

Code of Conduct (COC)

Policy No: 01

Workplace Anti-Harrasment

Employees shall be committed to facilitate to an environment in which all individuals are treated with respect and dignity. Employee shall not initiate or approve of any kind of harassment and every employee must be dedicated to preventing workplace harassment. Any kind of work environment negativity including but not limited to racial, sexual, religious comments, insulting jokes, abusive treatment must be prohibited by employees.

Supervisors, Managers and Heads of team are expected to forbid from abuse of authority or improper use of power and authority to endanger a person's job, undermine the performance of that job, threaten a person's economic livelihood, blackmail or create unnecessary coercion. All team members of the organization including heads of department, on-roll employees, off-roll employees, associates, and contractors are expected to uphold this conduct and shall be held accountable.

Workplace Obligations

- I. Employees are expected to work with a high standard of initiative, efficiency and economy.
- II. Employees will be responsible for the safe keeping and return in good condition and order of all the properties of the organization, which may be in her/his use, custody, care or charge. For the loss of any property of the organization in Employee's possession, management will have the right to assess on its own basis and recover the damages of all such material from employee and to take such order action as it deems proper in the event of employee's failure to account for such material or property to its satisfaction.
- III. Employee shall not discuss prices, costs, university clients, student clients, sales or markets with competing organizations or their employees.
- IV. Employee shall not make any unlawful agreement with a vendor, distributor or any service provider with respect to prices

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- V. Employee shall not improperly use or authorize the use of any inventions, ideas, plans which are the subject of Patent Claims of any other person or entity.
- VI. Employee shall not engage in any conduct, which is not in the best interest of the organization.
- VII. Employee shall not accept or offer substantial gifts, excessive entertainment, favors or payments which may be deemed to constitute undue influence or otherwise be improper or embarrassing to the organization.
- VIII. Employees are expected to be well groomed and attired in a manner conducive to a formal office atmosphere and must pay attention to personal hygiene as well as those at the office premises

Conflict Of Interest

All employees must avoid activities which are in conflict or give the appearance of being in conflict with the principles and the interests of the organization

- I. Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of the business ethics whether or not for personal gain and whether or not harm to the company is intended.
- II. Employee will devote her/his entire time to the work of the organization and will not undertake any direct/indirect business or work, honorary or remuneratory except with the written permission of the management in each case.

Confidentiality & Non-Disclosure Of Information

“Confidential Information” means all information previously or subsequently disclosed to employee or observed by employee that relates to the organization that is identified as being proprietary and/or confidential, or that, by the nature of the circumstances surrounding the disclosure or employee’s observation, reasonably ought to be treated as proprietary and confidential.

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Organization's Confidential Information includes, without limitation, information relating to the identity of the organization's University Clients, Student Clients, Customers and Vendors and the methods the firm uses to obtain them; firm's financial information and funding sources; and information regarding organization's employees or contractors.

Employees must not use organization's Confidential Information for any purpose except to perform their duties for the organization. Employee will immediately return all Confidential Information and documents in her/his possession or under her/his control upon demand.

Employee shall not give out to anyone even after services by word of mouth or otherwise, particulars or details of our processes, technical know-how, security arrangements, administrative and/or organizational matter of confidential or secret nature, which may be an employee's privilege to know by virtue of she/he being our employee.

Business Principles

Employees will be governed by the firm's policies, in practice and implemented from time to time. Teams and team members will at all times maintain absolute integrity, work with devotion to duty and maintain dignity of the office of employment. Employees shall conduct themselves in a manner, conducive to the best interests and prestige of the firm as well as the management. All the rules, regulations and office orders in force or those that may be formulated, modified and implemented by the firm from time to time, in regard to the service conditions of the employees, shall be deemed to be part of business conduct. Employees shall abide by these rules and regulations.