

BUSINESS CONDUCT
OF



FUTURE ORIENTED ZONE-OF INTELLIGENT LIFE

“INTELLIGENCE AT YOUR COMMAND!”

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“INTELLIGENCE AT YOUR COMMAND!”

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Welcome To FOZZIL Industries

Future Oriented Zone-of Intelligent Life

We're thrilled to welcome you to **FOZZIL Industries** – a company where intelligence meets innovation, and every idea has the potential to shape the future. At FOZZIL, we are united by a bold vision: to revolutionize industries and elevate human potential through responsible, human-centered artificial intelligence.

Our mission is to design and deliver cutting-edge AI assistive systems that redefine how people interact with technology-making those interactions more meaningful, intuitive, and empowering. We envision a world where artificial intelligence seamlessly complements human ability, helping individuals and organizations achieve more with confidence and clarity.

At FOZZIL, we are not just building intelligent systems-we are shaping experiences that adapt to human needs, support informed decision-making, and promote accessibility and inclusion across all walks of life. Our commitment to ethical innovation drives us to create solutions that are transparent, secure, and deeply human-centric.

Whether it's enabling smarter daily living, enhancing well-being, or improving productivity across industries, we are constantly pushing the boundaries of what AI can do-responsibly and purposefully-to build a more connected and intelligent future for everyone.

As a member of FOZZIL, you are now part of a purpose-driven organization that is built on four key pillars:

- **Innovation** – Driving breakthroughs through relentless research, experimentation, and development.
- **Integrity** – Operating with ethics, transparency, and a strong commitment to privacy and data protection.
- **Excellence** – Delivering scalable, intelligent, and adaptive AI solutions to global challenges.
- **Collaboration** – Creating a culture of trust, shared vision, and collective growth.

We can't wait to see your creativity and talent take flight. Welcome aboard-where **"Intelligence is at your Command."**

Getting to Know FOZZIL

Who We Are

FOZZIL — short for *Future Oriented Zone-of Intelligent Life* — is more than just a name; it's a reflection of our purpose. We are a forward-thinking AI company born from the belief that artificial intelligence should not only drive progress but do so with intention, ethics, and humanity at its core.

We exist to build technology that enhances life — not by replacing human potential, but by elevating it. Our work focuses on creating **intelligent systems that are adaptive, transparent, and accountable**, designed to operate in harmony with people, not independently of them.

At FOZZIL, we blend deep technical expertise with a passion for solving meaningful, real-world problems. Whether it's empowering individuals, optimizing industries, or enabling seamless human-machine collaboration, our goal is always the same: to shape a smarter, more connected world through AI that people can trust.

Our Culture

We believe that people do their best work when they feel empowered, heard, and inspired. That's why we're building a culture grounded in:

- **Collaboration across disciplines** – We bring together minds from AI, design, engineering, research, and the humanities to build well-rounded, human-first solutions.
- **Openness and respect** – We encourage every employee to share their voice, challenge assumptions, and be part of the decision-making process.
- **Meaningful impact** – We don't innovate for the sake of technology. We innovate to make a difference — for people, communities, and future generations.

FOZZIL is a place for people who dare to dream boldly, build purposefully, and collaborate openly. Here, your questions are as important as your answers, and your contributions help shape our collective future.

Our Vision

FOZZIL envisions a future to train the Human Intelligence work smarter through the Artificial Intelligence.

We are committed to developing AI systems that not only complement but also elevate human potential, enhancing productivity and problem-solving abilities. By fostering seamless collaboration between humans and machines, we aim to make everyday tasks more efficient, informed, and impactful.

Our vision is rooted in the belief that Artificial Intelligence should be an ally in human progress, creating technology that expands knowledge, enables smarter decision-making, and transforms how we live, work, and innovate.

FOZZIL envisions a future where AI innovations reshape industries, driving breakthroughs through advanced research and development. We aim to create intelligent, adaptive solutions that empower businesses and enhance lives. With a focus on cutting-edge AI technologies, our mission is to redefine what's possible in a smarter, more connected world.

How We Work

FOZZIL operates at the intersection of research, design, and real-world application. We are deeply focused on the **quality, ethics, and usability** of every system we create. Our teams move with agility, think with boldness, and iterate with precision.

We believe in:

- Designing with **transparency** — Users should understand how AI makes decisions.
- Building with **responsibility** — Privacy and safety are non-negotiable.
- Delivering with **scalability** — Our solutions are built to grow and evolve alongside the people and industries they serve.

We don't follow trends. We shape them — by staying true to our values, investing in human-centered research, and pushing the boundaries of what intelligent systems can do.

Reporting a Concern

If you need to report a concern or have a question related to FOZZIL's Business Conduct, Ethics, or Workplace Policies, you are encouraged to reach out through any of the following channels: your reporting manager, Human Resources, or the FOZZIL Legal Team.

FOZZIL is committed to maintaining a transparent and safe workplace, and we provide confidential reporting options for all employees. Where allowed by applicable laws, you may choose to report anonymously. All concerns are handled with discretion and shared only with individuals who have a direct need to know in order to assess and address the matter appropriately.

If your concern involves financial integrity, data protection, or audit-related matters, additional procedures may apply in compliance with applicable legal and governance requirements.

The FOZZIL Business Conduct function operates under the guidance of company leadership and is supported by Legal and Compliance teams where necessary. We are here to help you understand your rights, support ethical behavior, and ensure compliance with both internal policies and external regulations.

Your Rights as an Employee

At FOZZIL, we recognize and respect your right to openly discuss and disclose information related to wages, working hours, employment terms, and workplace conditions. This includes the right to raise concerns about conduct you believe to be unlawful, unethical, or inappropriate, such as harassment, discrimination, or unfair labor practices.

Nothing in FOZZIL's policies, procedures, or agreements should be interpreted as limiting these rights. We encourage open dialogue, and you will not be penalized for exercising your right to speak up about workplace matters. FOZZIL is committed to supporting a culture where employees can voice their concerns freely and without fear of retaliation.

Additional details about your rights, including those related to collective activity or employee representation, are available through FOZZIL's Legal Team.

Human Rights

FOZZIL is firmly committed to upholding internationally recognized human rights throughout all aspects of our operations. Our approach is guided by global frameworks such as the United Nations Guiding Principles on Business and Human Rights.

We believe in dignity, fairness, and equality for every individual. This commitment applies not only to our internal practices but also to how we engage with partners, suppliers, and clients. We expect the same level of respect for human rights from all those we work with.

For more information, please refer to FOZZIL's internal Human Rights and Ethical Responsibility documentation or contact our Legal and Compliance team.

Workplace Behaviors at FOZZIL

Drugs and Alcohol

FOZZIL prioritizes the health, safety, and well-being of its employees. You are expected to follow FOZZIL's guidelines regarding the use of alcohol, drugs, and tobacco—whether on company premises, at FOZZIL-sponsored events, or while representing the company in any capacity. Being under the influence of any substance—legal or illegal—that may impair your judgment, safety, or performance is not permitted during work-related activities.

The possession, distribution, or use of illegal drugs in the workplace is strictly prohibited. You are expected to use sound judgment and remain fully capable of performing your duties at all times. If you have questions or concerns, refer to FOZZIL's Substance - Free Workplace Policy or speak with HR or your People Business Partner.

Environment, Health, and Safety (EH&S)

FOZZIL is committed to maintaining a safe, healthy, and environmentally responsible workplace for all employees, clients, and the broader community. We believe that excellence in environmental and safety practices is integral to our mission of building intelligent systems that enhance life.

You are expected to follow all applicable health, safety, and environmental guidelines in your daily work. This includes using equipment responsibly, reporting hazards, and cooperating with any safety protocols or trainings. Use good judgment and work collaboratively with FOZZIL's EH&S coordinators to anticipate and manage any potential risks.

Your actions reflect our values, and maintaining a safe and sustainable workplace is a shared responsibility.

Harassment and Discrimination

At FOZZIL, we are committed to fostering a diverse, inclusive, and respectful workplace where creativity and collaboration thrive. Discrimination or harassment—whether directed toward employees, contractors, applicants, clients, or any professional partners—is not tolerated under any circumstance.

This standard applies to all workplace settings and professional interactions, whether onsite, online, or offsite during FOZZIL-related activities. If you believe you have experienced or witnessed any form of harassment, discrimination, or inappropriate conduct, you are encouraged to report it through any channel you are comfortable with—this may include your manager, Human Resources, or the FOZZIL Business Conduct team. Please refer to the *Reporting a Concern* section for more information on how to proceed.

FOZZIL also has zero tolerance for any form of workplace violence. We are committed to addressing all reports seriously and with sensitivity, ensuring that every employee feels safe and heard.

Respect in the Workplace

Respect is a core principle at FOZZIL and essential to how we innovate, collaborate, and grow. A respectful environment allows space for healthy discussions, differing viewpoints, and meaningful contributions from everyone. It empowers individuals, strengthens teams, and enhances the impact of our solutions.

At FOZZIL, all employees are expected to act professionally and respectfully in all workplace interactions—with colleagues, clients, partners, and others. Respect is demonstrated not just through words but through actions and decisions made daily. This includes how we communicate, how we listen, and how we handle disagreements.

Disagreement and debate are welcome parts of a thriving, innovative culture—but they must always occur in ways that do not belittle, offend, or intimidate others. We believe that every voice matters and that respect is the foundation on which our collective success is built.

Protecting FOZZIL

Protecting FOZZIL's Assets and Confidential Information

Each employee plays a vital role in protecting FOZZIL. This includes both physical assets—such as equipment, prototypes, and development tools—as well as **FOZZIL Confidential Information**. As part of your employment, you are responsible for maintaining the confidentiality of any nonpublic materials related to FOZZIL's operations, research, products, or partnerships.

FOZZIL Confidential Information includes, but is not limited to, non-public details about technologies, algorithms, pricing, product roadmaps, financials, partner data, customer lists, and research projects.

We are also trusted with confidential information from third parties such as clients, vendors, and collaborators. It is your responsibility to protect this information with the same level of care. Breaching that trust can cause reputational harm and legal consequences.

Remember:

- Be mindful of your surroundings when discussing sensitive topics.
- Safeguard both digital and physical FOZZIL assets.
- Only share confidential information with authorized individuals, and only to the extent necessary.

Accuracy of Business Records and Preventing Fraud

Maintaining accurate, honest, and timely business records is essential. This includes expense claims, project data, financial entries, time tracking, and any internal or external reports. All information submitted must reflect true and complete details.

Knowingly falsifying or misrepresenting FOZZIL's records—whether through omission or manipulation—is considered fraud and may result in disciplinary action.

Follow all guidelines related to reporting business expenses and handling company data. If you have questions, refer to FOZZIL's internal finance or compliance resources.

Records Management

All records created or received in the course of your work belong to FOZZIL. Employees are expected to manage and store records in accordance with our internal data and document retention policies.

Records must remain secure, accurate, and accessible only to those with the appropriate authorization. If a record is placed under legal hold, you will be notified and must not alter or delete it under any circumstance.

Side Agreements and Informal Commitments

FOZZIL only enters into agreements that have been reviewed and approved through formal legal and contractual channels. Employees must not create side letters, oral agreements, or informal documentation that modifies or creates new commitments outside of this process.

Any proposal involving third-party terms must be reviewed and cleared by FOZZIL's Legal department.

FOZZIL's Identity and Trademarks

FOZZIL's name, logos, taglines (e.g., "*Intelligence at Your Command!*"), and product names represent our brand and must be used carefully and appropriately. Public use of FOZZIL's branding elements should follow our brand and identity guidelines and may require Legal review.

Before using names or trademarks from third parties, ensure you have proper rights or permission.

Respect for Third-Party Intellectual Property

FOZZIL respects the intellectual property of others. Do not use, copy, or share software, media, or content without legal authorization. If you suspect potential infringement involving FOZZIL systems, notify Legal immediately.

Never use FOZZIL devices or resources to store or share unauthorized content, including copyrighted software, media, or data.

Inventions and Intellectual Property

FOZZIL supports innovation and protects employee-developed intellectual property. If you develop new inventions, algorithms, or creative work while at FOZZIL—and those are related to our business or created using company resources—please follow internal procedures for disclosing and protecting them.

If your invention is unrelated to FOZZIL's work, created without FOZZIL tools or information, and does not impact company interests, you may be eligible to retain personal ownership, subject to review.

Open Source, Standards, and External Contributions

Before participating in activities involving open-source software, technical standards, or publishing work that may relate to FOZZIL, you must receive prior approval from your manager and the Legal team.

This includes contributions to open-source projects, research publications, public speaking engagements, or any activity that may suggest you represent FOZZIL.

Publishing content that involves FOZZIL systems, technologies, or future developments should go through the appropriate internal approval process.

Media, Endorsements, and Public Representation

All media inquiries, analyst requests, or press interactions must be directed to FOZZIL's Corporate Communications team. Do not provide public comments or endorsements on behalf of FOZZIL unless formally authorized.

You may not endorse third-party products or services in your role as a FOZZIL employee unless explicitly cleared through management and Corporate Communications. This also applies to conference talks, blog posts, or interviews that reference FOZZIL's projects, services, or internal insights.

Employee Code of Conduct

As a valued member of FOZZIL, you represent not only your team but also our collective commitment to integrity, innovation, and excellence. All company policies apply to your conduct, and we expect every employee to uphold the highest professional standards in both behavior and communication.

While this code cannot anticipate every scenario, it serves as a guide to help you make responsible choices. When in doubt, we encourage you to speak with your manager, HR, or contact legal@fozzil.in for clarification.

Dress and Appearance

At FOZZIL, we foster an inclusive and professional workplace that respects individual identity and expression. Employees are expected to maintain a clean and appropriate appearance in line with their role and responsibilities. For those engaging with clients, external partners, or representing FOZZIL at public events, a more polished or formal standard of attire may be required.

We recognize and support clothing, grooming, and accessories that reflect religious practices, cultural heritage, or accessibility needs. There are no strict dress codes for non-client-facing roles as long as attire is respectful, safe, and professional.

Your appearance should align with FOZZIL's culture of inclusion, mutual respect, and positive representation.

Use of Digital Devices and Internet

FOZZIL's digital infrastructure is a powerful tool designed to help us innovate, collaborate, and grow. Company systems—including internet access, email, and shared drives—are intended for business use. Limited personal use is permitted, provided it does not interfere with your responsibilities, productivity, or system security.

We strictly prohibit:

- Accessing or sharing inappropriate, offensive, or illegal content.
- Using unlicensed software or media on FOZZIL devices.

- Uploading, transferring, or sharing confidential or sensitive information without proper authorization.

Your use of FOZZIL's systems should align with our [Privacy and Data Protection Policy](#) and must uphold our commitment to security, ethical standards, and client confidentiality.

Personal Devices and Cell Phones

Personal devices, including mobile phones and laptops, may be used during working hours if they do not cause disruption or interfere with assigned tasks. However, their use must always reflect professionalism—especially when used for company communications, client interactions, or during meetings.

You are expected to:

- Refrain from excessive personal texting, calls, or non-work-related content consumption during work hours.
- Avoid using personal devices in restricted or confidential workspaces unless permitted.
- Never record, photograph, or share sensitive company materials without prior approval.

All employees are responsible for ensuring that personal device use complies with FOZZIL's digital policies and does not compromise data security or workplace conduct.

Professionalism and Responsibility

Your integrity, attitude, and accountability directly shape FOZZIL's workplace culture and external reputation. We ask all employees to demonstrate:

- **Respect** toward colleagues, clients, and partners across all interactions.
- **Confidentiality** when handling internal projects, data, or third-party information.

- **Accountability** for actions taken, mistakes made, and efforts toward resolution.

Every action you take—online or offline—should reflect FOZZIL's core values of innovation, collaboration, and ethical responsibility. As outlined in our **Business Conduct Policy**, we expect all employees to help maintain a workplace that is safe, inclusive, productive, and future-oriented.

For any questions or clarifications related to conduct, please reach out to your supervisor, People Team, or email legal@fozzil.in.

Individual Accountability

Avoiding Conflicts of Interest

At FOZZIL, our reputation for integrity is one of our most valuable assets. A conflict of interest arises when personal interests interfere—or appear to interfere—with FOZZIL's ability to make fair and objective decisions. All employees are expected to act in FOZZIL's best interest and avoid situations that compromise or could be perceived to compromise their professional judgment.

If you're uncertain about whether a situation constitutes a conflict of interest, consult your manager, or contact our Legal team at legal@fozzil.in.

Significant Personal Relationships

Personal relationships in the workplace can present challenges, especially when one person has influence over the other's career or work conditions. This includes relationships with family members, partners, close friends, or individuals with whom you share outside business interests. If such relationships exist with someone involved in FOZZIL-related business—such as a supplier, contractor, or client—you must avoid engaging in any direct business dealings with them.

Using your position at FOZZIL to secure benefits or preferential treatment for someone you have a close relationship with is strictly prohibited. If a situation like this arises, you are expected to disclose it to your manager or HR so that any necessary adjustments or boundaries can be put in place. In rare cases where an exception may be appropriate, written approval from a senior executive will be required.

Outside Activities and Secondary Work

Employees are welcome to engage in personal projects or participate in activities outside of FOZZIL, including freelance work, running a business, or serving on advisory boards—so long as these activities do not interfere with their work at FOZZIL or conflict with our business interests.

Conflicts may arise if the external activity involves a competitor, uses FOZZIL resources, overlaps with your FOZZIL role, or requires access to our confidential information. Any such activity should be disclosed and reviewed. If an activity poses a potential conflict,

employees must obtain written permission from their manager and, in some cases, from Legal and a senior executive.

All outside activities must be conducted entirely outside of FOZZIL working hours and without the use of FOZZIL's tools, technology, or workspaces. Employees should not use their role at FOZZIL to promote or advance any external endeavor, nor should their participation in outside work negatively impact their performance at FOZZIL.

App Development

FOZZIL encourages innovation but places limits on the development of mobile applications or digital media projects outside of work. Employees may build apps for personal learning or educational purposes. However, selling, distributing, or commercially releasing an app—whether for iOS, Android, or any platform—requires prior written approval. If the project existed before joining FOZZIL, employees should notify the Legal team for guidance.

Board Memberships

Employees may not accept board or advisory positions in external organizations without prior approval. Exceptions are generally made for non-commercial or community-oriented organizations such as housing associations or local arts and sports groups, provided the role does not conflict with FOZZIL's interests. Employees asked to serve on a board in an official FOZZIL capacity must coordinate with their manager and the Legal team to determine the best path forward.

Departmental Rotations

In roles where employees influence vendor selection or manage supplier relationships, periodic role rotations may be implemented to promote fairness and accountability. These rotations typically occur every three years, with exceptions requiring executive approval.

Personal Investments

Employees should not invest in companies that directly compete with or do business with FOZZIL if they are in a position to influence FOZZIL's relationship with that company. This includes decisions involving vendors, clients, or industry partners. Additionally, trading based on non-public information is strictly prohibited.

Even if an investment is legally permitted, it could still present a conflict. If you have any doubts, you are expected to consult your manager or our compliance team to determine whether the investment is appropriate.

Insider Trading

At FOZZIL, we strictly prohibit insider trading and all related unethical practices. Employees, contractors, and partners must never trade—either directly or indirectly—on the basis of confidential or non-public information related to FOZZIL or its affiliates, partners, or clients.

If you are aware of any internal information that could affect a company's stock price—such as financial results, upcoming partnerships, new product releases, major security incidents, or business expansion plans—you are not permitted to buy or sell that company's securities or advise anyone else to do so.

Even if a transaction appears ordinary, trading based on undisclosed information can be considered illegal and severely damaging to our ethical standards. These rules apply not only to public markets but also to private dealings, investment decisions, or third-party communications.

If you're unsure about a situation, contact legal@fozzil.in before proceeding.

Charitable Donations

FOZZIL encourages employees to support charitable causes and participate in community upliftment. However, company resources—including time, facilities, or funds—must not be used for personal charitable donations unless officially approved.

All donations or sponsorships made in FOZZIL's name must be reviewed by the **Corporate Responsibility team** and approved by executive leadership. Large-scale contributions or any activity involving public recognition must follow proper financial review procedures.

Employees are welcome to volunteer or contribute to causes in their personal capacity, and we also encourage participation in any FOZZIL-led charitable initiatives or campaigns.

Political Contributions and Activities

FOZZIL does not contribute to political parties or individual political candidates. We maintain a strictly apolitical stance in our corporate operations to ensure transparency, neutrality, and compliance with Indian and international law.

Employees may engage in political activities on a personal level, including voting, joining political groups, or running for office, as long as they do not represent FOZZIL in any form. FOZZIL resources, including work time, devices, or funds, must not be used to support political campaigns or lobbying efforts unless officially authorized.

If an employee holds or seeks to hold a public office, they must disclose the position to **HR or Legal**, and may need to recuse themselves from decisions involving FOZZIL and public institutions.

Gifts and Business Hospitality

Giving or receiving gifts in a business context can raise concerns around fairness and undue influence. To maintain objectivity and integrity, FOZZIL employees should avoid accepting or offering anything that may be perceived as a bribe or preferential treatment.

Gifts of nominal value (such as tokens or promotional items) are generally acceptable when offered occasionally and in good faith. Meals or hospitality may also be permitted if they are moderate in value and directly related to a business interaction.

However, cash or cash equivalents (such as gift cards), extravagant gifts, or repeated offers are strictly prohibited. If you receive a gift that exceeds acceptable limits, you must report it to your manager or legal@fozzil.in and return or decline it when possible.

Special considerations apply when dealing with government officials, especially in India where strict anti-corruption laws apply. All such interactions must be reviewed in advance by the Legal team.

Business Integrity and Anti-Corruption

FOZZIL is committed to conducting business with honesty and transparency. We do not tolerate bribery, kickbacks, or any form of corrupt activity. Offering or accepting anything of value to gain an unfair advantage—whether dealing with a public official or a private entity—is a violation of this policy and, in many cases, the law.

Facilitation payments, even small ones intended to speed up routine government processes, are considered bribes and are not permitted. In extreme cases involving immediate health or safety risks, exceptions may apply—but these must be reported to legal@fozzil.in immediately.

All third parties representing FOZZIL, including vendors and consultants, must comply with this policy. Prior to working with government bodies or officials, employees must coordinate with the **Legal team** to conduct necessary due diligence.

Money Laundering Prevention

FOZZIL is committed to detecting and preventing money laundering activities. We must all remain alert to suspicious financial behavior, such as large cash transactions, payments from unrelated third parties, or transactions that fall outside of normal business patterns.

If you encounter anything that seems irregular or questionable, notify legal@fozzil.in without delay. FOZZIL may be legally obligated to report such activities to authorities under Indian and international anti-money laundering regulations.

Competition and Fair Trade Practices

FOZZIL believes in winning through innovation and value—not through unfair practices. We do not engage in or support agreements with competitors that limit competition, such as fixing prices, dividing markets, or sharing sensitive information.

Employees should never participate in discussions with competitors about pricing, production volumes, customer lists, or market strategies. Likewise, any coordination with vendors or resellers must respect free-market rules and be managed through formal contracts.

If you're ever unsure about a conversation, proposal, or collaboration, consult the Legal team for guidance before proceeding.

Business Intelligence

Gathering competitive intelligence is a legitimate business activity—but it must be done ethically. You may collect public information, participate in industry forums, or review market reports. However, using deceitful methods, or soliciting confidential information from insiders is prohibited.

If you receive sensitive or non-public information unintentionally or from an unknown source, do not use it and report the incident to your manager or legal@fozzil.in immediately.

Employee Data and Privacy

FOZZIL is committed to protecting the privacy of all employees. Personal data such as identification details, health records, or employment history must be handled with discretion and accessed only on a need-to-know basis.

Employees should never share, publish, or misuse a colleague's personal data. FOZZIL may monitor systems and workplace communications to ensure security and compliance, but we do so in accordance with applicable Indian data protection regulations.

To learn more, see our [Privacy Policy](#) or contact privacy@fozzil.in.

Human Trafficking and Labor Rights

FOZZIL holds a strong ethical stance against human trafficking and involuntary labor. We are committed to fair labor practices and human rights, both in our operations and in our supply chain. We expect all suppliers and partners to comply with ethical sourcing standards and local labor laws.

If you become aware of any unethical labor practices associated with FOZZIL's operations or suppliers, report them immediately to legal@fozzil.in.

Resources

Legal Department Contacts

- legal@fozzil.in
- ethics@fozzil.in
- info@fozzil.in

Privacy Policy

To know about FOZZIL's Privacy Policy visit <https://fozzil.in/privacy-policy>

Contact - privacy@fozzil.in

