

## Violation of Code of Conduct: Disciplinary Action

### Purpose

The purpose of this document is to outline the standard conduct and rules applicable to employees at Vivriti. It is important that a disciplinary code is in place to ensure a harassment free and safe workplace. Disciplinary action can be any or all of the below depending on the nature of offence.

### Verbal warning

In case of a moderate offence, HR and reporting manager will have a formal disciplinary discussion with the employee that may result in a verbal warning. Written record is kept of this warning and it will be valid for (three) 3 months.

### Written warning

Misconduct and wrongful behaviour, or an offence of more serious nature can result in a written warning. A written warning shall be valid for a period of 3 (three) months. All written warnings will be recorded on an Email. A discussion will be held with the employee.

### Dismissal / Termination of employment

When an employee is claimed to have committed major misconduct, it will lead to dismissal / termination of the employee from the service of Vivriti. Such a termination for cause will be done without any notice pay. The organization will not be liable to pay the employee any accrual around leaves, any further unpaid reimbursements and/ or any notice pay. The employee will be informed of the reason for the dismissal / termination in writing or via email. Dismissal / termination for cause can happen with immediate effect.

### Schedule of offences

The kind of disciplinary action that can be taken by the organization for each type of violation is outlined below. Below is a guideline and is not to be considered as comprehensive and the offences may not be limited to the list below. Vivriti will have the right to take a decision around the type and nature of the disciplinary action on a case to case basis.

Breach of Employment policy	Verbal Warning	Written Warning	Termination
Additional employment outside Vivriti			✓
Accepting a position even if it is informal or advisory in nature, from any of Vivriti's clients			✓
Unauthorised disclosure of confidential information including but not limited to company's trade secrets, confidential documentation, technical know-how and data, drawings, system, methods, software, processes, client lists, programs, marketing and or financial information			✓
Dual employment: working for/ at or taking up any other form of employment while working with Vivriti			✓
Inappropriate behaviour	Verbal Warning	Written Warning	Termination
Usage of language that is inappropriate, abusive to an employee or groups of employees and may be offensive in nature		✓	✓
Conduct that is detrimental to the image and or good standing of the Vivriti within the perception of the public thereby creating a negative image of the company		✓	✓
Breach of confidentiality			
Intentional disclosure / Misuse of work-related confidential information		✓	✓
Spreading misleading information about Vivriti and any of its employees, clients or stakeholders	✓	✓	✓

Non maintenance of confidentiality around terms of employment with Vivriti		✓	✓
<b>Leave &amp; Attendance</b>	<b>Verbal Warning</b>	<b>Written Warning</b>	<b>Termination</b>
Unauthorised absence from work for more than 5 working days without the intention to return.		✓	✓
Recurring excessive unexcused and unauthorised absence		✓	✓
Failure to report to duty for more than 7 working days			✓
Tailgating of access card to enter premises, not using access cards	✓		
<b>Health and safety</b>	<b>Verbal Warning</b>	<b>Written Warning</b>	<b>Termination</b>
Not following Health and Safety norms; smoking / alcohol / other substances inside the workplace		✓	✓
Not taking up responsibility relating to workplace emergencies		✓	
Disagreeing to follow safety procedures	✓		
<b>Substance abuse</b>	<b>Verbal Warning</b>	<b>Written Warning</b>	<b>Termination</b>
Under the influence of alcohol and or any other mind-altering substance including but not limited to any prohibited and or prescription drugs		✓	✓
Consumption of alcohol, drugs, or related substance whilst on duty*			✓
Possession of alcohol or drugs inside the company premises			✓
Possession of weapons inside the company premises			✓
*does not apply to alcohol during approved engagement of Vivriti's counterparties			
<b>Harassment &amp; Theft</b>	<b>Verbal Warning</b>	<b>Written Warning</b>	<b>Termination</b>
Sexual harassment, Unprofessional or inappropriate conduct of sexual nature			✓
Discrimination based on race, colour, sex, religion, national origin, age, disability, sexual orientation			✓
Sending profane, obscene, or derogatory e-mails, insulting/ discriminatory content			✓
Direct or indirect threat		✓	✓
Psychological harassment including intrusion into employee personal life		✓	✓
Theft or attempted theft if identified		✓	✓
Physically harming a work colleague through physical contact and or violence.		✓	✓
Intentional damage/ loss of office assets under possession	✓	✓	
<b>IT Security</b>	<b>Verbal Warning</b>	<b>Written Warning</b>	<b>Termination</b>
Making or allowing an unauthorized entry into restricted areas		✓	
Improper handling of tapes, etc. (e.g., bringing magnetic material near such storage media, not ensuring proper atmospheric conditions for their storage, etc.)	✓	✓	
Unauthorized removal/ relocation Company of equipment from the premises		✓	
Leaving laptops unattended in insecure areas	✓		
Unauthorized use of another person's e-mail		✓	
Sending inappropriate content/ viruses through e-mail	✓	✓	
Use of Proxy servers / IPs		✓	

Using Vivriti email address for conducting a personal business or for an illegal activity		✓	✓
Blanket forwarding of e-mail when not required	✓	✓	✓
Sending any confidential information to an address outside Vivriti domain without reason		✓	✓
Password sharing / disclosure for confidential/ restricted or highly sensitive information assets by end users		✓	✓
Insecure storage of critical passwords	✓		
Requesting / making unauthorized password resets of other users in their absence		✓	✓
Non-use of screen saver / power-on passwords on user desktops/ server consoles	✓	✓	
Not disabling default passwords	✓	✓	

Retaliation harassment – any employee behaviour with an intention of vengeance mechanism against the person who has raised a complaint or a whistle blower or petitioner will receive a written warning. Depending on the criticality of the incident, the organisation can decide to terminate the employee for cause.