

Document No: JSHPL/HR/P/07	JOYVILLE SHAPOORJI HOUSING PVT. LTD.	
Revision No: 00		
<b>Employee Code of Conduct</b>		

# Employee Code of Conduct

## Objective:

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

We promote freedom of expression and open communication. But we expect all employees to follow our Code of Conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

## Applicability:

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

## Policy Elements:

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

### A. Compliance with Law

All employees must 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.

### B. 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.

### C. Protection of Company Property

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

- Not misuse company equipment or use it frivolously.
- 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.
- Protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

## Professionalism:

All employees must show integrity and professionalism in the workplace.

## Corruption:

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

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### **Fraud:**

SPRE values integrity and any association with fraud or fraudulent activity of any employee shall not be encouraged. In the event of any such activity being noticed within the organization's operations then it shall be brought to notice immediately of the management.

### **Job Duties & Authority:**

All employees should fulfill 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.

### **Absenteeism & Tardiness:**

We expect employees to be punctual when coming to and leaving from work.

### **Conflict of Interest:**

Our employees including senior management are required to always act in the best interests of our business and to make sure that any business or personal relationships, including close personal relationships, do not conflict with their responsibilities to our business or with the way that business is run. Additionally, our employees including senior management may not participate in any transactions, alliances, or activities that might be detrimental to the interests of our business or those of our group companies.

If there are any actual or potential conflicts of interest, the concerned individual must report them right away and request approvals as necessary under Company policy. In accordance with our Company's policy, the competent authority will respond to the employee within a reasonable amount of time to give them the opportunity to take the recommended actions to quickly resolve or prevent the conflict.

The Chief Executive Officer shall be the competent authority for all employees and shall submit such cases to the Board of Directors on a quarterly basis. The Board of Directors of our business shall be the competent authority in cases involving the Chief Executive Officer.

### **Freedom of Association:**

The right of employees to choose any association is valued by SPRE, and it does not intervene in their decision or will engage in any form of discrimination against them based on their association of choice.

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### **Collaboration:**

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

### **Communication:**

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

### **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.

### **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.

### **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.