

EMPLOYEE CODE OF CONDUCT

Introduction

This Employee Code of Conduct outlines our expectations for all employees of Swastik Harish and Associates (SHA, hereinafter referred to as 'The Company') regarding their behavior and responsibilities while employed by our organization. It is important that employees understand and adhere to these guidelines to maintain a positive and productive work environment.

Professionalism

All employees are expected to conduct themselves professionally at all times. This includes treating colleagues, clients, and customers with respect, maintaining a neat and appropriate appearance, and acting in a manner that reflects positively on the organization.

Quality of Services

The Company shall be committed to deliver services of the highest quality standards backed by efficient customer relationship management consistent with the requirements of the customers to ensure their total satisfaction.

Government Agencies

Employees shall not offer or give any company funds or property as donation to any government agencies or their representatives, directly or through intermediaries, in order to obtain any favorable performance of official duties.

Confidentiality

Employees must respect the confidentiality of sensitive information they have access to during their employment. This includes, but is not limited to, customer data, financial information, trade secrets, and intellectual property. Any unauthorized disclosure or use of confidential information is strictly prohibited.

Conflict of Interest

Employees should avoid situations that create a conflict of interest between their personal interests and the interests of the organization. If a conflict arises, employees must disclose it promptly to their supervisor or the appropriate department.

Anti-Discrimination and Harassment

We are committed to providing a workplace free from discrimination, harassment, and retaliation. Employees must treat others with fairness, respect their diversity, and refrain from engaging in any form of discriminatory or harassing behavior based on race, color, religion, gender, sexual orientation, age, disability, or any other protected characteristic.

Healthy and Safe Environment

The Company shall strive to provide a safe and healthy working environment and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territory it operates in.

Use of Company Resources

All company resources, including equipment, technology, and facilities, should be used responsibly and for legitimate business purposes only. Personal use of company resources should be minimal and in compliance with applicable policies.

Compliance with Laws and Regulations

Employees must comply with all applicable laws, regulations, and legal obligations related to their job responsibilities. Any illegal activity or violation of these laws can have serious consequences, both for the individual employee and the organization.

Reporting Violations

If an employee becomes aware of any violations of this code of conduct or witnesses any unethical behavior, they should report it immediately to their supervisor, manager, or the appropriate authority designated by the organization. Retaliation against individuals reporting violations in good faith is strictly prohibited.

Ethical Conduct

Every employee of the Company which shall include head of the company, shall deal on behalf of the Company with professionalism, honesty, integrity as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.

Every employee shall be responsible for the implementation of and compliance with the Code in his professional environment. Failure to adhere to the Code of conduct could attract the most severe consequences including termination of employment.

Consequences of Non-Compliance

Violation of this code of conduct may result in disciplinary action, up to and including termination of employment. The consequences will depend on the severity and frequency of the violation, and the circumstances surrounding it.