

## CHAPTER X CONDUCT AND DISCIPLINE

### (1) CONFIDENTIALITY

- (i) No Employee shall, during or after employment, in any manner disclose to any person or cause to be disclosed any information or documents official or otherwise relating to the Company unless this is found necessary in the normal course of business.
- (ii) All papers, books, drawings, sketches, photographs, documents and similar papers containing analysis, notes or information relating to the Company's business affairs or operations shall always be treated as the Company's property, whether prepared by the Employee or otherwise. They should verify electronic-mail addresses before transmitting any messages containing such information.
- (iii) All Employees shall maintain strict secrecy regarding the Company's affairs and the affairs of its constituents and shall not communicate directly or indirectly to his colleagues or Employees belonging to other departments/organizations or professions or to the press or to public any documents or information which has come into his possession in the course of his official duties, whether from official sources or otherwise, unless instructed to do so by competent authority.

### (2) IT EQUIPMENT AND INTERNET USAGE POLICY

- (i) The Company provides authorized Employees access to online services such as the Internet. NPPMCL expects that Employees will use these services in a responsible way and for work-related purposes only. Under no circumstances are Employees permitted to use NPPMCL's IT resources to access, download or contribute to the following
  - o Entertainment sites;
  - o Gambling sites;
  - o Games, humor;
  - o Illegal or drug-oriented sites
  - o Gross, indecent, or sexually-oriented materials;
  - o Or any other unacceptable content.
- (ii) Additionally, Employees must not sign those guest books on Web sites or post messages to Internet news groups or discussion groups on Web sites which have a tendency to generate spam / junk mail. These might expose the Company for liability or unwanted attention because of comments that Employees may make. NPPMCL strongly encourages Employees who wish to access the Internet for non-work-related activities to get their own personal Internet access accounts.

### (3) SOFTWARE USE

Employees may not load any software on NPPMCL computers/ laptops by any means of transmission unless authorized in advance. Authorization for loading software onto Company's computers/ laptops should not be given until the software to be loaded has been thoroughly scanned for viruses.

### (4) AUDITS

- (i) NPPMCL may monitor both the amount and time spent using online services and the

sites visited by individual employees. The Company reserves the right to limit such access by any means available to it, including revoking access altogether. Non-compliance of the usage policy may result in disciplinary action.

- (ii) NPPMCL may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on NPPMCL's IT Resources may be conducted without warning at any time along with monitoring of all internet traffic of any Employee at any point in time.

## (5) SUGGESTIONS AND CONSTRUCTIVE CRITICISM

An Employee is not permitted to criticize the Company, its policies, management or personnel nor make derogatory remarks. An Employee having a suggestion or constructive criticism to offer should place it before his Supervisor or submit in writing to the CEO through the Supervisor. The breach of these provisions will render an Employee liable to disciplinary action.

## (6) DRESS CODE

All Employees are required to be dressed formally/ Business Casually while in the office premises except on Saturdays/ Off- Days. Managers are responsible for the monitoring of the same. In case of any meeting falling on a Friday or a Saturday, Employee has to dress formally.

## (7) CONDUCT

The conduct of an Employee shall be regulated by rules made, or instructions issued, by the Company whether generally or in respect of a specified group or class or Employees. Employees of the Company shall not make any false or misleading statement in relation to the appointment or the performance of their duties in the Company.

## (8) BORROWING AND LENDING

The Company takes no responsibility for borrowing and lending between Employees, banks/financial institutions and clients of the Company. It would exclusively be the responsibility of the Employees to settle their private loans.

## (9) SMOKING

NPPMCL is a non-smoking organization. The Employees are therefore not allowed to smoke with in the office premises except at the designated places.

## (10) EFFICIENCY AND DISCIPLINE

Every Employee shall be required to perform his duties efficiently, diligently, lawfully, honestly and faithfully to the best of his ability and shall make his best efforts to promote the interest of the Company. The Employee has a duty to always conduct himself in a way that the confidence and trust in the integrity, impartiality and effectiveness of the organization are preserved and enhanced. Every Employee will endeavor to complete tasks given to him within the time allocated with complete diligence. An Employee shall be liable to disciplinary action and penalties in accordance with the rules and procedures as may be prescribed by the Company.

## (11) REPORT OF BREACH OF CONDUCT

The Employee should, in accordance with the law, report to the competent authorities, if he becomes aware of breach of this Code by any other Employee. The Employee should report to his supervisor and HR Department, any evidence, allegation or suspicion of unlawful or criminal activity coming to his knowledge in the course of, or arising from, his employment. The competent authorities shall carry out the investigation of the reported facts.

## (12) UNDUE-ADVANTAGE FROM HIS POSITION

The Employee will never take undue advantage of his position for his private interest. The Employee should not demand or accept gifts, favors, hospitality or any other benefit for himself or his family, close relatives and friends, or persons or organizations with whom he has or has had business or political relations which may influence or appear to influence the impartiality with which he carries out his duties or may be or appear to be a reward relating to his duties. The Employee should not allow himself to be put, or appear to be put, in a position of obligation to return a favor to any person or body. Nor should his conduct in his official capacity or in his private life make him susceptible to the improper influence of others. The Employee should not offer or give any advantage in any way connected with his position, unless lawfully authorized to do so. The Employee should not seek to influence for private purposes any person or body, including other Employees by using his official position or by offering them personal advantages.

## (13) EXERCISE OF DISCRETIONARY POWERS

In the exercise of his discretionary powers, the Employee should ensure that on the one hand, the staff, and on the other hand the public property, facilities, services and financial resources with which he is entrusted are managed and used effectively, efficiently and economically.

## (14) SUPERVISION OF STAFF

The Employee who supervises or manages other Employees should do so in accordance with the policies and rules. He should be answerable for acts or omissions by his staff which are not consistent with those policies and purposes, if he has not taken those reasonable steps required from a person in his position to prevent such acts or omissions.

## (15) PUNISHMENT

An Employee who commits a breach of the regulations of the Company or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interests of the Company or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct, or who is convicted of a criminal offence shall be liable to disciplinary action as provided in the Efficiency and Disciplinary Rules framed by the Company.

## (16) DISCIPLINARY ACTION AGAINST EMPLOYEES

- (i) NPPMCL recognizes that its Employees sincerely want to do what is required of them, are willing to accept leadership and follow organizational rules. However, when the rules or policies are infringed upon or misconduct committed, the Company may initiate disciplinary proceeding against an Employee.
- (ii) The following are the acts of misconduct and omissions may result in initiation of disciplinary action:

- (a) Willful insubordination or disobedience whether alone or in combination with others, to any lawful and reasonable order of a superior.
  - (b) Theft, fraud or dishonesty in connection with NPPMCL business and property.
  - (c) Willful damage to or loss of organization's goods or property.
  - (d) Taking or giving bribes or illegal gratification.
  - (e) Bringing firearms or weapons onto NPPMCL premises.
  - (f) Habitual absence without leave for more than seven days or habitual later comer.
  - (g) Excessive tardiness or abuse of break and lunch privileges.
  - (h) Continual breach of Rules or any Law applicable to NPPMCL
  - (i) Discourteous, riotous, violent or disorderly behavior during working hours at the establishments of NPPMCL or any act subversive of discipline.
  - (j) Chronic negligence.
  - (k) Making commitments known to be detrimental to the interests of NPPMCL
  - (l) Engaging directly or indirectly, without the Company's permission in any other business or paid occupation, whilst in the services of NPPMCL.
  - (m) Joining NPPMCL under false pretense.
  - (n) Divulging of confidential information likely to affect the Company adversely.
  - (o) Violation of the policy on technology use and privacy.
  - (p) Refusing to receive any official memorandum or communication addressed to her/him by management/superiors.
  - (q) Taking part in political activities.
  - (r) Violating the employees code of conduct
  - (s) Violation of the Protection against Harassment of women at the Workplace Act 2010
  - (t) Any other contractual violation
- (iii) The rules set forth above are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of conduct and performance. Therefore Employees should be aware that conduct not specifically listed above but which adversely affects or is otherwise detrimental to the interests of the Company other Employees may also result in disciplinary action.
- (iv) The procedure to be adopted when proceeding with disciplinary action against Employee will be as under:
- (a) On the occurrence of an alleged act of misconduct, the Employee will be informed, in writing, by the HR Department, and will be given an opportunity to explain, in writing, the circumstances of misconduct alleged against him, within the time specified in the letter. On the receipt of the explanation, the Appointing Authority may either designate an officer to inquire into the alleged misconduct or dispense with the inquiry & impose punishment, if in his opinion sufficient ground exists to impose penalty.
  - (b) If considered necessary by the Appointing Authority the Employee may be suspended for not more than a month at a time during the period of enquiry. The order of suspension of discipline shall be in writing and shall be considered effective immediately. During the period of suspension, the Employee concerned shall be paid not more than 50% of his salary plus allowances. If he is found not guilty, he shall be deemed to be on duty during the period of suspension and entitled to the same salary, as he would have received-had he has not been suspended. In case the guilt is proven, there will be no remission in the deductions made in the salary.
  - (c) The Inquiry Officer is to carryout detailed enquiry and submits its report to HR Department for further proceedings within one week and proposed penalty to be imposed against the accused.

(d) While recommending punishment, the Inquiry Officer shall take into account the gravity of misconduct, previous record of the Employee, and any other circumstances that may exist at the time of misconduct. A copy of the order shall be delivered to the Employee concerned by hand or through registered mail.

(e) Appointing Authority is to award the penalty or otherwise to the Employee.

**Note:** The rules set forth above shall not limit to exercise the powers vested in competent authority under Rule-4 of Chapter-III read with Rule (1)(ii) of Chapter IX of the HR Manual for terminating of services without assigning any reason.

## (17) PENALTIES

- (i) An Employee who is found guilty of breach of regulations of the Company, or contravenes instructions/orders issued to him in connection with his official work, or who displays negligence, inefficiency, indolence or knowingly does anything detrimental to the interest of NPPMCL, or is guilty of any other act of misconduct, may be subjected to one or more of the following penalties by Appointing Authority, depending on the gravity of the offence
- (a) Reprimand
  - (b) Postponement or stoppage of increment
  - (c) Forfeiture of pay for any period of unauthorized absence from duty
  - (d) Recovery from pay, gratuity or any other benefit, of the whole or part of any pecuniary loss caused to the Company by employee
  - (e) Removal from service or call upon the Employee to resign from service.
- (ii) If misconduct or omission of an employee is directly in the knowledge of CEO, and in his opinion, there is no need for enquiry, he may directly call upon the employee to issue explanation and impose one or more of the penalties