



MY HOME CONSTRUCTIONS PVT LTD

CODE OF CONDUCT AND RULES AND DISCIPLINE

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MY HOME CONSTRUCTIONS PVT LTD

CODE OF CONDUCT AND RULES OF DISCIPLINE

1 PREAMBLE:

For orderly functioning of the Company and having regard to its vision and values it has been, to bring into force with immediate effect, the Code of Conduct and Rules of Discipline which will be applicable to all employee categories of My Home Constructions Pvt Ltd.

2 DEFINITIONS:

- a. 'Company' means My Home Constructions Pvt Ltd.
- b. 'Employee' means an employee on the rolls of the Company, whether confirmed or on probation or on deputation to othe Companies or Institutions and includes one in the role of Advisor or Consultant.

EXPLANANTION: Wherever occurring, the masculine includes the feminine and the singular, the plural.

3 GENERAL RULES OF CONDUCT:

- 3.1 Every employee of the Company shall at all times:
 - a. Stick to absolute integrity,
 - b. Ensure devotion to duty,
 - c. Conduct in a manner that will not damage the reputation of the company,
 - d. Discharge his responsibilities within the framework of rules and regulations made by the Company from time to time and
 - e. Obey the instructions of the immediate supervisor to whom he reports.
- 3.2 Every employee having authority to supervise the functions of other employees shall take appropriate steps to encourage integrity and devotion to duty of such employees.

4 CATEGORIES OF MISCONDUCT:

While every employee is expected by his personal example of honesty and work ethics to enhance and sustain the reputation of the Company, he shall not commit the following acts of misconduct, which are only illustrative but not exhaustive:

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- 4.1 Theft, fraud or dishonestly in connection with the business or property, including intellectual property, of the Company or of a subsidiary, or of property of another person within the premises of the Company.
- 4.2 Accepting bribes or any other illegal gratification in cash or kind or embezzlement of the Company's funds by means of false claims in respect of TA or purchase bills.
- 4.3 Furnishing false information regarding name, age, father's name, qualifications, functional capabilities or previous service, false information regarding health, dependents or any other matter germane to the employment at the time of employment or during the course of employment.
- 4.4 Acting in a manner prejudicial to the interests of the Company.
- 4.5 Willful insubordination or instigation thereof, or disobedience or instigation thereof, whether or not in collusion with others, of any lawful and reasonable instructions of the superior.
- 4.6 Threatening, abusing or assaulting any employee within the premises of the Company while on duty or otherwise and any such action at any other place if such action has any connection with the affairs of the Company.
- 4.7 Any act resulting in humiliating the modesty of a female employee
- 4.8 Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds or proper/satisfactory explanation therefor.
- 4.9 Habitual late attendance/habitual early departure /irregular attendance/ wilful absence from duty.
- 4.10 Proxy registering of attendance or abetting the act or registering the attendance of another employee.
- 4.11 Neglect of work or negligence in the performance of duty including malingering or slowing down of work or wilful interference with the work of another employee or employee.
- 4.12 Wilful damage to or sabotage of any work in process or any property of the Company or harming the interests of the Company or commission of any irresponsible act or acts resulting in the aforesaid damage or sabotage.
- 4.13 Interference or tampering with any safety devices installed or violating the safety devices installed or violating the safety or environmental regulations in or around the premises of the Company.

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- 4.14 Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Company or outside such premises where such behaviour is related to or connected with the employment.
- 4.15 Gambling within the premises of the Company.
- 4.16 Smoking within the premises of the Company where it is prohibited
- 4.17 Soliciting or collecting any money without the permission of the Managing Director within the premises of the Company.
- 4.18 Commission of any act which amounts to a criminal offence involving moral turpitude
- 4.19 Habitual absence from the employee's appointed place of work without permission or sufficient cause.
- 4.20 Purchasing properties, machinery, stores etc from or selling properties, machinery, stores, etc. to the Company by the employee or his family members without express permission in writing from the Managing Director.
- 4.21 Commission of any act subversive of discipline or good behaviour on the premises or in the course of duty or outside the Company's premises, if it directly affects the discipline or administration of the Company or if it is directly linked with general relationship of the Company and the employee or has a material bearing on the smooth and efficient working of the Company.
- 4.22 Abetment of or attempt at abetment of any act which amounts to misconducts.
- 4.23 Misuse of any cash advance or non-compliance with provisions of the rules for grant of any cash advance.
- 4.24 Participation and/or inciting others to participate in strikes, gheraos, go-slow and similar other agitational activities in contravention of the provisions of any law or any rule having the force of law or abetting inciting or acting in furtherance thereof.
- 4.25 Unauthorized custody and/or use of the Company's equipment, tools, accommodation, office, guest-houses, godowns, land or any other property /premises of the Company.
- 4.26 Falsification of the Company's records, manual or electronic, impersonation or forgery.
- 4.27 Making representations to persons or bodies outside the Company whether official or otherwise on matter connected with the affair of the Company or personal grievances against the Management.
- 4.28 Deliberately making false statements and allegations before a superior knowing it to be false.

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- 4.29 Refusal to accept and acknowledge charge-sheet, orders or any other communication addressed to an employee
- 4.30 Unauthorized disclosure of any official confidential information pertaining to the Company's operations or patented property/rights/intellectual property
- 4.31 Engaging in private or personal work within the premises of the Company
- 4.32 Unauthorised possession of any lethal weapon within the premises of the Company
- 4.33 Organizing , holding, attending or taking part in any unofficial meeting inside the premises of the Company without the prior permission of the Managing Director
- 4.34 Refusal to work relating to another job or on another machine
- 4.35 Wrongful restraint or wrongful confinement of any officer or employee of the Company, surrounding or forcibly detaining officers and other employees of the Company in the premises of the Company or outside
- 4.36 Habitual quarrelling or using foul language within the premises of the Company
- 4.37 Allowing unauthorized persons to operate the Company's vehicles or equipment
- 4.38 Indulging in any other acts of commission or omission which, in the opinion of the Company, amounts to misconduct within the meaning of these Rules

5 TAKING PART IN ELECTIONS:

No employee shall stand for election as a member of a local authority or a legislative body without the written permission of the Managing Director

6 TAKING PART IN DEMONSTRATIONS:

No employee of the Company shall engage himself or participate in any demonstration, which involves incitement to an offence

7 CONNECTION WITH PRESS, TELEVISION, CABLE NETWORK, INTERNET OR RADIO:

- 7.1 No employee of the Company shall, except with the previous written sanction of the Managing Director, conduct or participate in the editing or management of, any newspaper, television channel, cable network, website or other periodical publication.
- 7.2 No employee of the Company shall, except with the previous sanction of the Managing Director, participate in a radio/television/cable network broadcast or teleconference or write or publish a book or contribute an article or write a letter relating to Company's policy

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either in his own name or anonymously, pseudonymously or in the name of any other person to a newspaper or periodical.

Provided no such sanction shall be required if the broadcast or contribution/publication is of a purely literary, artistic or scientific character and not related to the Company or its products or policy.

8 CRITICISM OF THE COMPANY:

No employee shall, in any radio television/ cable network/ teleconferencing /website, webpage broadcast/ social networking web sites or in any document published under his name or under any pen-name or pseudonym or any communication to the press, or any public utterances, make any statement which is tantamount to adverse criticism of any policy or action of the Company, or which is capable of embarrassing the relations between the Company and public.

9 UNAUTHORISED COMMUNICATION OF INFORMATION:

No employee shall, except in accordance with any general or special order of the Company or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official confidential document or any part thereof or information to any person to whom he is not authorised to communicate such document or information.

10 PRIVATE TRADE OR EMPLOYEMENT:

10.1 No employee of the Company shall, except with the previous sanction of the Managing Director, engage directly or indirectly, in any trade or business or undertake any other employment.

Provided an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his official duties do not thereby suffer.

10.2 Every employee of the Company shall report to the Managing Director if any member of his family in any trade or business or owns or manages an insurance agency or commission agency having business dealings with the Company.

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11 INSOLVENCY AND HABITUAL INDEBTEDNESS:

- 11.1 An employee of the Company shall avoid habitual indebtedness unless he proves to the satisfaction of the Company that such indebtedness is the result of circumstances beyond his control and does not proceed from extravagance or dissipation.
- 11.2 An employee of the Company who applies to be, or is adjudged or declared insolvent, shall forthwith report the fact to the Managing Director or such other person as may be authorised by the Managing Director in this regard from time to time.

12 CANVASSING OR INFLUENCING THROUGH OUTSIDERS:

No employee shall bring or attempt to bring any outside influence or canvas in any manner to further his interests in respect of matters pertaining to his service in the Company.

13 PENALTIES:

The following penalties are attracted by an employee for any instances of misconduct committed by him as mentioned above.

13.1 Minor Penalties:

- (a) Censure or Warning
- (b) Withholding of increments of pay with or without retrospective effect
- (c) Recovery from pay or such other amounts as may be due to the employee of the whole or part of any pecuniary loss caused to the Company by negligence or breach of instructions

13.2 Major Penalties:

- (a) Reduction to a lower slab of salary in the same grade
- (b) Reduction to a lower grade or post;
- (c) Dismissal

Explanation: Not granting an increment to an employee on account of unsatisfactory performance shall not be constructed as penalty within the meaning of these Rules.

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14 VOLUNTARY ABANDONMENT OF SERVICE:

If an employee absents without leave or authorized permission for more than 7 days or remains absent for more than 7 days beyond the period of leave granted, he shall be deemed as having voluntarily vacated or abandoned the Company's service from the date of commencement of such unauthorized absence.

15 CLARIFICATIONS IF ANY:

Clarifications if any, required in respect of interpretation of the aforesaid rules will be referred to the Managing Director, whose decision shall be final and no further correspondence shall be entertained in this regard.

J. D.



Data Protection and Privacy Policy

Responsible Person	IT Manager
Author	IT Manager
Date Effective From	Oct-28-2017
Date Last Amended	
Reviewed By	Mr. A Srinivas Rao

Data Protection and Privacy

- Account Users must be cautious of the user credentials provided to them for access. MHC Ids, passwords access must not be shared with anybody.
- All MHC data must be classified as 'Confidential' by default and must be protected.
- Data must not be misused for personal gains or handled in an negligent manner which could result in data breaches/identity theft.
- Access to Development, QA and Production environments must be adequately segregated to reduce the risk of accidental change.
- Must not download sensitive data (classified as confidential) to their desktops/laptops/mobile devices without formal approval from IT/HOD.
- Access to sensitive data internally must be provided only on a 'need-to-know' basis. Access will be provided only for a specified time period with formal approval of IT/HOD.
- Should not forward any of the MHC related information to any of the public domain emails or post sensitive data in blogging sites external to the specific work place, without the formal approval from IT/HOD.
- Peer-to-Peer file sharing must not be initiated from MHC supplied laptops hosting sensitive information considering the inherent threat of uncontrolled data theft.

Work Place Security – Dos

- Physical Access to Office is restricted to as per requirement basis. Only authorized team members of the MHC shall have access to the MHC area.
- MHC access shall be controlled using proximity cards/biometric.
- All external vendor engineers shall be accompanied by authorized MHC employee/Security. Access of all employees shall be revoked either after separation or during transfer.
- Clear desk policy shall be followed for papers and removable storage media.
- No documents shall be left at printers. Confidential documents should be destroyed securely after use.
- MHC network configuration including the desktops, routers, firewalls, antivirus servers and print servers shall be carried out by authorized personnel from MHC IT team.
- Port configuration in the MHC network workgroup switches (Virtual LANs) shall be carried out by authorized IT personnel as per requirements.
- System privileges shall be granted to users only on a need-to-use basis.
- Users shall have distinct, unique user ids. No group or default id shall be maintained.

Work Place Security – Don'ts

- Desktops/laptops shall not be configured for dial-out connections to Internet or any other untrusted network from MHC LAN.
- Remote access to MHC infrastructure shall be disallowed as a policy. If there is a genuine business case, Remote access shall be allowed only after approval and authorization of IT.
- USB access on desktop/Laptop is not allowed.
- Personal laptops shall not be allowed in MHC networks.
- MHC Documents must not be shared outside MHC Domain.
- No unauthorized Software's usage is allowed.

I have read, understood and agreed to abide by the above data protection and privacy policy.

Applicant's Signature and Full Name	Date:
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