company facilities and other material property (e.g. company cars, computers etc) from damage and vandalism. Such actions will invoke disciplinary and/or legal action in cases of voluntary violation.

**Company Expectations:**

As part of discharging out duties towards customers, we must maintain professional and cordial relations with all stakeholders both internal and external. Some of the key expectations from each & every employee, associate, consultant are outlined below. This is an indicative list and not an exhaustive list of expectations.

- **Professionalism :** All employees must show integrity and high quality professionalism in the workplace
- **Personal Appearance:** All employees must follow our Dress Code Policy guidelines. If they don't, they'll be met with disapproval and will have to change their conduct.
- **Corruption:** We discourage employees from accepting gifts from clients or partners. We prohibit bribery for the benefit of any external or internal party. Individual found guilty of this behavior will invoke legal actions.
- **Job duties and authority:** All employees should fulfill their job duties with integrity and respect towards the customers, stakeholders and community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Mentoring and motivating are actively encouraged. We expect employees to follow HOD's/supervisor's instructions and execute all of their duties with skill and in a timely manner.
- **Absenteeism and Tardiness:** Employees should follow their established schedules like In-Out timings, Gate entry Policy. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when clocking in and out.
- **Conflict of Interest:** We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties. Any situation voluntary or involuntary that might be perceived as conflict of interest must be reported to the appropriate manager.
- **Collaboration:** Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to the work of their colleagues.

- **Communication:** All employees must be open for communication with their colleagues, supervisors or team members. Any employee in the workplace can talk to others so that their workplace can be productive and problem-free.
- **Benefits:** We expect employees to not abuse their employment benefits. This can refer to time off granted to an employee for a specific reason (e.g. sick leave), insurance, facilities, loans and advances or other benefits that our company offers.
- **Policies:** All employees should follow all defined policies of the organization.

### **Disciplinary Actions**

Failure to comply with any part of the Code of Conduct's guidelines will result in appropriate disciplinary action. The party responsible will be subject to repercussions that vary depending on their violation. Possible consequences will include fine, reprimand, and detraction of benefits for a definite or indefinite time, demotion, suspension or termination for more serious offences. We may have to pursue legal action in cases of corruption, theft or other unlawful behavior.

### **Approved By**

  
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**Managing Director**

30/12/2016  
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**Date**