

Cantabil Retail India Ltd

Code of Conduct

Objective

To maintain disciplinary & friendly environment among CRIL employees as these are the key to achieve success.

Change in Employee Information

All officials are required to inform the HR department regarding any change in their personal details i.e. Address, Telephone No., Marital status, Dependent details, Surname etc.

If employee must be submitted the change details in HR department **within a week (from the date of change)**.

If HR came to know that employee has not informed HR Department about any changes in the personal details, concerned official will be held responsible and will be made answerable.

Secrecy

Officials are not expected to reveal any company secrets verbally or in writing which are of confidential nature and which may be with the individual as his appointment in the organization. Violation of this code may lead to severe disciplinary action against an official.

Employees are bound to work exclusively for the company and will not directly or indirectly take part time job/assignment in any capacity with any other person.

Disclosing any information about the company's official procedure to any unauthorized person may lead to severe action against an official.

Policy for Workplace Environment

The purpose of this policy is to ensure that all officials should keep working environment healthy, friendly which will help in maintaining the decorum.

To ensure safety, company has adopted a zero tolerance stance towards any sort of inappropriate conduct and behavior.

In addition, the company has the right to conduct background check at any moment on any one and all potential employee who may pose threat to the safety of himself/herself and others in the workplace.

It is considered the duty and responsibility of all employees not to create violence in the workplace, therefore, all employees have an obligation to report to their superiors if any violent incidence takes place, all reports will be investigated & information will be kept confidential.

Any and all employee in violation of this policy and the above listed prohibitions will be subject to discipline up to and including discharge will cause.

In order to keep our working environment safe, pleasant & healthy we strongly believe that our officials will facilitate us in keeping our official premises as "Non-alcoholic, No-Drugs, No-Smoking" Zone.

We consider this issue as an important one & want our employees to understand that this policy applies to all employees of the company without any exception including all part time and temporary staff.

No employee is permitted to consume, possess, sell, transfer or purchase alcohol, illegal drugs, narcotics or controlled substances while he is in office hours or in company vehicle or inside company premises / property, involvement in such activities constitutes ground for disciplinary action which can cause discharge of an official from duties.

Any prohibited substances fraud will can also make ground for appropriate law enforcement agencies and may result in criminal prosecution in addition to any disciplinary action imposed by the company.

All employees have a responsibility to report any evidence of alcohol or drugs to a superior immediately, failure to report, especially in case where the illegal substances poses an immediate threat to that individual, his/her co- workers or the public may result in disciplinary action for non-reporting employee.

Misconducts

1. The information supplied by employee in the resume is found false, incorrect or suppressed.
2. Unlawful and Unjustified session of work, adopting or inciting for go-slow tactics or refusal to perform normal duties.
3. Demanding, taking or giving bribes in any manner to any other employee / vendors or even making any attempt for the same or any illegal gratification whatsoever.
4. Drinking liquor or taking any other alcoholic beverages/drinks or any other drugs/sedative, fighting, riotous, or instigating to create riots, or disorderly behavior or conduct likely to cause a breach of peace and discipline in and around the premises.
5. Theft or intention to steal or deliberately displacing employee's personal belongings / company's property or assets.
6. Damaging, destroying or disfiguring work in process, production, official records or any other property.
7. Sleeping, napping or dozing or whistling while on duty.
8. Possession of any lethal/harmful weapon inside office establishment.
9. Giving false information about address, other details i.e. qualification, previous employment or any other particulars at the time of enrollment with the company or thereafter.
10. During official working hours taking part in rallies without permission.
11. Possession of any indecent/obscene documents or magazine.
12. Uttering filthy words and abusive language, slogans against the management or against any official of the company whether inside or out side the premises.
13. Withholding money and not giving proper account of the same.
14. Refuses to accept charge sheet, transfer letter or any other communication issued by company.

15. Making photograph of the store/office whether from inside or outside without obtaining prior permission of the authorized official.
16. Engaging in the other employment whilst still in the service of the company.
17. Smoking, chewing of pan or use of tobacco in any form inside official premises.
18. Habitual absence from duty or three days continuous absence without intimation or prior approval or habitual of late coming or over staying of sanctioned leave or training without permission or absence from duty when the leave has been refused and taking leave/absent by Backend Staff without intimating HR Department.
19. Attempt of false signature or initials.
20. Not following orders issued by the authorized person in regard to reporting at any work place.
21. Un-courteous attitude towards any employee of the company, customer, client, vendor, visitor or any other person attached with the company.
22. While on duty not wearing complete uniform provided by the company during the working hour or wearing the uniform in improper manner.
23. Leaving working place without permission during the official working hours.
24. To publish or attempt to publish any article or statement which results in damaging the reputation and goodwill of the company.
25. Spreading religious, political, social, regional, lingual, department or any other type of racial discrimination and derogatory sentiments.
26. Complaining about other employee falsely or false representation of your identity or your company for any gainful activities.
27. Chatting in system and opening abnormal sites in office.
28. Negligence or not properly handling handover of duties.
29. Misuse of company material and assets.
30. Entering or remaining within the company's premises except on duty or for any unlawful purpose.
31. Indulging in sexual harassment of any female of the company either during the working hours or outside.

32. Not declaring money by employee at the time of entering in premises & out of premises.
33. Not signing in any Register or any documents where he is required to.
34. Certificates and other academic or professional documents submitted by an official are found false.
35. Not cooperating in conducting medical examination or showing resistance towards medical examination.
36. All employees are required to inform their Department Head and HR Department in writing regarding any change in their personal details.
37. Not maintaining grooming standard.
38. If any employee found involve or proven guilty in any manipulation in reimbursement claim forms, management has right to terminate employee without prior notice.
39. If any employee found involve or proven guilty in any manipulation in Attendance Records, management has right to terminate employee without prior notice.
40. If any employee indulge in sexual harassment with other employee or any other person from outside, during the working hours inside or outside the office premises.
41. If any employee found responsible for intentionally Theft company product/assets/property/cash or trying to theft or discussing or planning to do theft, management has reserve to right to terminate employee without prior notice.
42. If any employee is indulged in any kind of terror activities in premises or outside premises, management reserve a right to terminate employee without notice as well as handover employee to police.
43. If any employee is indulged in any criminal cases (including cyber crime) with appropriate judiciary while on duty in office premises or outside, management reserve the right to terminate employee without prior notice.
44. If a FIR is logged against employee of CRIL with the reference to any previous criminal cases before joining or during service, management reserve the right to terminate the employee without prior notice.

45. If any employee deliberately/intentionally handover his attendance card to other employee/ colleague for punching his/her attendance, when he/she was absent/coming late, management reserve the right to terminate employee without prior notice.
46. If any employee's name incorporate under any IPC (Indian Penal Code) or CrPC (Criminal Procedures Code) case during handling the job; employee will have to present in case hearing and follow the company instruction, if concern employee refuses to attend or neglect or not cooperate to attend the judicial processes as per the schedule, company reserve the right to terminate his/her services as well as employee will not be eligible to claim any support in such case/cases from the company in any term (judicially or monetary).

Disciplinary Procedure

Rules and regulations are necessary so that employee knows what is expected from them and what the consequences are if rules lay down are not followed.

Prior to decision on disciplinary action an employee will be informed of his/her breach of performance or policy.

The employee will be given an opportunity to defense in any situation.

The following procedures can take place but not necessarily be the chain of event when dealing with errant employee.

1. Verbal warning

Where employee fails to maintain discipline standard and break discipline standard for the first time, authorized person have a right to give oral warning, but in certain case HR Dep't has to be intimated.

2. Written warning

When verbal warning is of no use and no positive impact is found in employee's behavior.

If problem persist and it is found that there is no effort on the part of the employee to show improvement, could result in suitable disciplinary action i.e. warning letter issued by HR or dismissal from service.

Note

1. Cantabil Retail doesn't believe in terminating employee's service unless there is no other alternative left by the employee.
2. Generally, in no circumstances company will not dismiss any employee who is under medical treatment or is recuperating from a work-related accident, illness or injury or is under medical treatment in hospital or is having six months pregnancy or more unless the offence such that merits summary dismissal.
3. In case where employee has committed a serious offence enough to deserve summary dismissal from services, the process of warning need not necessarily apply.