



Version: 1.0

Effective Date: 01/10/2022

Owner: 24by7Engineering

Applicability: All Employees, Contractors & Interns

1. PURPOSE & SCOPE

24by7Engineering is committed to a professional, safe, respectful and productive workplace. This policy sets minimum standards of conduct, responsibility, safety, confidentiality and fair treatment.

Applies to all employees, probationers, fixed-term/contract staff, interns, trainees, consultants and persons working for or on behalf of the Company, across offices, client sites, project locations and approved remote work.

2. CORE CONDUCT

- **Integrity & honesty:** provide accurate information in timesheets, expenses, reports and client communications; never falsify or conceal errors.
- **Respect:** no shouting, humiliation, name-calling, bullying, threats, malicious rumours or abusive behaviour.
- **Professional communication:** maintain respectful language in email, messaging, meetings and calls; keep managers informed of significant work developments.
- **Attendance:** report on time, follow assigned schedules and record attendance accurately. Repeated unexplained absence/lateness may lead to discipline.
- **Relationships:** disclose reporting-line/family relationships that may create favouritism or conflicts so appropriate arrangements can be made.

3. EQUAL OPPORTUNITY & HUMAN DIGNITY

Employment decisions are based on merit, competence, qualifications and business need. The Company does not tolerate unlawful discrimination or harassment on protected grounds.

Zero tolerance: harassment, sexual harassment, verbal/physical abuse, bullying, intimidation and violence are prohibited in the workplace, at client sites, during work-related activities and in virtual interactions.

Sexual-harassment complaints will be handled through the Company's Internal Committee/POSH process in accordance with applicable law. Good-faith reporting and participation in investigations are protected from retaliation.

4. SAFETY, HEALTH & SUBSTANCES

- Follow safety instructions and use required PPE at offices, client sites, labs, data centres and field locations.
- Immediately report accidents, injuries, unsafe conditions and security threats.
- Do not work while impaired by alcohol or unlawful drugs; unlawful drugs are prohibited on Company/client premises.
- Follow emergency procedures and maintain professional conduct at all Company-sanctioned events.

5. CONFLICTS, GIFTS & ANTI-CORRUPTION

- Disclose actual or potential conflicts involving competitors, suppliers, clients, outside employment, family members or personal interests.
- No bribes, kickbacks or improper payments. Business gifts/hospitality must be modest, customary and must not influence decisions; disclose questionable or higher-value gifts to management/HR.
- Do not use Company position, information or relationships for personal gain or give undisclosed preferential treatment.

6. CONFIDENTIALITY, DATA & INTELLECTUAL PROPERTY

Protect client data, source code, system architecture, business plans, pricing, personal data, designs, documentation and other confidential information. Use it only for legitimate Company purposes and never disclose it to unauthorised persons. These obligations continue after employment ends, subject to law.

Work product, inventions, source code and documentation created during employment in relation to Company/client business belong to the Company as provided by the employment agreement. Respect third-party intellectual property.

7. IT & ACCEPTABLE USE

- Use Company systems, email, repositories and equipment primarily for legitimate business purposes.
- Never share passwords, tokens or access keys; do not install unauthorised/unlicensed software or connect unapproved devices.
- Do not access, store or transmit illegal, offensive or sexually explicit material using Company systems.
- Follow secure coding, code review and client-data standards; report phishing, suspected breaches or security incidents immediately.
- Company systems may be monitored to the extent permitted by applicable law for security, legal and operational purposes.

8. COMPANY PROPERTY & PERFORMANCE

Use laptops, devices, tools, vehicles and other assets responsibly and primarily for business. Protect them from loss, damage and misuse and return Company property on separation.

Performance is reviewed periodically against agreed objectives/KRAs. Managers should provide regular constructive feedback. Where performance is below expectations, a documented improvement plan may be used.

9. DISCIPLINE & RIGHT TO BE HEARD

Misconduct includes persistent attendance breaches, theft/fraud, violence, harassment/discrimination, serious confidentiality or security breaches, working under the influence, wilful property damage and falsification of records.

Except for serious/gross misconduct, discipline may progress through counselling/warning, written warnings, further action and termination as appropriate. Before disciplinary action beyond a verbal warning, the employee will be informed of the allegations and given a reasonable opportunity to respond, subject to applicable law and Company procedure.

10. POLICY GOVERNANCE

This policy may be reviewed and amended by 24by7Engineering to reflect law, business needs and best practice. Where applicable law or an employment contract provides a more favourable or stricter requirement, the applicable legal/contractual requirement will prevail.



VIKAS KUMAR