



*Where Innovation Meets Solutions*

**Company Name:** Andnetics

**Effective Date:** 01.10.2024

**Prepared by:** Tanupriya Sharma

**Approved by:** Ramesh Sharma

**Last Updated:** 02.11.2024

**Doc. No.:** AND/POL01/0003

## Code Of Conduct Policy

### Purpose

To outline the expected behaviours and ethical standards for all employees, freelancers, and stakeholders at Andnetics. This policy aims to create a respectful, inclusive, and productive work environment.

### Scope

This policy applies to all Andnetics team members, including full-time employees, freelancers, contractors, and anyone representing Andnetics in a professional capacity.

### Core Principles

#### 1. Integrity and Professionalism

- All team members must perform their duties with integrity and honesty, upholding Andnetics' reputation and values.
- Personal accountability is expected, and team members should meet commitments on time and to the best of their ability.
- Avoid conflicts of interest; disclose any potential conflicts to HR or the management team.

#### 2. Respectful and Inclusive Environment

- Treat all colleagues, clients, and stakeholders with respect, empathy, and courtesy, regardless of their role, background, or opinion.
- Harassment, discrimination, and bullying of any kind are strictly prohibited. Andnetics does not tolerate discrimination based on race, gender, age, sexual orientation, religion, disability, or any other protected characteristic.
- Practice open and respectful communication. Listen actively and address differences professionally and constructively.

### **3. Confidentiality and Data Protection**

- All team members must protect Andnetics' proprietary information, intellectual property, and client data. Unauthorized sharing of confidential information is strictly prohibited.
- Follow all data privacy regulations and company policies regarding handling, storing, and sharing information.
- Respect the privacy and confidentiality of fellow team members, clients, and stakeholders.

### **4. Commitment to Quality and Innovation**

- Strive for excellence in all tasks and responsibilities, delivering high-quality results that meet or exceed expectations.
- Embrace innovation, creativity, and adaptability, contributing new ideas and solutions to improve our services and products.
- Seek continuous improvement in skills and knowledge to enhance personal and professional growth.

### **5. Collaboration and Teamwork**

- Foster a collaborative environment where ideas are shared freely, and teamwork is encouraged.
- Support colleagues in achieving shared goals, and work cooperatively to resolve conflicts.
- Respect each team member's contribution and value diverse perspectives to drive innovation.

### **6. Ethical Use of Resources and Technology**

- Use company resources, including digital tools and equipment, responsibly and for work-related purposes only.
- Adhere to cybersecurity best practices to protect Andnetics from data breaches, phishing attacks, and other security threats.
- Report any misuse of resources or security issues to the IT or HR department immediately.

### **7. Health, Safety, and Well-being**

- Prioritize a safe and healthy work environment, adhering to any workplace safety guidelines.
- Andnetics supports work-life balance, so all team members are encouraged to take breaks and manage workloads to avoid burnout.
- Report any safety concerns, health issues, or workplace hazards promptly to the HR or Facilities team.

## 8. Accountability and Compliance

- Follow all company policies, local laws, and industry regulations applicable to Andnetics' operations.
- Report any violations of this Code of Conduct or unethical behaviour to HR or management, without fear of retaliation.
- Non-compliance with this policy may result in disciplinary actions, up to and including termination of contract or employment.

### Reporting Violations

Andnetics encourages open communication and a supportive environment. Team members who experience or observe behaviour that goes against this Code of Conduct are urged to report it to the HR department or management. All reports will be handled confidentially, and Andnetics prohibits retaliation against anyone who raises concerns in good faith.

