



## INTERNAL CODE OF CONDUCT

At Vramath Financial Services Pvt Ltd, we are committed to maintaining a respectful, ethical, and inclusive workplace. Our Employee Code of Conduct is a guiding document to ensure that our employees contribute positively to our work environment and uphold our values. This policy outlines the expectations and responsibilities of every employee.

### 1. Professional Behavior:

- Treat colleagues, superiors, and customers with respect and courtesy.
- Maintain a positive and collaborative attitude.
- Avoid discriminatory or offensive language or behavior.

### 2. Confidentiality:

- Protect company information and customer data.
- Do not share sensitive data outside the organization without authorization.
- Do not disclose proprietary information to competitors or unauthorized individuals.

### 3. Attendance and Punctuality:

- Arrive at work on time and as scheduled.
- Notify your supervisor in advance of any planned absences or delays.
- Comply with our leave policies and procedures.

### 4. Work Performance:

- Complete tasks to the best of your ability and meet deadlines.
- Seek help or guidance when needed and communicate challenges.
- Avoid activities that negatively impact work performance, such as excessive personal internet usage.

### 5. Use of Company Resources:

- Use company equipment and resources responsibly and only for work-related purposes.
- Do not engage in illegal activities or unauthorized personal use.
- Immediately report any equipment damage or malfunctions to IT or your supervisor.

## **6. Conflict Resolution:**

- Resolve conflicts with colleagues professionally and constructively.
- If you encounter workplace issues, report them through the appropriate channels as defined in our complaint and grievance procedure.

## **7. Non-solicitation:**

- Do not engage in unauthorized solicitation of goods, services, or opinions in the workplace.
- Obtain approval from management for any external fundraising or solicitation activities.

## **8. Dress Code:**

- Follow the company dress code policy as communicated by HR or your supervisor.
- Dress neatly and appropriately for your role and work environment.

## **9. Social Media and Online Conduct:**

- Exercise caution when discussing company-related matters online.
- Do not share company-confidential information on personal social media profiles.
- Avoid making negative comments about colleagues or the company online.

## **10. Compliance with Laws and Regulations:**

- Adhere to all applicable laws, regulations, and industry standards.
- Report any violations or suspected wrongdoing promptly to your supervisor or HR.

## **Consequences of Violation:**

Violations of this Employee Code of Conduct may result in disciplinary actions, up to and including termination of employment.