

## **CODE OF CONDUCT:**

The following codes of conduct are observed by the company;

### **1 ANTI-SUBSTANCE ABUSE:**

Indelox takes seriously the problem of drug and alcohol abuse, and is committed to provide a substance abuse free work place for its employees. This policy applies to all employees of Indelox, without exception. No employee is allowed to consume, possess, sell or purchase any alcoholic beverage on any property owned by or leased on behalf of Indelox, or in any vehicle owned or leased on behalf of Indelox. No employee may use, possess, sell, transfer or purchase any drug or other controlled substance which may alter an individual's mental or physical capacity. The exceptions are legal drugs which have been prescribed to that employee and which are being used in the manner prescribed.

Indelox will not tolerate employees who report for duty when impaired by use of alcoholic beverages or drugs. All employees should report evidence of alcohol or drug abuse to the Supervisor or the HR Representative immediately. In case, where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee. Employees who violate the Anti-Substance Abuse policy will be subject to disciplinary action, not limited to termination.

As a part of our policy to ensure a substance abuse free workplace, Indelox employees may be asked to submit to a medical examination and/or clinically tested for the presence of alcohol and/or drugs. It is a condition of your continued employment with Indelox that you comply with the Anti-Substance Abuse Policy. Nothing in the anti-substance abuse policy shall be construed to alter or amend the at-will employment relationship between Indelox and its employees.

### **2 SEXUAL HARASSMENT:**

Indelox will not, under any circumstances, accept or tolerate conduct which may constitute sexual harassment on the part of its Management, Supervisors or Non-Management personnel. It is our policy that, all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment.

Any employee found to be engaged in the conduct of sexual harassment will be subject to immediate disciplinary action up to and not limited to termination.

**Sexual Harassment is defined as:**

- Making submission to unwelcome sexual advances or requests for sexual favours as a term or condition of employment
- Basing an employment decision on submission or rejection by an employee of unwelcome sexual advances, requests for sexual favours or verbal or physical contact or a sexual nature.
- Creating an intimidating, hostile or offensive working environment or atmosphere either by (a) verbal actions, including calling employees by terms of endearment; using demeaning language; or (b) physical conduct which interferes with an employee's work performance.

We, at Indelox do encourage healthy working atmosphere among its employees; however, employees, especially Management and Supervisory employees, must be sensitive to acts of conduct which may be considered offensive by fellow employees and must refrain from engaging in such conduct.

It is also, expressly prohibited for an employee to retaliate against employees who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in disciplinary action up to and not limited to discharge. No employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

**3 SMOKING:**

Indelox endeavor's to provide a healthy environment, therefore prohibits cigarette/cigar smoking within the premises.

**4 NOTICE PERIOD:**

The notice period to leave the services of the company would be as listed in the employment contract. Also, employee may be terminated at any time on prior notice in writing or by paying salary in lieu of notice from the Management in case of any disciplinary actions. In case the employee leaves the employment without notice, or on less than specified notice, the company shall have the right to deduct as liquidating damages, an appropriate amount, from any money that may be due to the employees.

**5 DRESS CODE:**

Dress choice is a matter of personal discretion, taking into account requirements for any protective clothing, customer/supplier interaction and professional environment. Be aware that work attire will have an impact upon Company's image as well as your work colleagues.

As a minimum standard, dress should be clean, neat and professionally appropriate.

**The following are examples of items that are not acceptable:**

- Casual Clothing such as Jeans and T-shirts on weekday slipper or sportswear on weekday
- Flashy colored dress for formal meetings
- Indelox reserves the right to request a staff member to dress to an appropriate standard as a condition of employment. If you are in a work environment with inappropriate clothing you may be instructed to change appropriately and return.

**6 USE OF COMPANY PROPERTY:**

Indelox will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor removed from the physical confines of Indelox- unless it is approved in writing and your job specifically requires the use of company equipment outside the physical facility of Indelox.

Computer equipment, not limited to laptops may not be used for personal use-this includes word processing and computing functions. It is forbidden to install any other programs to a company computer without the written permission of the IT Department.

These forbidden programs include, but are not limited, games, online services, screen savers etc,. The copying of programs installed on the company computers is not allowed unless you are specifically directed to do so in writing by your supervisor. Any violation in this policy could result in disciplinary action, up to and not limited to termination.

The telephone lines at Indelox must remain open for business calls and to serve our customers. Employees are requested to discourage any personal calls- incoming and outgoing- with the exception of emergency calls. No long distance calls are to be made on company phones which are not strictly business related.

Under Sec 630 of the Companies Act, 1956, if any employee of a Company having any company property in his possession such as sim, company car etc., and with holds it or knowingly applies it to purposes other than these directed by the Company, such employee shall be committing an offence which is punishable with fine and or imprisonment.

**7 INDUCTION/ORIENTATION:**

All the newly joined employees shall undergo the induction programme to get introduced to the organization, the policies, work culture, nature of his/her job and the overall work environment. This is done to make sure that the newly joined employee understands the organization.

## **8 ID CARD:**

Employees will receive their initial ID card at not charge. The ID card has to be displayed while on duty. Employees are solely responsible for the safe custody and if it is should be reported to HR Department immediately. A replacement card will be issued for a card that is lost, damaged or stolen; the employee may obtain an ID card by paying a nominal amount of Rs. 50/- to the HR Department directly with an ID card request form.

## **9 PERSONAL RECORDS:**

It is important that the personnel records of Indelox be accurate at all times. In order to avoid issues or compromising your benefit eligibility, Indelox expects that employees will promptly notify appropriate HR representative of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information which may change.

## **10 OTHER GENERAL RULES OF CONDUCT:**

To maintain good working conditions, all employees are expected to observe the Indelox rules of Conduct. Although cause is not necessary for termination, violation of any of the policies and rules stated in this handbook could result in termination or less severe disciplinary action. The establishment of the Rules of Conduct does not modify in any way the at-will nature of each employee's employment, and Indelox expressly reserves the right to terminate an employee at will, with or without cause.

The rules provide a guide and are not all inclusive of prohibited activity. The listing of the rules in no way will limit the imposition of disciplinary action for acts or omissions by employees violating the normal and reasonable standards of work force conduct as determined by Indelox. The following acts constitute a violation of the rules of conduct:

Falsification of time reports, business records, expense reports, employment Application, or any other report oral or written regardless of when Indelox discovers the falsification.

- Excessive absence of tardiness, regardless of the reason.
- Absence of three consecutive days without notification or satisfactory reason.
- Inattention on duty sleeping on duty, loafing or idleness.

- Possession, use, sale, purchase or exchange of drugs (any controlled substance not prescribed by medical authority for the individual's use ) during working hours and/or on Indelox' s property.
- Being under the influence of illegal drugs or alcohol, or abusing prescription or overthe counter drugs while working.
- Reporting to work while under the influence of any controlled substance or alcohol,which in any way affects the ability of the employee to work.
- Failure to meet the required standards of efficiency and productivity.
- Creating or contributing to unhealthy or unsanitary conditions.
- Violating safety rules or common safety practices.
- Indulging in disorderly conduct, or abusive language of Indelox property.
- Fighting, threatening, intimidating, attempting bodily harm or injury, or interfering with another person.
- Possession of firearms, knives or explosives.
- Insubordination or refusal of an employee to follow the instructions or to perform designated work.
- Misconduct towards or abuse of Indelox customers or visitors.
- Theft or Dishonesty.
- Creating a hazardous condition to the individual or fellow employee.
- Improper dress
- Creating fire hazards
- Giving confidential information to unauthorized personnel
- Lost time from work as a result of criminal charges of which there is a disposition other than a complete finding of innocence
- Soliciting tips or receiving them from clients or any other individual.
- Engaging in physical or verbal harassment on account of age, sex, race or ethnicity.
- Retaliating against any employee who asserts rights under this hand book, such as
  - filing a sexual harassment complaint
  - Employees violating these rules of conduct will face disciplinary action. Any kind of actions not limited to: reprimand, probation, demotion, suspension or dismissal may be taken.