

# CODE OF CONDUCT



# Code Of Conduct

i. All company members are expected to adhere to a set of standards outlined in our ethical framework. It acts as a manual to assist coworkers in comprehending the fundamental components of our policies and how certain rules are rooted in our principles.

ii. All our coworkers are expected to abide by this code of professional morality, and anyone working for us or for one of our partners is also expected to operate in accordance with it. Professional morality is the basic necessity which is required to be abided by the entire coworkers for the healthy and safe environment.

iii. Our essential beliefs, core values, common duties, and global promises are outlined in our code of conduct. It outlines the broad expectations of the Company, draws attention to circumstances that could need special attention, and lists additional tools and channels of communication that are at our disposal. It also serves as your first opportunity to clarify any issues with moral behaviour.

iv. All individuals who are governed by this code of conduct must abide by all currently enacted laws, as well as any corresponding rules and regulations. Additionally, they must support and encourage statutory compliance in both letter and spirit. The officers are expected to review specific reports/compliance statements regarding the company's affairs at the intervals that may be occasionally stipulated. To guarantee statutory compliance and the efficient and open operations of the Company, the officers may add or alter the reports as they see fit.

v. We strive to keep a workplace that values, encourages, and supports all of our coworkers, prospects, and clientele. We anticipate that every employee of the firm will be ready to collaborate in a setting free from employment discrimination.

vi. Our values are the foundation of everything we do and they are encapsulated as below:

1. Client Value
2. Leadership by way of setting an example for the corporate world and for ourselves by setting standards in our dealings.
3. Integrity and Prosperity
4. Excellence in every field
5. Fairness

vii. As a company, we take very seriously our obligation to ensure that our practices are environmentally sustainable, and our workplaces develop methods to lessen their carbon footprint. We also assist clients in the public, business, and social sectors around the world with the actions they are doing to combat climate change.

viii. The company is adamantly opposed to any sorts of influence peddling. We are dedicated to completely complying with the anti-corruption legislation of all the locations inside which we conduct business, and we specifically forbid any kind of bribes or payoff.

ix. All of our workers are expected to conduct themselves in a way that improves the Group's or Company's reputation. This includes being open, honest, fair, diligent, and courteous in all business dealings.

x. Any employee of the Group is forbidden from treating people differently based on the below mentioned factors or any other personal biases or prejudices. Without regard to age, race, caste, ethnic origin, religion, political or other opinions, gender, sexual orientation, marital status, or disability/disease unrelated to the role, we will only hire people based solely on merit and reward people based solely on their performance and potential, unless local laws or regulations require us to do otherwise.

xi. Each employee is expected to be fully compliant with all policies and procedures that apply to the Group or their Company. While policies and processes may be questioned, this should only be done in forums that are responsible for reviewing policies. Until such a change is made, nobody should break the current policy or practise.

xii. Every employee of the organization must adhere to our strict policies and practice behavior. Any suspected violation of these standards of ethics is the matter of a thorough inquiry and will result in appropriate course of action.

xiii. Employees should never utilise information obtained during the course of their employment for personal advantage or the benefit of a third party; instead, they should only use it for the intended or customary purpose. Additionally, they should never divulge sensitive and confidential information or data to outside parties without proper authorization.

xiv. With regards to compliance, all necessary data must be made available to the company's auditors, other authorised individuals, and governmental organisations. False or misleading entries, unrecorded assets or monies, or payments made without the required backing and consent are strictly forbidden and are against company policy as well as the law. There must be no deliberate omission of any business transactions from the books and records, no acknowledgement of advance income, and no secret bank accounts or monies. No employee shall in any way contribute to the failure of the books and records of the Company to fairly and accurately reflect the real nature and timing of any business activity or transaction.

xv. All the employees or coworkers should take the necessary steps, above and beyond what is required by law, to lessen any potential impact that the Group/activities, Company's products, and services may have on human health and the environment. Group organisations are expected to take extra care when implementing the appropriate safeguards to ensure the greatest possible defence against workplace health and safety threats. They should take precautions to reduce the risk of accidents at work, monitor their implementation, and compare their actual outcomes to the required criteria. All workers are required to use the appropriate personal protective equipment, as well as all safety practises and procedures.

# Accelerating Excellence & Sustainable Economic Growth

Follow us:



Facebook



Instagram



Twitter



LinkedIn

