

CODE OF CONDUCT

A. MISCONDUCT / MISBEHAVIOR :

1. Any misconduct or misbehavior on part of the employee within the factory premises or outside which may cause a bad name to the organization or problem to the Company will be dealt strictly.
2. Consumption of Alcohol is strictly prohibited. Services of employee found, consuming Alcohol or found under the influence of Alcohol within the factory premises, will be terminated immediately.
3. Any employee found sleeping or loitering, on duty, within the factory premises or outside, will be penalized.
4. Smoking strictly prohibited; Any employee found smoking within the factory premises would be guilty of breaking rules & appropriate penalties may be awarded. The following acts, omissions and commissions amongst other, on the part of an employee shall amount to misconduct resulting the initiation of disciplinary action against them.
5. Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior.
6. Going on an illegal strike or abetting, inciting, instigating or acting in furtherance thereof ;
7. Willful slowing down in performance of work, or abatement or instigation thereof;
8. Theft, fraud or dishonesty in connection with the Employer's business or property, or the theft of property of another workman within the premises of the establishment.
9. Taking of bribes or gifts or any illegal gratification from any person or Company will be considered as act of misconduct. Any employee of the Company should not accept any gifts. If at any time it is found by the Management that an employee has accepted gifts from any person (insider / outsider) the Management may dismiss the employee without any notice.

10. Habitual absence without leave or absence without leave for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation will be strictly dealt with as per rules.
11. Habitual breach of any order or any law applicable to the establishment or any rules made there under ;
12. Collection of cash without the permission of the Manager; any money within the premises of the Establishment except as sanctioned by any law for the time being in force.
13. Engaging in trade within the premises of the establishment.
14. Commission of any act subversive of discipline or good behavior in the premises of the establishment ;
15. Habitual commission of any act subversive of discipline or good imposed under the Payment of Wages Act, 1936.
16. Willful damage to work in process or to any property of the establishment.
17. Without the previous permission of the Manager or except in accordance with the provisions of any law for the time being force.
18. Disclosing to any unauthorized person any information in regard to the processes of the establishment which may come into the possession of the workmen in the course of his work ;
19. Gambling within the premises of the establishment.
20. Using filthy, unsocial language, or possess any unsocial / objectionable book, magazines, photographs, CD, DVD etc.
21. Manhandling employees or molesting females on duty.
22. Not using the safety equipments given to the employee for his and / or colleagues.
23. Distributing or exhibiting within the premises of the establishment hand bill, pamphlets, poster, and such other thing or causing to be displayed by means of songs or writing or other visible representative on any matter without previous sanction of the Manager.

24. Refusal to accept a charge sheet, order or other communication served in accordance with these order ;
25. Unauthorized possession of any lethal weapon in the establishment.
26. Attending duty after the duty time or leaving duty before completion of duty time ; without permission from Dept Head.
27. Each member of the staff has to wear decent/formal clothes to maintain office decorum, as well as also carry the identity card; failing which will be construed as misconduct.
28. Each employee shall be delegated duties by the Management and such delegation shall be at the discretion and at the exigency of work and are to be carried out by the employee accordingly. Refusal for any work amounts to misconduct.
29. The employee shall use only the main gate through security check for coming in or going out of the factory premises.
30. The employees should endeavor not to carry in or carry out any parcels into or out of the factory and if any employee is perceived to abrogate the above then he or she is liable to be checked / searched by security or a co-employee of the same sex.
31. All employees at all times shall show courtesy, honesty and loyalty which virtues are very important for their, career and survival of the organization ;
32. Without trying to affect, the general relations between the Male & Female staff, they should not roam around with each other. Any complaint on misbehavior, use of filthy language etc. with opposite sex would be considered as a serious offense, and may even lead to dismissal from service without notice.
33. The language used by each and every employee should be polite and not abusive filthy or obscene. The language must be such as to inspire confidence in the customers and other co-employees.
34. **Computers & Printer** :- Employee shall not use computers for personal use.
35. **Internet** :- Employee to whom Internet facility is provided shall ensure that the facility is not misused for acts like watching films, playing games, porn etc. Employee shall use the Internet for company purpose only and not for any personal use.
36. **Email**:- Email accounts should be used only for the company purposes.

37. **Xerox** :- Employee shall not use Photocopy machine for their personal use.
38. **Mobile Phones** :- Inside Company premises Mobile phones should be used for the company purpose only. Further, mobile phone should not be used for downloading information, ring tones, sending SMS, etc. which are not for the company use.
39. Misuse of electricity in the company premises should be avoided.

A. USE OF TELEPHONES :

The employees shall not make any Personal telephone calls, except in the case of extreme emergency. However, such calls shall be charged to the account of the employees. Employees should refrain from receiving personal calls during office hours.

B. SAFETY MEASURES :

Over and above the safety requirement of the Factories Act, Employees should observe discipline within the factory premises and wear safety shoes and helmet and use other safety equipment. Employees found without any of the two shall be liable for misconduct in the shop floor & be dealt strictly.

The Company shall not be responsible for any injury to an employee has not taken proper precaution of safety measure and has not worn the necessary safety equipments like safety shoes, gaggles, etc.

C. TRAINING COURSES :

1. If an employee is sponsored for a training course all the expenses of the course will be borne by the Company, including his salary during the course. He would be considered present while he is on training.
2. If the employee's services are terminated within one year of completion of course or he resigns from services within 2 years of completion of course, then all the expense borne by the Company for the training course shall be deducted from the dues payable to the employee. If an employee does more than one training course in a year than the total expenditure of the courses would be taken into account as per the above mentioned conditions.
3. Joining of any courses otherwise than the courses recommended by the Management, an employee should take permission from the Head of Dept. and the General Manager AND any one Director of the Company. He should provide

full details of training courses i.e. what kind of course, where would be conducted, name of person or organization conducting the course, duration of course, approx, expenditure required etc., along with brochures and pamphlets describing the course.

4. Even after giving permission for attending the course the Company may tell the employee not to attend the course or the employee can be called back during the course, if found necessary as per the work exigencies; In such case expenses incurred by the Company shall not be deducted from the employee's accounts at the time of service termination or resignation.
5. Employee shall submit a detailed report of his training and handover the certificate of course completion to the Personnel department which he can collect at the time of leaving the job. However, if the report or certificate is not submitted, the expenses incurred for course shall be deducted from the salary of the Employee, in one installment without Notice and the Employee shall be liable for disciplinary action on this account.
6. Employee must give total account of expenditure made by him for the training course.
7. During the course, the employee shall be entitled for loading. Boarding & traveling as per the company's rules for the respective grade.

PRANAY GORADIA

Date:

Managing Director

