

**PRINTLINK COMPUTER AND COMMUNICATION PRIVATE LIMITED****EMPLOYEE CODE OF CONDUCT**

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<b>Released On</b>	<b>Prepared By</b>	<b>Revision</b>	<b>Approved By</b>	<b>Approved By</b>
18-05-2016	Head HR	The First Written	COO	Managing Director

## CODE OF CONDUCT

### **Purpose Of Code of Conduct (Coc)**

The PCC Code of Conduct (COC) is a set of principles that guide and govern the conduct of employees of PCC in all matters relating to business. It also prescribes penalties for breach of the Code.

### **Applicability**

The COC applies to all employees of PCC – individuals who serve the company on full-time, contractual, retainer.

### **Employee Responsibility**

- All employees are required to familiarize themselves with the COC guidelines & the company policies.
- New joiners must mandatorily go through the COC and certify that they have understood and submit their acceptance of the same within 7 days of their joining
- Employees must report violations of the COC to the HR.

### **• COC Clauses**

#### **Policy Misconduct Means**

1) Theft, fraud and dishonesty in connection with the business or property of the company or of property of another person within the premises of the company.

2) Taking bribes or any illegal gratification.

3) Acting in a manner prejudicial to the interests of the company.

4) Furnishing false information regarding name, age, fathers name, dependents, qualifications, previous service, health, competence or any other matter relevant at the time of employment.

5) Absence from duty without leave or overstaying the sanctioned leave without information to the reporting manager / supervisor.

6) Habitual late coming or habitual early going or irregular attendance.

7) Negligence in work or performance including slowing down of work or willful interference in the work of another employee or employees.

8) Receiving, viewing, downloading or distributing pornographic material.

9) Changing any system settings without prior authorization.

10) Providing wrong information to colleagues / team members.

11) Threatening, abusing or assaulting any employee or any disorderly behavior within the premises and any such action at any other place if it has any connection with the company affairs.

12) Indulging in any act of sexual harassment at workplace.

13) Smoking, chewing tobacco, consuming alcohol within the premises where it is prohibited.

- 14) Sleeping while on duty.
- 15) Unauthorized possession of any lethal weapon within the premises of the company.
- 16) Refusal to work .
- 17) Commission of any act, which amounts to a criminal offence involving moral turpitude.
- 18) Commission of any act subversive of discipline or of good behavior in the course of duty.
- 19) Willful damage or sabotage to property of the company or sabotage of the interests of the company. Commission of any irresponsible act resulting in damage to any work or property or interests of the company.
- 20) Interference or tampering with any safety devices installed or violating the safety or environment regulations in or about the premises of the company.
- 21) Falsification of company's records, manuals or electronic, impersonation or forgery.
- 22) Making representation to person or bodies outside the company whether official or otherwise on matters connected with the affairs of the company or personal grievances against the management.
- 23) Unauthorized sharing or disclosure of confidential information of the company.
- 24) Violation of any provision of these rules or any other habitual act or omission, which the company considers as misconduct.
- 25) Employees who are responsible for financial reporting or accounting must record and present the company's financial information, internally and externally (as required), in a complete, fair, accurate and timely manner, such that it will not mislead or misinform the concerned stakeholders. The use of company funds/assets for any unethical purpose is prohibited. Making any false/misleading entries in the company's books is prohibited.
- 26) Employees should not divulge business/trade secrets and other proprietary/confidential information (non-public information that, if revealed, might benefit the competitors or harm the Company) outside the organization, either during or after their employment.
- 27) Employees must never offer or accept gifts, entertainment or hospitality in order to win or keep the business or to provide any unfair or unjust favourism within the organisation.
- 28) Employees should not take up outside employment with or without monetary benefits, including self-employment, or commercial pursuit of hobbies and interests; or serve as a Director of a company supplier, customer, competitor or other business partner; or set up part-time business if such activities interfere with the employee's ability to fulfil his or her responsibilities to company including scheduled working hours or overtime hours, or if there is a risk that the outside employment may cause the employee to disclose company's confidential information or trade secrets.
- 29) Employees must never use PCC resources to support their personal choice of political parties, causes or candidates. Canvassing for any political party or candidate with colleagues and during office hours is prohibited.

30) Employees have the responsibility to protect the company's confidential information while using social media for personal use and should always strive to protect the company brand.

### **Consequences for breach of the COC**

After a breach to the COC gets reported, proper investigations should take place. Depending on the nature and severity of the breach the below mentioned consequences may follow:

- (a) Employees being counselled.
- (b) Written warnings/reprimands.
- (c) Holding the salary & quarterly Incentive.
- (d) Recovery of the whole or part of the monetary loss caused to the company by negligence or breach of orders from the salary or any amount due to the employee.
- (e) Suspension.
- (f) Resignations.
- (g) Dismissal/Termination.
- (h) legal actions which may lead to fines or imprison.