



**GENESIS TECH  
ENGINEERS**

MAKING ENGINEERING SUSTAINABLE

# GENESIS TECH ENGINEERS PVT. LTD.

REGISTERED ADDRESS : PLOT NO 5, GOKUL SOCIETY, DATTAWADI, SADASHIV PETH, PUNE CITY, PUNE 411030, MH, INDIA.

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## Genesis Tech Engineers Pvt Ltd: Code of Conduct

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## 1. Introduction

### 1.1 Purpose

This Code of Conduct outlines the ethical standards and professional behavior expected of all employees, partners, and stakeholders of GENESIS TECH ENGINEERS Pvt Ltd. It serves as a guide to maintaining a high level of integrity in all business practices.

### 1.2 Scope

This code applies to all employees, contractors, consultants, and third parties associated with GENESIS TECH ENGINEERS Pvt Ltd, ensuring consistency in upholding the company's values and legal obligations.

### 1.3 Core Values

Our values include:

- Integrity: Upholding honesty and fairness in all actions.
- Excellence: Committing to high quality service delivery.
- Respect: Fostering a culture of dignity and respect.

## 2. Professional Integrity and Ethical Conduct

### 2.1 Honesty and Fairness

Employees are expected to act with honesty, fairness, and integrity in all dealings with colleagues, clients, and suppliers.

### 2.2 Compliance with Laws and Regulations

Employees must comply with all applicable laws, rules, and regulations governing the company's operations, both locally and globally.

## 2.3 Conflicts of Interest

Employees must avoid any activity or relationship that could lead to a conflict of interest or the appearance of one. All potential conflicts should be disclosed to management.

## 2.4 Bribery and Corruption

The company prohibits all forms of bribery, corruption, and unethical influence in any business dealings.

## 3. Respect in the Workplace

### 3.1 Diversity and Inclusion

GENESIS TECH ENGINEERS Pvt Ltd is committed to providing an inclusive workplace that respects diversity in gender, ethnicity, race, and opinions.

### 3.2 Harassment and Discrimination

The company has a zero-tolerance policy toward any form of harassment, bullying, or discrimination, ensuring a safe and respectful workplace.

### 3.3 Health and Safety

Employees must follow health and safety guidelines to maintain a secure and hazard-free work environment.

### 3.4 Work Life Balance

We encourage employees to maintain a healthy work life balance, promoting personal wellbeing alongside professional productivity.

## 4. Confidentiality and Data Protection

### 4.1 Confidential Information

Employees must safeguard any confidential information, including proprietary company data, client information, and internal business strategies.

### 4.2 Intellectual Property

The company's intellectual property (IP) must be protected, and employees are prohibited from using it for personal gain.

### 4.3 Data Privacy

The company complies with all relevant data protection laws, and employees are required to follow

best practices in handling personal and sensitive data.

## 5. Use of Company Resources

### 5.1 Information Technology Use

Employees must use company IT resources, including email, internet, and software, in accordance with company policies and only for legitimate business purposes.

### 5.2 Protecting Physical Assets

All physical assets of the company must be protected from theft, damage, or misuse.

### 5.3 Use of Time and Company Equipment

Employees are expected to use their time efficiently and handle company equipment responsibly.

## 6. Client Relations and Services

### 6.1 Client Centered Approach

We strive to understand and meet our clients' needs through effective collaboration and communication.

### 6.2 Quality and Excellence

We aim to deliver the highest quality in all projects, ensuring client satisfaction and continuous improvement.

### 6.3 Transparency in Communication

Clear, honest, and timely communication is essential in building and maintaining client trust.

## 7. Social Responsibility

### 7.1 Environmental Responsibility

GENESIS TECH ENGINEERS Pvt Ltd is committed to minimizing its environmental impact by adopting sustainable practices in all operations.

### 7.2 Community Engagement

We encourage employees to engage in community initiatives and give back to society through volunteering and charitable efforts.

### 7.3 Sustainable Practices

The company promotes sustainable practices in every aspect of its business, from resource management to project execution.

## 8. Anti Bribery and Corruption Policy

### 8.1 Zero Tolerance Policy

GENESIS TECH ENGINEERS Pvt Ltd has a zero-tolerance approach to bribery and corruption, whether in dealing with public officials or private sector individuals.

### 8.2 Gifts and Hospitality

All gifts or hospitality, whether given or received, must be in line with company policy and reported to management to avoid conflicts of interest.

### 8.3 Reporting Unethical Behavior

Employees are encouraged to report any unethical behavior, including bribery and corruption, through the company's whistleblowing channels.

## 9. Reporting Concerns and Whistleblowing

### 9.1 Reporting Violations

Employees have a duty to report any suspected or actual violations of this Code of Conduct.

### 9.2 Protection from Retaliation

The company guarantees protection from retaliation for employees who report concerns in good faith.

### 9.3 Investigation Process

All reports will be thoroughly investigated, and appropriate action will be taken to address any violations.

## 10. Disciplinary Measures

### 10.1 Consequences of Violations

Violations of the Code of Conduct may result in disciplinary action, up to and including termination of employment.

### 10.2 Appeals Process

Employees have the right to appeal disciplinary decisions through a formal process in accordance with the company's policies.

## Conclusion

The Code of Conduct is a guiding document for all members of GENESIS TECH ENGINEERS Pvt Ltd. By following these principles, we can ensure a positive, ethical, and productive work environment while maintaining our commitment to excellence and integrity in all business dealings.