Employee Code of Conduct

Purpose: This Employee Code of Conduct Policy outlines the standards of behavior and ethical expectations for all employees of PradeepIT Consulting Services Pvt Ltd, an IT company. By adhering to this policy, employees contribute to maintaining a positive work environment, fostering professionalism, and upholding the company's reputation.

Scope: This policy applies to all employees, including full-time, part-time, temporary, and contract workers, as well as consultants and interns.

Policy:

1. **Professionalism and Respect:**
   - Treat colleagues, clients, and partners with respect, courtesy, and professionalism.
   - Refrain from engaging in any form of discrimination, harassment, or disrespectful behavior.

2. **Confidentiality and Data Security:**
   - Safeguard sensitive company information, client data, and intellectual property.
   - Adhere to data protection regulations and company guidelines for data handling.

3. **Conflict of Interest:**
   - Disclose any actual or potential conflicts of interest to your supervisor or HR.
   - Avoid situations that may compromise the company's interests or your objectivity.

4. **Use of Company Resources:**
   - Use company resources, including technology and equipment, responsibly and solely for work-related purposes.
   - Refrain from unauthorized use of company assets for personal gain.

5. **Information Security:**
   - Follow information security policies and procedures to prevent unauthorized access, breaches, or leaks of confidential information.
   - Report any security incidents promptly to the IT department or management.

6. **Compliance with Laws and Regulations:**
   - Abide by all applicable laws, regulations, and industry standards relevant to the IT sector.
   - Report any violations or concerns to the appropriate authorities or compliance channels.

7. **Quality and Excellence:**
   - Strive for excellence in all work tasks, contributing to the company's reputation for quality and innovation.
   - Follow best practices and standards relevant to your role in the IT field.
8. **Communication and Collaboration:**
   - Maintain clear, open, and respectful communication with colleagues and supervisors.
   - Collaborate effectively and share knowledge to promote teamwork and productivity.
9. **Health and Safety:**
   - Adhere to safety protocols and guidelines to maintain a safe and healthy work environment.
   - Report any unsafe conditions or incidents to your supervisor or HR.
10. **Social Media and Online Behavior:**
    - Exercise caution and professionalism when using social media platforms, refraining from sharing confidential information or making derogatory statements.

Consequences of Violation: Violation of this Employee Code of Conduct Policy may result in disciplinary action, up to and including termination of employment. The severity of consequences will depend on the nature and frequency of the violation.

Acknowledgment: By continuing employment at PradeepIT Consulting Services Pvt Ltd, employees acknowledge their understanding of and agreement to abide by this Employee Code of Conduct Policy.

Should you have any inquiries or require clarifications regarding the Code, please don't hesitate to reach out to the office of the Chief Ethics Officer of the group at ethicsoffice@in.pradeepit.com. We are here to assist you.