

EMPLOYEES CODE OF CONDUCT

- a) All employees will attend the office with proper neat and clean dress and will ensure adherence to office discipline.
- b) Employees are expected to be hard working, punctual and conscientious.
- c) Employees are expected to arrive at work and attend meetings on time and to notify their HODs in case of sickness or any other reason for absence. Habitual absence without permission, late attendance and continuous negligence of work constitutes misconduct at SLCMC and may warrant disciplinary action by the Management.
- d) During office hours, personal visitors will be kept to a minimum. Personal visitors are not allowed to use computers or workstations under any circumstances. Employees can use another employee's workstation only with prior permission of the employee or HR/admin department.
- e) No employee will make any personal/professional commitment, which may be detrimental to the interest of SLCMC.
- f) No employee will divulge confidential information, likely to affect SLCMC adversely, to any unauthorized person/organization.
- g) No employee in any capacity will issue false, scandalous or incorrect Press or Public statement against SLCMC or its management, which may damage the goodwill and public image of the company.
- h) No employee will smoke in the premises of SLCMC during office hours, except at designated places.
- i) No employee will do private or personal work on SLCMC's premises without the permission of the Management.
- j) No employee will misuse any amenity provided by the Management in his / her or another employee's favor.
- k) All employees in the presence of clients will behave in such a manner so as to enhance the goodwill and image of SLCMC.
- l) No employee will accept presents/gifts of any sort from any person/party connected in any way with SLCMC's business, which are in excess of Rs. 1,000 in value excluding promotional giveaways.
- m) Employees will submit details of personal / business expenses duly approved by respective General Manager / HoD, whenever such details are required under any SLCMC policy or procedures.
- n) Employees are expected to deal with subordinates peers and colleagues in a fair and reasonable manner and encourage harmony and co-operation in the workplace.
- o) Every employee is bound to follow proper channel to approach the CEO.
- p) No employees is authorised to issue any press release without the consent and approval of CEO.
- q) Employees /Directors of the company will be liable to disclose the conflict of interest (if any).