3.1 General Guidelines

Denave has adopted certain basic work rules for all its employees, based on work ethics and respect for others. The conduct that is not acceptable as proper in a work environment is termed as minor and major misconduct and is enumerated in the Disciplinary Handbook of the Company. Kindly read through the Disciplinary Handbook in conjunction with this Handbook to make yourself conversant with the work ethics and code of conduct of the Company. If you are found guilty of any of the misconduct as mentioned below, you will be subject to the disciplinary proceedings as laid down in the Disciplinary Handbook. The following actions are examples of conduct that is not acceptable:

- Wilful insubordination or disobedience of any lawful and reasonable order of a superior.
- Going on an illegal strike or abetting, inciting, instigating or acting in furtherance thereof.
- Wilful slowing down in performance of work or abatement or instigation thereof.
- Theft, fraud or dishonesty in connection with the Company's property or, and theft of another employee's property within the Company.
- Violation of your non-disclosure agreement by giving confidential or proprietary information to competitors or other organizations. Disclosing to any un-authorized person any information in regards to the processes of the Company which may come into the possession of the employee in the course of his work.
- Demanding and accepting bribe or any illegal gratification.
- Habitual absence without leave, overstaying sanctioned leave without sufficient grounds or without proper or satisfactory explanation.
- In case you remain absent or overstay sanctioned leave for a period of 8 days continuously, you will be deemed to have abandoned your job and will have no claims to re-instatement and / or any compensation thereof.
- Habitual late attendance.
- Habitual breach of any rule or any law, applicable to the Company or any rules made thereunder.
- Engaging in trade or business or taking up any part time or full time work other than that of the Company.
- Drunkenness or riotous, disorderly or indecent behaviour, use of abusive language, threatening or intimidating other employees or wrongfully interfering with the work of other employees, assault or threat or assault within the premises of the Company or otherwise.
- Negligence or any careless action, which endangers the life or safety of self or any other person.
- Commission of any act subversive of good behaviour or discipline on the premises of the Company or otherwise.
- Gross neglect of work or habitual negligence.
- Habitual breach of any rules or instructions for the maintenance of running of the departments or the maintenance of the cleanliness of the Company's premises.
- Canvassing for any type of union membership or the collection of union dues, funds
or contributions of dues, funds or contributions of collection of any money for any purpose during working hours except in accordance with any laws or with the permission of the management.

- Being rude towards seniors, colleagues, customers, clients and any other persons having dealing with the in the Company's in connection with the Company's business.
- Habitual absence from the place of work without obtaining prior permission or without sufficient reasons.
- Distributing or exhibiting within the Company, handbills, pamphlets, posters or causing to be displayed by any means or written or drawn signs of writing of other visible representations without the prior sanction of the Management.
- Falsification, defacement or destruction of records or any records of the Company. This includes, but is not limited to, production reports, safety reports, expense reports, application forms and benefit forms.
- Wilful and serious misrepresentation in the information given by the employee at the time of application for Employment.
- Wilful damage to work in process or to any property of the Company.
- Gambling, possession or use of liquor or narcotics (illicit drugs) within the premises of the Company
- Possession of lethal weapons or fire arms at the premises of the Company. These items are also not permitted in personal vehicles being used for company business.
- Refusal to accept a charge sheet order or other communication served in accordance with the service rules.
- Accepting expensive gifts from supplier, creditors and customers.
- Wilful, deliberate or repeated violations of safety rules.
- Verbal or written comment directed towards the marital status, religious belief, ethical belief, colour, race, ethnic or national origin, disability, age, political opinion, employment status, family status or sexual orientation.
- Any attempt to gain unauthorized access to another employee's e-mail account or into any restricted area of the systems or network.
- Use of Camera Phones to take unauthorized picture/video of person or any confidential office documents and transmission of the same without explicit consent of the Management or the person concerned.
- Any activity that adversely affects the company's interests or reputation.

The above is not a complete list. Disciplinary procedures may be used for other acts of misconduct. Instances may occur where conduct of this type would also be of such a serious nature that instant dismissal or alternatively a final written warning will be issued.

3.2 Non-Solicitation Policy

We want to provide a work environment that allows you and your fellow employees to complete your tasks with the least amount of interruption or disruption. Non-employees are not allowed on our premises for solicitation or distribution of literature. This policy prohibits third parties or strangers from soliciting or handing out materials for any purpose.
3.3 Non-Disclosure Agreement

You are required to sign a Non Disclosure Agreement. The NDA is an agreement, which will restrict you from using or disclosing the confidential information, trade secrets, proprietary information other than in the course of your employment with the company. NDA shall be given to you by the HR / Admin-in-charge for signing within a week of your joining the organization. If you have any queries as to what comprises confidential or proprietary information or trade secrets, or to whom it may be disclosed you should consult your manager. Any breach or threatened breach of this Agreement shall cause DENAVE irreparable harm and DENAVE shall be entitled to take action / institute proceedings in any jurisdiction in the world with any authorities against the person and to enforce any damages, claim etc., that DENAVE may have against the person.

3.4 Sexual Harassment

Denave is committed to providing a supportive, positive working environment, free of sexual or other harassment. Harassment or intimidation of any kind toward another employee or any other person at Denave (such as a vendor or contractor) will not be tolerated.

- No employee should make a request to any other person for sexual favours or any other form of sexual contact which contains an implied or overt promise of preferential treatment or an implied or overt threat of detrimental treatment.
- No employee may use language (whether written or spoken) of a sexual nature, or of a visual material of a sexual nature, or physical behaviour of a sexual nature, to subject any other person to behaviour that:-
  
  (a) is unwelcome or offensive to that person (whether or not that is conveyed to the employee) and
  (b) is either repeated, or of such a significant nature, that it has a detrimental effect on that person in respect of their employment application and/or employment.

3.5 Gifts

Employees should refrain from receiving gifts from third parties, although at times you may accept gifts of nominal value such as inexpensive novelty or promotional items. These could include pens, coffee mugs, calendars or inexpensive business meals. Again remember that accepting gifts of higher value may be construed as willingness to compromise Denave's name.: 

3.6 Office Etiquette

You will be assigned personal work space within the office. You are requested to organize belongings in any way that you wish to be provided that does not confront with any other policies of the company. You should also ensure that work or space assigned to others or the common area is not disturbed / compromised in any way. Noise levels during office hours and within the office should be kept low enough to ensure that no disturbance is caused to
fellow workers. Ring volume of your telephone / mobile should be kept low. It would be an advantage if Mobile is used in the vibrator mode. Consumption of food & beverages should be done in the respective designated areas. Please note that you alone are responsible for all resources allotted to you by the company. Resources include hardware, software, telephones, furniture and fixtures etc. If they have been issued to you, you will be accountable for the loss or damage of any of these. Please do not leave your computer, fans and lights switched on if you are leaving your work area, as no one else other than you needs these utilities in your absence.

Any inter branch courier should be consolidated so as to optimize cost of courier. Unless critical, it should be kept on hold till a sizeable enough package is formed. In all cases, the web utility provided for tracking will need to be updated with every consignment. Any consignment not tracked will be debited back to the sender’s personal account.

You are requested not to discuss matters such as your personal compensation, your personal financial transactions such as loans taken or applied for, and any other personal matters with other colleagues. This is keeping in mind your own privacy, as well as the decorum and policy of the company.

3.7 Dress Code and Personal Hygiene

As a member of the Denave family you are required to dress in a manner befitting a professional. You should at all times be neatly turned out in well-ironed apparel and in proper footwear.

Denave promotes concept of wearing formal dress during weekdays and casuals on Friday. Wearing Formal Dress is required whenever you are interacting with the Company clients or customers.

<table>
<thead>
<tr>
<th>Dress Code for Men</th>
<th>Dress Code for Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal shirt – Half or Full. Shirt should be tucked inside the Trousers</td>
<td>Indian Suit, Salwar Kameez, Saree</td>
</tr>
<tr>
<td>Formal Trousers (Non-Denim), full length. Preferably Black, brown or any light coloured shade</td>
<td>Smart formal western outfit. Shirt with trousers (non-Denim) or Formal knee length Skirt</td>
</tr>
<tr>
<td>Winter Add on : Suit, Blazers, Jackets, Sweater, Pullover etc.</td>
<td>Winter Add on: Cardigan, Shawl and other woolen garments.</td>
</tr>
<tr>
<td>All Sales / marketing employees are requested to preferably wear Tie during all types of customer interaction/Client Visit/Meetings</td>
<td>All Sales / marketing employees are requested to preferably wear Business Suit, Saree during all types of customer interaction/Client Visit/meetings&gt;</td>
</tr>
<tr>
<td>Polished Black or brown shoes</td>
<td>Stilettos / Flip flops / Chappals should be avoided</td>
</tr>
<tr>
<td>No Collar T-Shirts except Friday.</td>
<td>Stilettos / Flip flops / Chappals should be avoided. No Garish and loud makeup &amp;</td>
</tr>
</tbody>
</table>
Following are prohibited: Tank tops, halter tops, sleeveless blouses/muscle shirts/T-Shirts, clothing with foul language or obscene images, opaque/Torn/frayed clothing, Chappals, Kurta, pyjama, Shorts, Bermudas, Athletic wear, Ostentatious jewelry or large hoops, multiple ear rings on each ear, and multiple chain necklaces. Prominently visible Tattoos or earrings for men or body piercing (exception nose & ears), or any dress which tends to be body revealing in nature.

Weekend Dressing: Formal casuals, T-Shirts, jeans will be allowed only on Friday for all employees not due for any Client or Corporate Visit.

Enforcement: If questionable attire is worn in the office, the employee will receive a written warning over a mail from the HR Dept. If an obvious policy violation occurs, the employee may be asked to go home & change his/her attire immediately.

3.8 Confidential Personnel Information

Denave’s policy for verification of personnel information from outside sources is as follows:

1. Only the Human Resource Head or the Office Manager will provide this information.
2. Salary information will be provided only through a written form that has been signed by the employee.
3. Except where required by law, no additional information will be released from the personnel files of past or present employees without the written permission of the employee about whom the information is requested. The companies (such as banks and mortgage companies) that require your compensation information can send their forms with a signed employee authorization directly to the HR or Office Manager.

You should treat your total compensation as confidential information not to be shared with other employees.

3.9 Smoking

Denave is a non-smoking environment. Smoking is not allowed inside the office area.

3.10 Substance Abuse

Use of drugs or alcohol can result in personal health problems, safety violations, and related poor job performance. Even the overuse of prescription drugs can lead to dependencies or other conditions affecting job performance. Substance abuse may have serious adverse effects on other employees and may lead to a disciplinary action or termination.
3.11 Conflict of Interest

You should avoid a conflicting interest in any organization(s) with which Denave does business or competes. You should not be engaged in any outside business activity that may be contrary to the best interests of Denave. You should avoid the appearance of, as well as an actual, conflict of interest.

3.12 Cleanliness Policy

All Denavites are expected to keep their workplace clean. It is expected that at the end of every working day, all relevant work items including (but not limited to) papers will be stored in your respective storage areas. Denave is not responsible for the loss of any personal belongings of any employee from office.
All employees have to ensure that the cleanliness of the office premises, as well as nearby surroundings is strictly adhered.