



**INDUCTUS**  
Integrated Consulting & Outsourcing

## Code of Conduct

### **Philosophy:**

Inductus is a professionally managed organization and the core value underlying our corporate philosophy is "customer first always". It is our responsibility to ensure that the organization is managed in a manner that protects and furthers the interests of our stakeholders (customers, organization, employees etc). We recognize society as an important stakeholder in this enterprise and therefore it is part of our responsibility to practice good corporate citizenship.

It is also our belief that in order to serve the interests of our stakeholders in perpetuity, we must build Inductus into an institution whose dynamism and vitality are anchored in its core values.

### **Good Corporate Citizenship:**

In the conduct of the Company's business, the practice of good corporate citizenship is a prerequisite and embraces the following:

1. In dealing with each other, all the team members shall uphold the values which are at the core of our HR Philosophy - trust, teamwork, mutuality and collaboration, meritocracy, objectivity, self respect and human dignity. Indeed, these values form the basis of our HR management systems and processes.
2. As a good corporate citizen, Inductus is committed to a gender friendly workplace. It seeks to enhance equal opportunities for men and women, prevent/stop/redress sexual harassment at the workplace and institute good employment practices.

3. All directors, senior management and employees shall ensure that in their dealings with customers, the Company's interests are never compromised. Accepting gifts and presents of more than a nominal value, gratuity payments and other payments from customers will be viewed as serious breach of discipline as this could lead to compromising the Company's interests.
4. It is the Company's policy to comply fully with all applicable laws and regulations. The Company cannot accept practices which are unlawful or may be damaging to its reputation.
5. The Company attaches great importance to a healthy and safe work environment. Inductus is committed to provide good physical working conditions and encourages high standards of hygiene and housekeeping. Particular attention should be paid to training of employees to increase safety awareness and adoption of safe working methods, particularly designed to prevent serious or fatal accidents.
6. Inductus is committed to Best Practices in environmental matters arising out of its business activities and expects each business to fully demonstrate this commitment.

#### **Personal Conduct:**

All directors, senior management and employees have the obligation to conduct themselves in an honest and ethical manner and act in the best interest of the Company at all times. They are expected to demonstrate exemplary personal conduct through adherence to the following:

1. All the team members shall ensure that their actions in the conduct of business are totally transparent except where the needs of business security dictate otherwise.
2. All the team members should co operate and co ordinate with each other and in the activities of various departments.
3. The staff members should understand their KRAs & SOPs and strictly follow them without any slackness. Any deviation from the same be considered as a misconduct and non performance and attract suitable disciplinary measure.
4. All the staffs should be prompt in taking up their task and completing it in the due time.
5. The staff members should maintain the format of reporting and report their duties to the concerned reporting authority without expecting any reminder.
6. No director, senior management and employee shall disclose or use any confidential information gained in the course of employment/ association with the Company for personal gain or for the advantage of any other person. No information either formally or informally shall be provided to the press, other publicity media or any other external agency except within approved policies.

7. Any problem or dispute should be solved amicably without making it a public show. The department head or immediate senior should be consulted or informed if needed.
8. If there is any meeting convened, all the staff members must make themselves present for it and should enrich with their ideas and suggestions. One needs to be open and speak for the general well being of the organization
9. All the team members shall not misuse Company facilities. In the use of Company facilities, care shall be exercised to ensure that costs are reasonable and there is no wastage.

#### **Non-Adherence:**

Any instance of non-adherence to the Code of Conduct / any other observed unethical behavior on the part of those covered under this Code should be brought to the attention of the immediate reporting authority, who shall in turn report the same to the Human Resources Department / Top Management.

## **Performance Appraisal and Training & Development**

#### **Performance Appraisal:**

The appraisal will be based upon results obtained by the employee in his/her job & not on the employee's personality characteristics. The appraisal will measure skills and accomplishments with reasonable accuracy and uniformity. It will provide a way to help identify areas for performance enhancement and to help promote professional growth.

The goal of the review process is to recognize achievement, to evaluate job progress, and then to design training for the further development of skills and strengths. A careful review will stimulate employee's interest and improve job performance. The review provides the employee, the supervisor, Human Resources and the Management a critical & formal feedback on employee's strengths & weaknesses.

Performance of the employee's will be reviewed & based upon that appraisal will be done half yearly, effective on 1<sup>st</sup> of April and 1<sup>st</sup> of October in every financial year. Appraisal will be done in the form of salary increment / Promotions based upon the employee performance during the review period.

#### **Training & Development:**

The singular function of training is to produce change. It is the upgrading of a person's skill or the addition of a new skill, which in turn can bring about the desired change an organization, is seeking. It is important

to understand that training in and of itself cannot motivate a work force. However, it is an integral part of what is needed to accomplish the long-term goals of the organization.

**The motto of the training programs will be**

- To foster growth and development
- To develop individual & team skills needed to complete assigned jobs, duties and tasks
- To provide opportunities for employees to accept greater challenges
- To aid employees in contributing to the achievement of department goals and the Organization's mission and vision
- To build employee self-confidence and commitment
- To produce a measurable change in performance
- To improve customer service, which leads to customer satisfaction
- To bring about the desired changes that can solve a variety of problems
- To increase overall operational efficiency

## **Inductus – Leave Rules**

### **Weekly Off & Office Reporting Time:**

1. Sunday will be the scheduled week off for all the staffs.
2. However if the organization requires the service of any individual on these above mentioned days, they will have to render their services for the larger interest of the organization.
3. The office hours starts at 9:15am, and one is expected to report office by 9:15am. Anyone, who reaches late beyond 9:15 am, will be treated as "late reporting to the work place" and three late reporting during a month will be consider as one day leave.

### **Casual Leave (CL):**

Leadership thru Persistent Focus on People, Process & Quality  
Inductus

1. A total of 12 casual leave is permitted in a calendar year (Jan – Dec) i.e. one casual leave per month.
2. One is permitted to take 1 CL per month, above one will be considered as a leave without pay. However under special circumstances it can be relaxed, with special permission from the concerned authority.
3. Those under probation (period of 6 months or as case may be) are not entitled for CL.
4. Prior permission from the concerned authority is mandatory for a CL.
5. Proper reason and documentary proof if any should be attached along with the application.
6. One should hand over his/her duties to someone in his department, who in turn should guarantee proper disposal of the duty, taken over.
7. Please note, application for CL is not a guarantee of the leave.
8. It is totally under the discretion of the sanctioning authority, based on the genuineness of the reason and need of the organization.
9. The leave can be altered or cancelled if the organization requires the service of the person urgently, and if there is no alternative.
10. One needs to fill the leave application form before one goes on leave, without which it will not be considered as CL but “Leave without Pay”.

#### **Sick Leave (SL):**

1. SL can be taken only when one is sick severely and cannot attend to his/her duties.
2. A maximum of 6 days can be availed under SL category in a calendar year.
3. Documentary proof/Medical certificate/Prescription from the doctor or medical officer, who would have attended, should be attached along with the application.
4. Although prior permission in written is not required but one needs to intimate on phone and take permission from the competent authority.
5. One needs to fill the leave application form after one resumes the duty, without which it will not be considered as SL but “Leave without Pay”.

## Inductus – Holidays List

Sl. No.	Festivals	Date	Day
1	Republic Day	26-Jan	Monday
2	Holi	06-Mar	Friday
3	Holi	07-Mar	Saturday
4	Idul Fitr	18-Jul	Saturday
5	Independence Day	15-Aug	Saturday
6	Rakshabandhan	29-Aug	Saturday
7	Gandhi Jayanti	02-Oct	Friday
8	Dussehra	22-Oct	Thursday
9	Diwali	11-Nov	Wednesday
10	Christmas	25-Nov	Friday

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Managing Director  
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