



CODE OF CONDUCT

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**ATULAYA HEALTHCARE PVT LTD
CODE OF CONDUCT- EMPLOYEES**

APPLICABILITY

This Policy is applicable for employees of Atulaya Healthcare Pvt Ltd and its Group Companies.

STANDARDS AND EXPECTATIONS FOR THE WORKPLACE:

It is expected that every individual employee maintains professional standards and office decorum of highest order during the working hours. There are certain general practices mentioned below for the employees as guideline.

SAFETY AND SECURITY:

- Customers / Visitors should be accompanied by the employee to the meeting place.
- Valuable items and files should be kept under lock and key.
- Lock the room / office properly if you are the last person to leave the office.
- Ensure a proper handover if you are working in shifts

REPORTING UNSAFE CONDITIONS OR PRACTICES:

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your supervisor immediately.

If you have a question regarding the safety of your workplace and practices, ask your supervisor for clarification. If you observe a co-worker using an unsafe practice, you are expected to mention this to the co-worker and to your supervisor. Likewise, if a co-worker brings to your attention an unsafe practice you may be using, please thank the co-worker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

REPORTING AN INJURY:

Employees are required to report any injury, accident, or safety hazard immediately to their supervisor(s). Minor cuts or abrasions must be treated on the spot. More serious injuries or accidents will be treated accordingly. Serious injuries must be reported to HR.

HAZARD COMMUNICATIONS:

If you believe that you are dealing with a hazardous material and lack the appropriate information and/or safety equipment, contact your supervisor immediately.

FREEDOM OF ASSOCIATION

We recognize that employees may be interested in joining associations or involving themselves in civic or public affairs in their personal capacities, provided such activities do not create an actual or potential conflict with the interests of our company. Our employees must notify and seek prior approval for any such activity as per the 'Conflicts of Interest' clause of this Code and in accordance with applicable company policies and law

CARE OF EQUIPMENT AND SUPPLIES:

All employees are expected to take care of all equipment and supplies provided to them. You are responsible for maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of this material to your supervisor. Neglect, theft, and/or destruction of Company's assets or materials are grounds for disciplinary action, up to and including termination

SMOKING AT THE WORKPLACE:

Atulaya Group is committed to provide smoke-free environments for employees, customers, and the public. Smoking of any kind is prohibited inside our office and on our worksites. Employees may smoke on scheduled breaks or during mealtimes, as long as they do so outside the worksite or office.

Employees who take excessive smoke breaks may be required to work longer hours to make up for time lost smoking. Employees are also responsible to inform all those working on our job sites of this smoke-free policy, and report to their supervisor any violation of this policy. Smoking is also prohibited in Company's uniform.

VIOLENCE AND WEAPONS:

Atulaya Group believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, Mace, etc., to the worksite or office. Neither threats of violence nor fighting will be tolerated. Furthermore, if you have a problem that is creating stress or otherwise making you agitated, you are encouraged to discuss it with your supervisor. You are expected to immediately report to your supervisor any violation of this policy. Any employee found threatening another employee, fighting, and/or carrying weapons to the worksite will be subject to disciplinary action, up to and including termination.

DRUG-FREE WORKPLACE:

Atulaya Group does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs, or being under the influence of such controlled substances is strictly prohibited while on duty, while on premises or worksites, or while operating company's equipment or vehicles. The use of illegal drugs as well as the illegal use of legal drugs is a threat to us all

because it promotes problems with safety, customer service, productivity, and our ability to survive and prosper as a business.

If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. Violation of this policy will result in disciplinary action, up to and including termination. Prior to employment, each potential employee must undergo a drug test. Company may also require employees to take random drug tests during their employment with us. A positive result on any such drug test is grounds for immediate termination. Any employee who is convicted of violating criminal drug statutes must notify an appropriate officer or senior official of company of that conviction within five days of the conviction. Failure to do so may lead to disciplinary action.

CONFLICT OF INTEREST:

Employee's should avoid external business, financial, or employment interests that conflict with Company business interests or with employee's ability to perform job duties. This applies to employee possible relationships with any other employer, consultant, contractor, customer, or supplier. Violations of this rule may lead to disciplinary action, up to and including termination

PERSONAL CALLS, VISITS AND BUSINESS:

Atulaya Group expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods.

Regardless of when any personal call is made, it should be kept short. Employees should also limit incoming personal calls, visits, or personal transactions.

INSPECTION OF PERSONAL AND COMPANY PROPERTY:

Employees use the property and equipment Company owns and provides, and may also use company's materials, information, and other supplies. While employees may decorate their office workspaces with their personal possessions (such as pictures, plants, and the like), employees must remember that property supplied by Company will remains the property of Company.

Company reserves the right to search any Company property (e.g. personal computers, desks, lockers, or other storage areas) at any time. Company also reserves the right to inspect personal property (e.g. tool boxes, purses, briefcases) during the workday or as employees leave their worksites. Refusal to allow inspection may lead to disciplinary action, up to and including termination.

CONFIDENTIAL AND PROPRIETARY INFORMATION:

Company considers its confidential and proprietary information, including the confidential and proprietary information of our customers, to be one of its most valuable assets. As a result, employees must carefully protect and must not disclose to any third party all confidential and proprietary information belonging to company or its customers. Such protected information includes, but is not limited to, the following:

- Matters of a technical nature, such as computer software, product sources, product research and designs;
- matters of a business nature, such as customer lists, customer contact information, associate information, on site program and support materials, candidate and recruit lists and information, personnel information, placement information, pricing lists, training programs, contracts, sales reports, sales, financial and marketing data, systems, forms, methods, procedures, and analyses, and any other proprietary information, whether communicated orally or in documentary, computerized or other tangible form.⁴

Employees should ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving their work areas each day. During the workday, employees should not leave any sensitive information lying about or unguarded. If you have any questions about this policy, consult your supervisor or Human Resource Department

RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE:

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. Atulaya Group expects each employee to present him or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken. Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary.

MISCONDUCT:

The policies of Atulaya Group have been defined for arriving at an established standard of business-related expectations and entitlements in keeping with the image of Company. By virtue of being responsible corporate citizens it is expected that the employees will not violate or misuse the spirit and letter of this handbook.

In case employees are found misusing these entitlements or not honoring the applicable guidelines, Atulaya Group will be compelled to take serious disciplinary action depending upon the intensity of the misconduct. In extreme cases such as embezzlement, misrepresentation of bills, continuous unauthorized absenteeism or damage of company property etc., and company may even be forced to terminate the services of the employee

CATEGORIZATION OF INDISCIPLINE

YELLOW GRADE	BLACK GRADE	RED GRADE
Distribution of unauthorized written or printed material during working time	Insubordination toward supervisors or management.	Any act of sexual harassment.
Failure to maintain a neat and clean appearance, departure from accepted conventional models of dress or personal grooming. Improper dress	Lying about sick leave, falsifying reason for leave of absence, excessive absences or repeated tardiness	Spreading rumours or anti Company remarks
Eating, drinking or smoking in undesignated areas	Falsification of employment application or Company records.	Conducting a lottery or any form of gambling on Company premises.
Leaving work area at unauthorized times	Unauthorized use of Company equipment or property; using equipment for personal use or profit	Soliciting for causes of any kind or collection of funds of any kind during working time.
	Surly or belligerent attitude	Engaging in acts of theft or sabotage.
	Unauthorized removal of equipment or documents from the premises without proper authority	Use of alcoholic beverages, being intoxicated or the use or possession of illegal drugs on Company premises; or reporting to work after having used intoxicants
	Possession of firearms or explosives on Company property or while on duty. Carrying any weapon.	Engaging in abusive, inconsiderate or violent activities towards fellow employees or guests, including fighting, horseplay or negligent damage of property
	Immoral or indecent language or conduct toward another employee or guest	Immoral, disorderly or indecent conduct including the use of abusive, profane or threatening language
	Misrepresentation, falsification or alteration of attendance records or	

	documents. No employee is permitted to sign attendance for another employee under any circumstance.	
	Making racial slurs against a guest or employee.	
	Failure to report absences; excessive absence or tardiness	
	Any conduct not in the best interest of the club.	