



CODE OF CONDUCT

Employment Code of Conduct:

Employees must, at all times, comply with all applicable laws and regulations. The Organization will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The Organization does not permit any activity that fails to stand the closest possible public scrutiny.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek appropriate legal advice.

General Employee Conduct:

The Organization expects its employees to conduct themselves in a businesslike manner. Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

Confidential Information:

During the Employment you shall have access to and use of information which should be maintained with high Confidentiality. Employee will not, either during the Employment or at any time thereafter (unless authorized to do so by the Company in writing) directly or indirectly (i) use for his own benefit or the benefit of any third party or (ii) disclose or permit the disclosure of any official Confidential Information. Employee will at all-time use your best endeavors to protect the Confidential Information and prevent the unlawful disclosure or publication of it.

Employee are not entitled to work with any of the company's clients/prospects in your own interest during your tenure with the organization, or after your resignation for a one-year period of time without the written approval of the company.

Conflicts of Interest:

During the Employment, the Employee shall not undertake any paid or unpaid work directly or indirectly, part-time or full-time, for any other company, firm, or organization without the written approval of the Company.

They would be exposed to valuable confidential and trade secret information. And agrees to treat all such information as confidential and take all necessary precautions against disclosing such information to third parties during and after the term of this agreement.

Relationships With Clients and Suppliers:

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship

with the Organization, or that provides goods or services, or both, to the Organization if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Organization.

Organization Funds and Other Assets:

Organization imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or seek appropriate legal guidance so that the Organization can promptly investigate further.

Data Protection:

The Company has a data protection policy, a copy of which has been provided to the Employee. The Employee agrees that to the extent that company data comes into his possession or control that he will process such company data in accordance with the guidelines set out in the data protection policy.

The management reserves the right to deduct, an amount equal to few or more month's gross salary from any amount that may be due to you and if the same is not available, then the management shall have the right to recover such amount from you by any manner deemed fit towards liquidate damages.

Prompt Communications:

In all matters relevant to customers, suppliers, government authorities, the public and others in the Organization, all employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality:

The management reserves the right to deduct, an amount equal to few or more month's gross salary from any amount that may be due to you and if the same is not available, then the management shall have the right to recover such amount from you by any manner deemed fit towards liquidate damages.