

CODE OF CONDUCT





Energyis Employee Code of Conduct company policy outlines our expectations regarding employees' behaviour towards their colleagues, supervisors, clients, all stakeholders and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes personally or in the social media space thus disrupting our workplace environment. We also expect them to foster a well-organized, respectful and collaborative environment.



This policy applies to all our **Employees**, and **Consultants** regardless of employment agreement or rank.

CODE OF CONDUCT

To be a courteous, open and an empowering organization, we have to follow the code of conduct as under:

- Adopt ethical practices and follow the law of land
- Be absolutely honest in our personal conduct
- Have an attitude of quick service with a smile for all our customers internal or external.
- Have a courteous behavior, develop an understanding among each other by mutual trust.
- Harness team approach and spirit
- Treat our subordinates, peers and senior with dignity and respect

Misconduct And Disciplinary Action

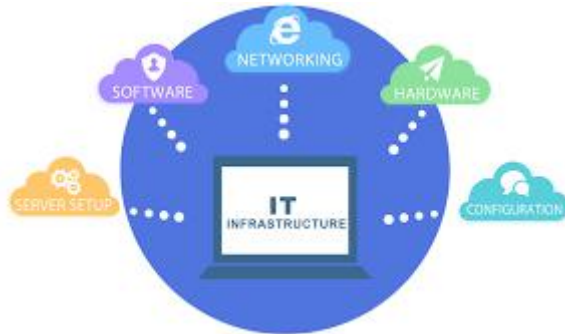
M I S C O N D U C T



Misconduct shall include the following acts and omissions on the part of the employee.

- Wilful in subordination and disobedience, whether alone or in combination with others, of any lawful and reasonable order of a superior.
- Theft, fraud, dishonesty or misappropriation in connection with the employer's business or property or theft of another employee's property within the establishment.
- Breach of any rule or law applicable of the establishment.
- Habitual negligence or neglect of work. Striking work or inciting others to strike work in contravention of the provision of any law or rule having the force of law.
- If employee commits misconduct, including any of the above acts, the employer shall be within its right to take disciplinary action, as it may deem appropriate. With regard to any question as to whether a particular act amounts to misconduct or not, the decision of the employer shall be final and binding.

I.T. Infrastructure Usage



- It is the company's policy to protect its own software and that of others from unauthorized disclosure, use or copying and also ensuring that its infrastructure and facilities are used only for delivering, managing and executing the business of the company.
- All communication systems and tools and all information and communication transmitted by or received from or stored in these systems are the property of the company and are to be used only by employees of the company.
- The intent of the security system is to allow employees access to the resources and data required, to perform their assigned job.
- The 'IT INFRASTRUCTURE USAGE' policy is defined to help employees understand the company's expectations with respect to the use of all computers, networks, and Internet and e-mail systems, provided for the execution of one's day-to-day responsibilities.
- Passwords needs to be kept confidential by all employees and must not share with anyone
- Passwords to be kept as per the standard IT policy
- Company , Clients , employees or any Data privacy , confidentiality , Security and Integrity has to be maintained

Key Policy Issues



The following covers the key issues of the IT Infrastructure Usage policy. All employees are required to understand and strictly observe the following guidelines:

- The IT infrastructure at Energyis is a business tool, provided to employees at a significant cost. Employees are expected to use all infrastructures, including computers, networks, and the Internet and e-mail systems solely for business purposes.
- All documents, graphics or displays created, stored, sent or received or archived in the systems used by an employee, are the property of the Company. These are not the private property of the employee and hence there should not be any expectation of privacy under any circumstances.
- The Company reserves the right to access and monitor all the contents of an employee's systems at its own discretion and without giving or seeking any advance permission or intimation from and to the employee.
- The Internet and e-mail systems are primarily meant to communicate with other employees, customers, suppliers and business associates, to research relevant topics and to obtain useful business information.
- Every employee shall therefore conduct himself/herself honestly and appropriately on the Internet and through e-mail and respect the copyrights, software licensing rules, intellectual property rights, privacy and prerogatives of others, just as one would in any other business dealings.

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- Every employee shall ensure against usage of any data, information compiled during their past tenures in other organizations.
- All existing Company policies apply to an employee's conduct on the Internet / e-mail, especially (but not exclusively) those that deal with privacy and misuse of Company resources, sexual harassment, information and data security, confidentiality and intellectual property protection.
- Unnecessary or unauthorized Internet / e-mail usage causes network and server congestion. It slows other users, takes away work time, consumes supplies and ties up printers and other shared resources. Hence, every employee is expected to exercise restraint while participating in chats or newsgroups on Company time.
- While the Company's direct connection to the Internet offers a host of potential benefits, it can also open doors to some significant risks to our data and systems if appropriate security discipline is not followed. This may mean preventing machines with sensitive data or applications from connecting to the Internet entirely, or it may mean that certain employees may be restrained from using certain internet features like file transfers.

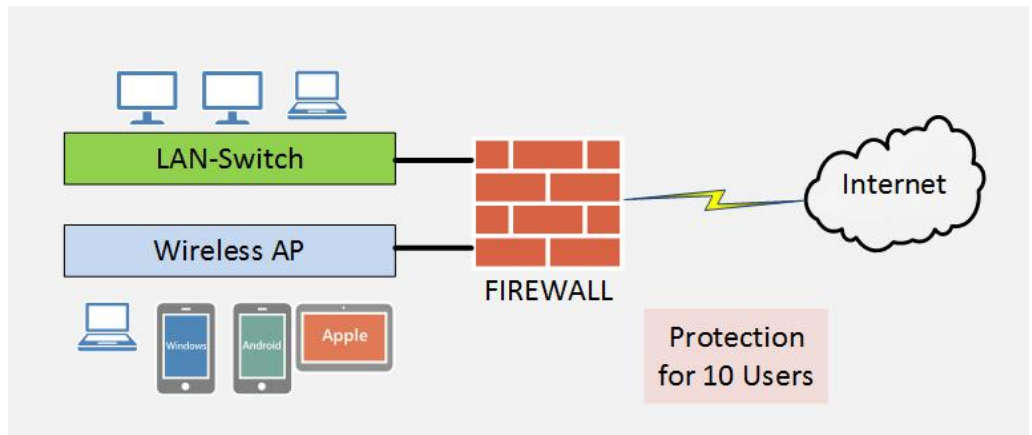
Disciplinary Action for Inappropriate Mail Usage

- Any activity constituting an inappropriate usage of the internet and e-mail system under the IT INFRASTRUCTURE USAGE policy shall amount to misbehaviour.
- In the event of misuse and availability of sufficient evidence thereof, the HR Head shall consult the respective Department for appropriate action against the concerned employee. Such action shall include termination of employment.
- Employees shall not upload any software licensed to the company or data owned or licensed by the company without the express authorization of the Manager responsible for the software or data.
- Employees should schedule communications-intensive business operations such as large file-transfers, video download, mass e-mailings and the like during off-peak times.
- Employees releasing any confidential information via a newsgroup or chat - whether the release is inadvertent or not - will be subject to the penalties provided in existing company policies and procedures.
- In particular, employees are reminded that trade secret policies are applicable to Internet facilities as well. Since the Internet is not a safe medium of communication, employees when dealing with trade secrets must exercise an additional degree of care.



Internet Firewall

- The company has installed firewalls and other security systems to ensure the safety and security of the company's networks. Any employee who attempts to disable, defeat or circumvent any such security facility will be subject to immediate dismissal.
- Only those Internet services and functions with documented business purposes for the company will be enabled to the employees at the defined system



Email Usage



- Employees will use e-mail facilities in a manner consistent with Energyis IT Infrastructure Usage Policy. Communications using the e-mail facilities of the company will be considered as publications and an employee does not have the right to privacy with respect to any/all such communications. Emails from Energyis e-mail account are not private and all data sent from such accounts are liable to be monitored by the senior Executives of the company.
- E-mails will be periodically monitored to ensure that e-mail usage is not abused. Examples of inappropriate use of e-mails include:
- False identification & Forging mail
- Unauthorized access of another's account
- Intimidation or harassment through e-mail messages (including inappropriate sexual oriented comments which would amount to sexual harassment)
- Hate mails Junk mail: Unsolicited e-mails that are not related to Energyis business activities
- Spamming or intentional e-mail transmissions that disrupt normal e-mail services
- Transmission of derogatory or defamatory comments via e-mail
- Unnecessary use or abuse of Distribution Lists

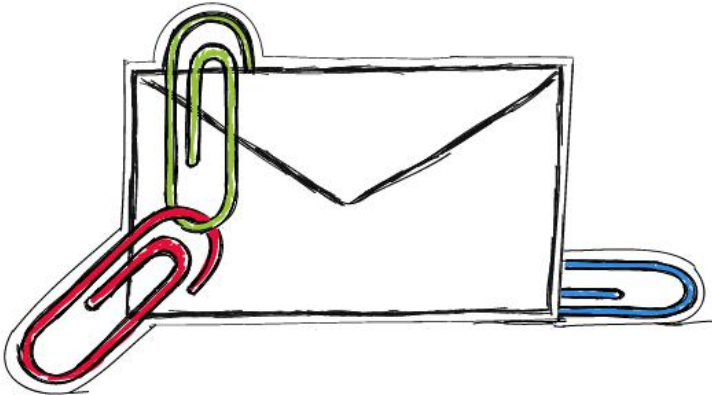
Email Security



- Every employee is responsible and accountable for all mails sent from their mail account.
- Every employee must secure their password and not disclose the same to anyone else.
- Employees must never leave one's e-mail account open to use by others. One way of protection is by enabling the screen saver passwords of the PC.

Attachments in Email

- Use most commonly acceptable file formats such as: .txt, .doc, .zip, .ppt, .xls, etc.
- If your attachment is not in the standard prescribed formats, please specify this explicitly in your e-mail.
- Company data not to be shared outside of company without business need and approval of the Department Head.
- Use and transfer of mp3, jpeg, mpeg and lvp files is not permitted without the prior written permission of the Department Head.



Dress Code

Work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work.

This is a general overview of appropriate business casual attire.

- Employees working out of clients premises need to adhere to the dress codes applicable at the respective client premise
- Employees, who have client meetings or business appointments, should dress formally according to the business needs for that occasion (include Tie, Blazer, Scarf in the attire as applicable).
- Strict adherence to the Dress Code is expected from all the employees



Inappropriate Dressing at all Times

- Top: Deep Round neck T-shirts, Halter Tops/Dresses
- Bottom: Slacks, Sweatpants, Bermuda shorts
- Footwear: Slippers, Clothing with potentially offensive words, pictures, terms, logos, slogans
- Fluorescent colors or loud prints

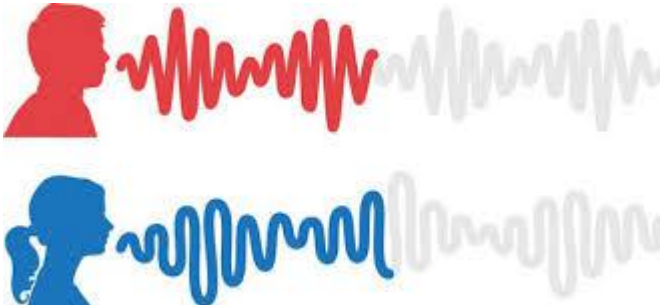


Mobile/Telephone

- During working hours employees need to ensure to keep their mobile phones on silent / mute mode.
- While speaking on the phone employees need to ensure that their pitch of voice does not disturb others
- Mobile phones not to be used for any data privacy breach



ON SILENT MODE PLEASE



Usage of Company Property/Assets

- It is the company's policy that all systems and tools in the company's premises are the property of the company and must be used for business purposes. Employees given any access to or provided with any company property are responsible for their proper maintenance and care.
- All employees should ensure appropriate usage of company properties / assets for Business purposes only. This includes use of stationery, laptops, infrastructure, desk tops, official mail ids, telephone etc.
- Any mis-use/inappropriate use of company property/assets would lead to disciplinary actions and/or may lead to termination too
- All company property must be returned promptly when requested by the company. Failure to do so, within a reasonable time frame, or returning property that has excessive damage, can result in the company taking appropriate action including charging the employee the entire replacement cost of the equipment.

Sexual Harassment



**It's
Against
the Law!**

in the workplace

- Cnergyis has been and will continue to be committed to providing a positive work environment where employees are treated with respect.
- The company's objective is to provide a safe and secure environment to all its stakeholders including employees, contract employees, vendors and associates - male or female
- Employees are to conduct themselves with personal dignity and with respect for fellow employees and others. Harassment of a stakeholder in any form shall be severely dealt with. This includes sexual and/or racial harassment, harassment based on National or Ethnic origin or religion or harassment based on any other grounds. Violation of this policy will result in disciplinary action up to and including termination of employment.
- A system shall be in place for any complaint redressal by a harassed stakeholder.
- No stakeholder, making a genuine complaint, shall be victimized.
- Witnesses, if any, shall also not be victimized for giving witness.

ID Card

- All employees in the organization will be issued Identity Cards within their first week of joining. It is mandatory that all employees have to display their ID Cards at all times within the office premises.
- Appropriate penal actions shall be initiated against regularly defaulting employees found without id cards.
- All visitors should identify themselves to the security personnel at the company. They will be allowed in to the company premises, after the security personnel have verified the purpose of visit with the concerned employee. Visitors must enter their details in the register kept at the security desk.
- Visitors shall also be allocated 'Visitor Cards' which they have to display at all times within the office premises. Before leaving the premises Visitors are bound to return the cards to the security personnel at the entrance
- Visitors are not allowed in to the company premises on holidays or weekends, without prior permission of the concerned Functional Heads.

Corruption, Absentism and Tardiness

- We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.
- Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.



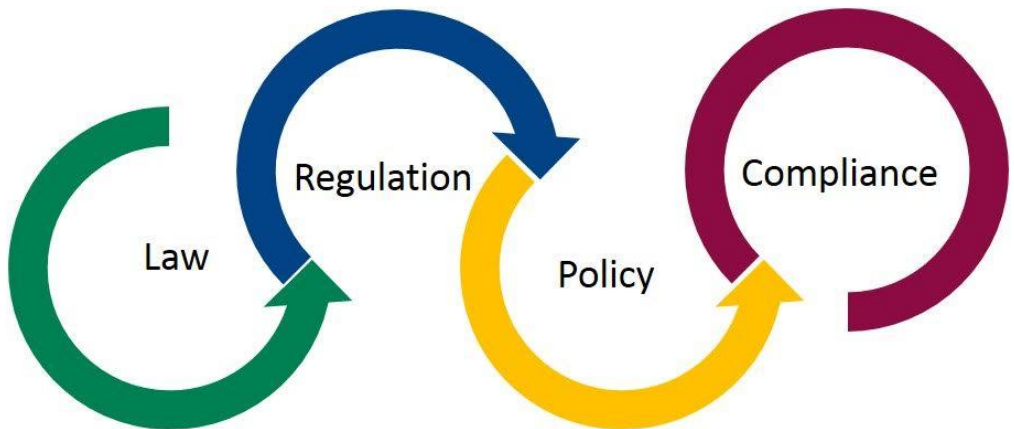
Conflict of Interest & Disciplinary Actions

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- Our company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:
 - Demotion.
 - Reprimand.
 - Suspension or [termination](#) for more serious offences.
 - Detraction of benefits for a definite or indefinite time.
 - We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

Compliance with Law

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.





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Certifications & Awards

