

Code of Conduct Policy

The code of conduct policy of **“Name of the Company”** is a legal document that describes a set of rules that refers to ideal characteristics and behavior every employee should obey in the organization. If any new employee signs the employment contract, he/she is legally obligated to follow the employee code of conduct.

Purpose

The purpose of this policy is to give importance to the organization’s principles, goals, mission, and values.

- **“Name of the Company’s”** code of conduct describes the set of essential standards and regulations and the lawful behavior of each employee of the company. This policy also describes the ideal relationship between the company’s staff and partners like customers and government agencies.
- The policy is for all the stakeholders of the **“Name of the company.”** This is to be taken into account for everyone, including directors and employees. It also includes the suppliers and distributors of the company.

Working Environment

“Name of the Company” follows all the essential and applicable rules and regulations to ensure all its employees have a comfortable and friendly working environment. Every active employee of the company is expected to fulfill their responsibilities ethically. If any of the coworkers are seen with improper behavior, it is an employee’s primary duty to inform or prevent them from doing so. In this way, employees can help the company implement a “zero-injury” environment.

Bribery and Corruption

The company has a limit to any kind of direct or indirect bribery. Any type of corruption will not be entertained by any stakeholders. This will be a

punishable offense. This includes giving gifts or any other advantages to influence the decisions.

Political Contributions and Charitable Donations

Any corporate offerings to political parties, people, or action committees, including the endowment of services or materials for a value less than the market price, with the aim of a Quid-pro-quo arrangement in favor of the company, are not entertained. It will only be considered after written approval of the “Authorized person’s name and designation.”

Use of Company’s Assets

Any assets assigned to employees that include IT equipment and access credentials, such as e-mails, desktops, laptops, mobile phones, etc., must strictly be used for business purposes and not for personal usage.

Training and Awareness

All the employees who become a part of “**Name of the Company**” must read and acknowledge the code of conduct policy by filling out the employee certification form mentioned in Annexure.

The training requirements will be applicable to both temporary and permanent employees if their job profile is considered important by the company. As far as training is concerned, the HR team will be accountable for setting its degree and nature.

Employee Obligation Report

In any case of doubts or questions, the employee is free to seek advice from the HR director, Legal director, or CFO. In addition, the employee is also responsible for reporting any misconduct against any law of the code of conduct policy.

Managing Ethical Dilemma

In case of any ethical dilemma related to business, the employee has the right to consult their manager, HR head, Legal head, or CFO and resolve the

issues considering everyone's interest.

Monitoring and Administration

The company's Board of Directors will govern the employees' code of conduct. Any alterations to it seek immediate confirmation by the Board of directors, CFO, or HR Head.

Compliance with Law

We comply with all the laws, which include national and regional laws. All the employees of our company who act on our behalf must protect the company's legality. They should comply with fair dealing of laws and environmental safety.

Public Representation of the Company

Our company honors and is committed to providing timely information to the general public and individuals. This is for those individuals and the general public who have vested their interest in our company. The company, in its public appearance, when disclosing the business's information, will be represented by the shareholders and employees only.

Financial Reporting and Accounting

There should be accurate and complete financial information with all the business records. Any employee should not engage in actions that can result in conveying false data to our company or clients. The business records should align with the internal accounting and auditing.

Confidential Information of the Company

For the company, confidential information is a valuable asset. All the directors and employees of the company must protect the same. Confidential information includes personal data and all non-public information. It is essential to maintain confidentiality.

Conflict of Interest

Any employee in the company must not engage in any business relationship or activity that can harm and create a conflict of interest in the company. This conflict of interest may be actual or potential and direct or indirect.

Corporate Citizenship

We support and respect all human rights. This also includes social environmental responsibility and involvement in people's quality of life.

National Interest

The company will be committed to all the transactions to the benefit of the economy and our country. There will be no engagement in any activity that can affect this objective. This also includes projects or activities that can harm the nation's interest or have a negative impact on the social and cultural life patterns of the citizens.

Competition

The company will fully contribute to the establishment of a competitive open market in India and abroad. All the stakeholders must cooperate in the efforts for promoting progressive trade in any country.

Annexure

EMPLOYEE CERTIFICATION

I, _____ working with _____
_____ with employee code _____,
hereby certify that I have read, understood, and agreed to obey the Code of
Conduct policy of the organization.

Date: _____

Signature: _____

Printed Name: _____

Office Address: _____

Function: _____

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