

**16.0 EMPLOYEES ACT OF CONDUCT:**

1. Employees shall diligently and faithfully carry out duties and responsibilities assigned to them by the administration / management.
2. Employees shall, at all times during the period of their service, conduct themselves soberly and carry out directions given to them by all persons in authority over them and also observe and conform to all, time being in force, and improve further the interest of the company to the best of their authority, skill and ability.
3. Employees will devote their whole time and attention exclusively to the duties entrusted to them, and not to work for any other person or company in any capacity whatever, nor do any private business or engage in any occupation for gain without prior permission from the Company in writing.

**16.1 EMPLOYEES ACTS OF MISCONDUCT:**

Without prejudice to the general meaning of the term "misconduct" the following acts and omissions of an employee shall be treated as misconduct:

1. Furnishing false information regarding one's name, father's name, age, qualifications or previous service and/or any other information at the time of employment or demanded or required to be provided to the company at any point of time.
2. Habitual late or irregular attendance and willful or habitual absence from duty without leave or without sufficient cause.
3. Proxy registering of attendance or abetting in the act of registering the attendance of another employee.
4. Absence without leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation (including malingering or slowing down of work or any illegal stoppage of work).
5. Sleeping while on duty
6. Absence from the appointed place of work without permission or sufficient cause
7. Transfer of identity card, pass word, token, badge or permit to another person or frequent loss thereof.
8. 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;
9. Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
10. Acting in a manner prejudicial to the interest of the company.
11. Non-observance of safety measures or rules put up on the notice board or interference with security systems.
12. Negligence or Neglect of duty or negligence in the performance of duties or malingering or slowing down of work causing loss in material, pecuniary, productivity and efficiency to Company or its interests.
13. Taking or giving bribes or any illegal gratification or involving oneself in corrupt practices.
14. Possession of pecuniary resources or property disproportionate to the known sources of your income or on your behalf by another person, which you cannot satisfactorily account for.

15. Assaulting or intimidating any employee or officer of the company within the company premises or in the company estate.
16. Gambling, drunkenness, fighting, riots, disorderly, or indecent behavior in the premises of the company or outside such premises where such behavior is related to or connected with the employment.
17. Damage to the property of the Company
18. Sabotage or willful damage to, or loss of, the company's goods or property.
19. Carrying on money lending or any other private business independently or through any member of his/her family or relative or friend.
20. Deliberately spreading false information with a view to bringing about disruption in the company's normal work.
21. Holding meetings, other than official, within the company's premises or in any of the premises in the company's estate without the previous written permission of the management.
22. Indulging in political activities within the company's premises.
23. Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
24. Acceptance of gifts, lending to or borrowing money from clients.
25. Conviction in any court of law for any criminal offence involving moral turpitude.
26. Adjudged insolvency not warranting the continuance of the management's trust and confidence in the employee, which his duties call for.
27. Collection or canvassing for the collection of any moneys within the office premises without the written permission of the management, or distributing or exhibiting in order about the works premises any news papers, pamphlets, handbills, posters or the like without the written permission of the management.
28. Carrying concealed weapons, fighting, causing or attempting to cause bodily injury to another employee, drunkenness, bootlegging, conduct or any unlawful activities, which violate the common law, or intimidating any employee of the company.
29. Deliberately making false complaints against co-employees/superiors knowing them to be false and arbitrarily indulging into vexatious litigation.
30. Writing of anonymous or pseudonymous letters criticizing employees/superiors of the company and making false reports against employees.
31. Refusal to accept transfers from one shift, department, division or place to another.
32. Deliberately making false statements before a superior or forging the signature of a superior or that of any other person.
33. Refusal to accept or take notice of any order or charge sheet or any other communication served either in person or in due course by post.
34. Impersonation / loss of confidence
35. Handling any machine, gadgets, vehicle, equipment, apparatus, etc. not entrusted to his charge.
36. Breach of rules and regulations, instructions, practices, conventions, methods and procedures etc. applicable to the company for regulating work, safeguarding company's interests, safety of the personnel, discipline, good conduct, cleanliness, avoidance of waste of time or materials or for proper running of the company or individual departments/sections or breach of any other rules and regulations of the company.

37. Non-return of the company's properties on or before the stipulated period.
38. Passing on any company related information to anyone other than company employee(s) and consultant(s) without authority. Confidentiality of information shall be maintained by all.
39. Interference or tampering with any safety devices installed in or about the premises of the company.
40. Drunkenness or riots or disorderly or indecent behavior in the premises of the company or outside such premises where such behavior is related to or connected with the employment.
41. Collection, without the permission of the competent authority, of any money within the premises of the company except as sanctioned by any law of the land for the time being in force or rules of the company.
42. Commission of any act which amounts to a criminal offence involving moral turpitude.
43. Abetment of or attempt at abetment of any act which amounts to misconduct.
44. Abetment or attempt to commit any of the above acts of misconduct.
45. Violating the provisions of Conduct Rules.

This list is merely indicative and the company reserves the right to take action, as may be deemed appropriate for items not mentioned in the list above, as per Company's Disciplinary & Appeal Rules.