

COMPANY ETHICS POLICY

Aim:

The aim of this policy is to establish a culture within the Company, which promotes harmony, trust and ownership amongst all employees and rejects inappropriate behavior, fraud and discrimination amongst employees.

Purpose:

The purpose of this policy is to outline the behaviors, which the Company considers unethical and to layout the rules and regulations for dealing with such behaviors.

Procedure:

1. All employees either Management or Technical working at any Cadre are covered under the terms of this policy.
2. There are no exceptions for any employee at any level regarding this policy.
3. The Company considers a list of 7 violations (mentioned in the table below) as the breaches of Company Ethics and has set respective penalties per occurrence in order to ensure a healthy environment and culture within the organization.

TYPE OF VIOLATION	PENALTY
Undisclosed Conflict of Interest	Immediate Termination
Use of Abusive Language	Disciplinary Warning
Physical Assault within Company Premises	Immediate Termination
Harassment Verbal/Non-Verbal	Immediate Termination
Discrimination	Disciplinary Warning
Theft	Immediate Termination
Inappropriate Use of Company Assets	Disciplinary Warning

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4. Upon issuance of 3rd Disciplinary Warning (in the form of an email and formal letter), the employee is eligible for immediate termination.
5. **HR Manager reserves the right** to lead the execution of disciplinary action on any violation or behavior accordingly.

The details of all 8 violations are mentioned as follows:

1. **Undisclosed Conflict of Interest:** The Company considers the fact that we live in a world where no man is an island. Individuals tend to have interests in multiple organizations and institutions through their social circles. Therefore, the Company has devised a method for disclosing conflict of interest. All employees are given the opportunity to disclose their ties with individuals who are working with/for the Company's Competitors directly or indirectly through Employment Agreement. This is done to protect the employee while engaging with such an organization directly/indirectly as such a situation will create a conflict of interest. Any employee who fails to share his conflict of interest is eligible for Immediate Termination.
2. **Use of Abusive Language:** The company respects all it's employees equally. Company does not allow anyone to use abusive language, either on behalf of the company or one's self, within company premises. Any employee is eligible for Disciplinary Warning if he/she is found using abusive language.
3. **Physical Assault within Company Premises:** Physical Assault is a much bigger violation as compared to the use of Abusive Language. Therefore, the Company has decided on a much stricter measure to deal with such kind of violence. Any employee is eligible for Immediate Termination, if he/she is found guilty of resorting to Physical Assault within Company Premises. .
4. **Harassment Verbal/Non-Verbal:** Workplace harassment is a phenomenon where a person is subjected to behavior, which is repeated, unwelcomed and unsolicited. The victim considers such a behavior to be offensive, intimidating, humiliating or threatening. There are 2 types of harassment: verbal and nonverbal

- **Verbal Harassment** includes abusing a person loudly, usually when others are present. It features constant ridicule and being put down, along with repeated threats of dismissal or other severe punishment for no good reason.
 - **Non-Verbal Harassment** is based on sabotaging a person's work, along with malicious exclusion and isolation of a person from workplace activities.
5. **Discrimination:** The company follows the standards of **Equal Employment Opportunity (EEO)**. Thus, all employees are the Company's asset and the Company will deal with those who discriminate amongst employees on a basis other than performance. The Company is strictly against all forms of discrimination on the basis of sexual orientation, religion, caste, physical orientation, ethnicity, political ideology or language and any employee is eligible for a Disciplinary Warning, if he/she is found guilty of discrimination.
6. **Theft:** No employee is allowed to use or steal the company assets for his/her personal use and/or to take the company assets home without the prior approval of HR Manager or management. Any such act will be considered as theft and the penalty of theft is immediate termination.
7. **Inappropriate Use of Company Assets:** If any employee is found misusing or mishandling the company assets he/she will be charged with penalty as Disciplinary Warning.

Besides the 8 violations mentioned above, there are certain instances where the Company feels compelled to guide its employees. All such instances and matters are mentioned as follows:

- **Professional Attire:** Dressing is the most important feature of your personality. So, all employees are expected to wear appropriate clothing inside the Company premises. Any individual who is found wearing inappropriate clothing, is eligible for removal from Company premises, immediately.
- **Workplace Security:** The Company is committed to maintain a safe and secure workplace. In order to maintain a secure work environment, all the employees are instructed to keep their Company Cards with themselves, during working hours. The Company reserves the right to restrict any employee's entry to the premises due to non-availability of Company Card.

- Any such absence is treated as an Annual Leave without approval. Exceptions MUST be approved by the HR Manager.
- **Firearms & Visitors:** The Company strictly prohibits employees and visitors from bringing any firearms on Company property. Plus, employees need prior approval to bring visitors to the workplace. It is the responsibility of the relevant employees to ensure that all visitors who come to meet him/her for business purpose are ATTENDED at ALL times, while inside the Company premises. Failure to comply may lead to disciplinary action against the concerned employee. In the case of Firearms, there will be immediate termination along with a severe legal penalty.
- **Drug & Alcohol:** Any employee who is found involved with possessing or using drugs within company premises is eligible for immediate termination.
- There are certain behaviors, which (though not considered being violations) disrupt a healthy environment on the Company premises. The Company refrains its employees from engaging in such activities and supports reporting of such behaviors. Repetition of such behaviors may lead to disciplinary action i.e Disciplinary Warning against the employee.

- 1.Smoking outside Designated Areas.
- 2.Unauthorized use of Company Assets given to another employee.
- 3.Disregarding safety rules and requirements.
4. Fighting or attempting to provoke a fight on Company Premises.
5. Unauthorized Operation on Machinery within Company Premises.

Head Of Business Development

Head Of Operations

HR Manager