

CODE OF CONDUCT FOR EMPLOYEES

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1. Introduction

Vakrangee Limited strongly believes that highest standard of moral principles and ethics shall be maintained by the employees. For a sustained growth of the organization and most importantly the holistic growth of a human being we have a set standards / policy for ethics and moral values. India is a country which is very rich in cultural values and principles, we as an organization try our best to uphold the values of the most ancient civilization on planet earth.

2. Vakrangee Limited Preaches & Practises code of ethics and moral Values at Workplace

2.1 Alcohol and drug free workplace

It is the intent and obligation at Vakrangee to maintain work environment healthy and free from substance abuse. Employees who are under the influence of alcohol, drugs or any other substances are a cause of low performance level for themselves also they physiologically affect others performance. Apart from this, they become a menace in the society for all. We thus preach our employees to practice antidrug and alcohol-free lifestyle. We as an organization drive a mission which strives for the betterment of our employees in their professional, personal, and social life altogether, thus contributing for the wellbeing of the entire society. If someone is found to have violated this policy, then we have the below contact details to report.

a. Email id humanresource@vakrangee.in

b. Tel No. (022)67765174

2.2 Health & Safety for all Employee & Organization

Vakrangee safeguards health and safety at workplace, ensuring that there is enough safety tools and processes in place to combat any miss happenings. We try and impart knowledge to our employees on various fields like fire safety, self-defences, CPR etc. Time to time we have mock fire drills to keep our resources updated on the subject. This helps them to be safe in the office premises as well as in all walks of life. In order to keep our employees, fit we have initiated Zumba and Yoga Classes for all employee who wish to join. This initiative is being executed and monitored by Human Resource department. We have set alarms at different places and a helpline number to report all safety related issued, which is:

Tel No - (022)67765111

2.3 Respect Individuals, Each other, Peers, Colleagues

Vakrangee firmly believes that a professional and respectful work culture encourages productivity, growth, and positivity. The employee's ideas, views and opinions are respected and considered. Employees are treated with courtesy, politeness, kindness and are often praised and rewarded, encouraging them to give their best at work. The organization takes various initiatives such as implementation of incentive schemes, rewards and recognition programs and engagement activities which creates belongingness amongst the employees, boosts their morale and motivate them. If at any point of time an individual feel that he has been mis treated, then he has the liberty to report the same to be below:

Email Id - humanresource@vakrangee.in

Tel No.- (022)67765174

2.4 Prevention of Sexual Harassment at Workplace (POSH)

We at Vakrangee Limited treat Sexual harassment as "an act unacceptable conduct" we treat this in human behaviour to be a social crime and we deal with it accordingly. We have "Zero Tolerance" towards this. Also, as per the regulatory requirement we have also formulated a "VISHAKHA COMMITTEE" and an Internal Complaint Committee to address such incidents as and when reported. Further to address any act of misconduct, we have the internal complaint committee which takes up the matter. The composition of the committee is as well as the contact details are as below:



Sr. No.	Name	DESIGNATION	Role	Contact Details
1	Ms. Akshata Mali	Sr. Vice President Human Resources	Head - Complaint Committee	022-67765174
2	Ms. Divya Nandwana	Head ATM	Special Counselor	022-67765100
3	Mr. Deepak Ambre	DGM Statutory Compliance	Member	022-67765158
4	Ms. Reena Thakkar	Deputy General Manager	Member	022-67765272
5	Mr. Viral Majmudar	Head MIS & Banking Onboarding	Member	022-67765118
6	Ms. Veena Shetty	Personal Assistant to MD	Member	022-67765140

2.5 Maintain code of Conduct & Integrity

In order to maintain the office decorum and proper employer employee relationship, we have laid down certain code of conducts that has to be followed by all employee irrespective of hierarchy and designation. Below are few codes of conduct that we emphasis on.

A. Protection of Company Property

We provide the best in class working standard to all employees such as workstation, assets, facilities, etc. Therefore, we ensure that our employee treats company's property whether material or intangible with respect and care. They should not misuse company's equipment at any point of time. We issue the assets to the employee and keep a track on how and where they are using it. If it is reported that an employee has indulged in such act, then action is initiated against him/ her. The stores department maintains the complete details of assets provided to all and reviews it periodically with the co-ordination of the Human Resource Department.

B. Professionalism

We ensure that all employees maintain professionalism within the office premises and while representing the company outside. This is done by ensuring that they follow proper dress code policy, work ethic of Vakrangee and over all personal appearance as per the guidelines set by the company. The circulars as a reminder are sent to all the employees across the organization at regular intervals whereas if any employee is found violating the policy the company takes disciplinary against them. We at times also provide necessary trainings to the employees on professionalism / work ethics and self-grooming methodologies as well.

C. Conflict of Interest

Vakrangee protects the Conflict of Interest at workplace by reporting of any unlawful conduct or any other situation like dual employment, other unapproved source of livelihood etc. Conflict of interest will have a negative impact on the interests, reputation, and image of the Company as well as the efficiency of the respective employee. Resources who are engaged in self-dealing (business) or any personal assignments which affects the organization are bound for disciplinary action to the extent of termination of their services. From time to time the company engages in seminars, meetings interactions so that this policy is imparted in the minds of all employees. If

anyone would want to report any such activity, then they can do so by writing to or calling the below mentioned number / email:

Email Id - humanresource@vakrangee.in

Tel No.- (022)67765174

D. Integrity

The Company has zero tolerance towards violation of integrity and discourages the employees to follow unethical practices at workplace. None of the employee shall be involved in taking favours from any of the vendors, partners, or stakeholders. There are strict policies and processes in place which are framed by the company that prohibits any such happenings across the organization. An employee with high standard of integrity is an asset to the organization, we always emphasize on its importance as well as constantly briefing / educating our employees on how it changes the lives of all.

E. Moral Obligation of Employee and their Relatives towards Organization.

At Vakrangee, we endeavour to inculcate our core principles of integrity, ethics, trust, and transparency into every aspect of our business operations. We believe that these principles are the bedrock that allows us to function efficiently and ethically, thereby delivering best-in-class customer & franchisee experience. Vakrangee has a zero – tolerance level for any unethical practices followed in the organization.

While working with Vakrangee or any of its subsidiaries, every employee must ensure to follow the basic rules laid below:

- Employee or their relatives (directly or indirectly) cannot start or involve in the same or similar nature of business which is done by Vakrangee or its subsidiary company.
- Employee or their relatives (directly or indirectly) cannot start or involve in the same or similar nature of business which is done by Vakrangee or its subsidiary company.

Any violation of the above guidelines may lead the employee involved to disciplinary action by the Company, including termination of the employment.

2.6 Adhering to the Policies, Processes and Sops

Vakrangee is a policy driven organization and a lot of time, effort & energy is invested on formulation of the policies as well as its implementation. The day an employee joins the organization, he is briefed about the Company's Policy during his induction program. The induction plan is comprehensive and covers all aspects of an employee life cycle and many more. Few key areas covered in the induction are:

- Culture, People (Key Management)
- Discipline
- Hierarchy & Organization Structure
- Business Model

- Products and Offerings
- Policies & Processes
- Performance & Evaluation
- Remuneration structure & Employee benefits
- Rewards & Recognition

The Human Resource team continuously updates, reviews and uploads the policies in the HRMS platform. This is a place where all the policies and processes are accessed and viewed by our employees. Our internal Human Resource Management System has the policy uploaded where all employees across the organization have access to get acquainted with. There is a cell created to monitor it on a regular basis.

We have set processes and well-defined SOPs of respective departments and businesses which is circulated to the concerned employees for the proper functioning of the organization.



2.7 Honesty and Transparency and Individual Rights

As every individual is different therefore, we have adopted a transparent and progressive culture in the organization where there is openness between the managers and the employees. The employees are free to express their ideas and opinions. The employees are given freedom and an opportunity to explore their potential. We take every feedback from the employee / external source very seriously and go to the root cause of the complaint. The individual rights of all souls associated with the company are protected and preserved. We have the HR Department continuously working round the clock on this. The Human Resource department has a mechanism for employee surveys where we try and find out the gaps in the management policies, the leadership methodology etc. These surveys also address key

areas of improvements. We always encourage employees to take the surveys seriously and if they feel, they can also prefer to be anonymous. Thereafter these survey reports are updated in the HRMS which portrays a high level of transparency.

2.8 Open door Policy

Vakrangee has a culture of Open-Door policy wherein all the employees are free to walk-in to any superior or peers. The organization always invite and welcome inputs from different segment and space of employees. The junior most resource can very comfortably walk into the cabin of a CEO and discuss with him. The HR Head of the company is very approachable as well.

2.9 Confidentiality, Workplace Privacy & Nondisclosure of Information's

Vakrangee believes in protecting the information generated and acquired inside the company or in business relations. A lot of collective hard work is involved when we do business, so during the journey at any point of time, shall such information be shared to any person / group / organization / institution. It is mandatory for all the employees on the day of joining to sign a Non-Disclosure Agreement. This is an undertaking by an employee to maintain the confidentiality of the company's information. If at any point of time the company comes to know that this information is being compromised, then disciplinary action is initiated on the person. We also have a reporting email address where any vendor, employee, stake holder can inform us that certain information has been leaked. Below email is used to report any such abuse: humanresource@vakrangee.in

2.10 Equal Opportunity at Workplace

Vakrangee promotes diversity and equality at workplace. All employees are treated similarly and in a professional and non-discriminatory manner. The process is followed in case of acquisition of candidate and continues till in all walks of his professional career with Vakrangee. We do not discriminate a person on the grounds of race, orientation, color, nepotism etc. The only differentiator between the resources is the work that he does and the cultural values that he upholds. We have resources from all states working in the company and maintaining harmony amongst themselves. We also engage in cross cultural orientation and discourage grapevine groups within the company.

2.11 Moral Obligation of the Employees Towards Society

From time to time as a part of the employee engagement initiatives the Human Resource department conducts activities such as cleanliness drives, teaching the children of the nearby slums etc. Also, we have a solar electricity system in place which is consumed by the staff. BY doing so we reduce the consumption of kinetic energy. This Headquarter of the company is plastic free compound.

2.12 Professional Development

While we are marching towards our targets, we also need to emphasis on the professional development of our employees in all space of his / her persona. The company provides effective skill based on the job training to its employees to enhance efficiency in their job profile. The employees with distinct performance are also assigned with new challenges and assignments which enable them to grow and taken on the leadership position. We have a defined performance evaluation mechanism in place and a robust professional development system which helps in the growth and development of an employee to a greater level. Apart from on the job training we also impart knowledge through seminars and workshops. The company is associated with premium Learning and development institutions for keeping our resources better updated and trained.

2.13 Respect and Fairness in Dealing with Public

The key factor to deal with the public is by adhering the rules and policies framed by the company. Seeking fair resolutions, making decisions based on the merits, dealing fairly and honestly with all stakeholders, and maintaining the appropriate level of transparency in our decision making are the practices followed at Vakrangee.

Life Work Balance



2.14 Time Policy (Wage and Hour) & Work Life Balance

Vakrangee has been one of the most employee friendly institutions in the country since its inception. We envisage and focus only on the output and the physical presence of a staff. There is flexible timing for employee with a cut of 8 hours as per the prescribed law. If an employee works more than he is compensated for the same. The normal office time is 9: 00 am to 6: 00 pm with breaks in between. The company provides 30 leaves to all employees mandatorily. If a person has not used his leaves, then he is paid out leave encashments at the end of the year. Other benefits associated with Time policy is as below:

- Complimentary meals for late workers.
- Leave encashment.
- Facility to work from home.
- Free transport for ladies if they work beyond 8 pm.
- Relaxed seating and places to rest / break out.
- Unlimited refreshments
- Complimentary Recreational and fitness activities for all
- Maternity Leaves & Parental Leaves

3. REGULATORY COMPLIANCE

Every Officer including the Executive Directors shall, in his business conduct, comply with all applicable laws, rules and regulations, both in letter and in spirit.

4. RESPONSIBILITY

The responsibility of the Code of Conduct lies with the Board of Directors and Senior Management. The Code shall be reviewed from time to time for updation thereof. Any variation in the Code or any waivers from the provisions of the Code shall be approved by the Board.

5. VIOLATION

The Board shall have powers to investigate any violations or incidences observed. The Board will then after thorough investigation will take corrective action on the same.

6. Training

Annual training of employees to be given of code of conduct.



CORPORATE OFFICE:

Vakrangee Corporate House,
Plot No. 93, Road No. 16, M.I.D.C.,
Marol, Andheri (East),
Mumbai – 400093, Maharashtra