



DOCUMENTED PROCESS CODE OF CONDUCT

ISSUE NO.: - 00
ISSUE DATE: - 15.09.2019

TITLE: EMPLOYEE Code of Conduct

REV NO:- 00

REF.: P-24

REV DATE:-15.09.2019

1.0 Purpose:

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

2.0 Scope:

This policy applies to all our employees regardless of employment agreement or rank

3.0 Process Owner: HR

4.0 Code of Conduct:

4.1 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.

4.2 Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

4.3 Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

Shouldn't misuse **company equipment** or use it frivolously.

Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

4.4 Professionalism

All employees must show integrity and professionalism in the workplace

4.5 Appearance

All employees must follow our dress code and personal appearance guidelines.

4.6 Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

4.7 Job duties and authority

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

4.8 Absenteeism and tardiness

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.

4.9 Conflict of interest

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

4.10 Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

4.11 Communication

All employees must be open for communication with their colleagues, supervisors or team members

4.12 Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

4.11 Policies

All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

5.0 Disciplinary actions

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 offenses.

Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.


16/05/2025

DISTINCT PRODUCTIVITY SOLUTIONS PVT LTD

CODE OF CONDUCT

DATE::15/05/2025

SL. NO	Employee code	Name	Communication date	Signature
1	DPS009	RUDRASHWARA REDDY G	15.05.2025	
2	DPS012	MANJUNATH.G.S	15-05-25	
3	DPS017	CHEZHAN KUMAR B H	15-05-25	
4	DPS025	CHIKKA ANJANNAPPA AJAY,	15/05/2025	
5	DPS027	MEGHARAJACHARI.G	15/5/2025	
6	DPS035	PRADEEP G	15/05/2025	
7	DPS172	ASHRAY.N.B		
8	DPS205	DEEPAK KUMAR YADAV		
9	DPS221	BALAJI.K	15-05-2025	
10	DPS265	DAYANANDA.K.G	15/05/25	
11	DPS336	MARUTHESH DR	15/5/2025	
12	DPS341	AKSHAY KOTI	15/05/2025	
13	DPS363	DINIL.K		
14	DPS425	DILIP YADAV	15/05/2025	
15	DPS496	MANOJ.M	15/05/2025	
16	DPS518	ABUL FAREH		
17	DPS549	NAGARAJA.M	15/05/2025	
18	DPS567	GIRISH.M.C	15/05/2025	
19	DPS595	BINODA JENA	15/05/2025	
20	DPS626	RANGASWAMY T		
21	DPS673	SAGAR RAO G	15/5/2025	
22	DPS765	MD SAMIR ALAM	15/5/25	
23	DPS771	SURYA S	15/5/25	
24	DPS804	ARJUN KUMAR	15/5/25	
25	DPS831	MD FIROJ	15/5/25	
26	DPS833	MD SARWAR ALAM	15/5/25	
27	DPS856	VINODRAJ C		
28	DPS875	SHIVANNA E	15/5/25	
29	DPS910	AJIT KUMAR	15/5/25	
30	DPS929	BIKASH KUMAR JENA	15/5/25	
31	DPS941	SRIVATHSA ATREYAS B R	15/05/2025	
32	DPS970	THEJASWINI S N	15/05/2025	
33	DPS1004	ABDUL RAZIQUE KHAN	15/05/2025	
34	DPS1005	RAGHAVENDRA J R	15/05/2025	
35	DPS1007	NAGARAJ.N	15/05/2025	
36	DPS1185	RAJA NARAYANA HOLLA	15/05/25	
37	DPS495	JAGADEESH M R	15/05/25	
38	DPS1002	SHIVAKUMAR SWAMY		