

NEED TO REPORT, WHERE??

Like a sentry standing watch at a fort, if you find any of our colleagues intentionally or otherwise violating any of the Company policies or the Code of Conduct, please find it as your moral obligation to report the same.

This should be intended to correct, prevent and address any current or potential problem areas. Failure to do so may result in significant harm to all of us and the Company.

Do one of the following to report a violation:

- Prevent it from happening
As a moralist individual, wherever possible, take the initiative to speak to the violating person and prevent him/her from taking any steps that are harmful to self/his colleagues/company
- Report to your Supervisor/Manager
If the issue is not resolved with your honest effort, escalate the same to your supervisor/manager. Review the issue and the resolution should be found here.
- Contact the functionally responsible Department
In case of the issue not being cleared, review the matter with the manager of the concerned department or person. The department would be better equipped in handling.
- Contact the Human Resources Department
All the matters of current/potential violations must be reported parallelly to the Human Resources Department, who will review the matter along with the concerned department and will simultaneously own the responsibility of counseling the person.