



# Code of Conduct

Effective from 20th August, 2020

## 1. Objective

Expleo Solutions Limited considers people as important asset in conducting business. Through this document, the company has laid down clear guidelines and norms of personal and professional conduct to be followed by all its employees. All clauses as mentioned to be applicable to employees shall also be applicable to the Directors, Probationers, Trainees, full time employees and third party contractors.

## 2. Scope

The Company has in place a set of policies, guidelines, rules, that governs business conduct, workplace ethics, norms of behaviour, confidentiality, protection of property and similar generally accepted workplace conventions like, but not limited to:

- Information Security Policy
- Acceptable Use Policy
- E – messaging policy
- Password policy
- Physical access control policy
- Malware Protection Policy
- Quality Policy
- NDA's, contracts and MSA's etc.

Each employee (including probationers, trainees, full time employees and third party contractors) of Expleo, its subsidiaries and branches is deemed to have read and accepted the above covenants and to follow them in letter and spirit.

## 3. Approval

This policy has been approved by the Board.

## 4. Method

### 4.1 Definition

This Code of Conduct guideline provides a transparent framework for discouraging and remediating employee conduct that violate the covenants and

- Adversely affects other employees.
- Contravenes workplace norms of conduct and /or ethics
- Hampers in any way the company's conduct of its business and / or its operations
- Breaches the company's contractual and implicit obligations to its customers' /vendors. mounts to theft of company's intellectual property and/or physical assets.
- Violates in any manner any of the company's policies in force.
- Where there is doubt as to the application of the Code, or the appropriate course of action to be adopted, employees affected should discuss the matter with their manager or People Services.

**4.2 Guidelines**

<b>Category</b>	<b>Conduct</b>
Employment Records	<ol style="list-style-type: none"><li>1. Employees are required to furnish accurate information and / or documents starting from selection process</li><li>2. Employees are required to submit documents as required in a timely manner</li></ol>
Duties and Responsibilities	<ol style="list-style-type: none"><li>1. Employees need to abide by published employment and related policies.</li><li>2. Employees should exercise with due care and diligence in properly performing the roles, responsibilities and in exercise of powers vested in them.</li><li>3. Employees are mandated to take up allotted assignments whether onsite /offshore / or within India.</li><li>4. Employees are required to strictly adhere to prescribed workplace to processes.</li><li>5. Extra care needs to be taken to see that Company’s Resources are used only for carrying out the activities of the company and not used for private or personal purposes.</li><li>6. Shall not share and / or communicate company information to any external provider.</li></ol>

**Read and Agree:**