

Policy on Code of Business Conduct

Purpose:

Our Code of Business Conduct is developed to set guidelines of an acceptable behaviours of individuals in our organization. It defines behaviour and social norms that each employee in the organization should adopt on a day to day basis.

Values:

Our Code of Business Conduct sets forth our core values, shared responsibilities, global commitments and promises and general guidance about the Company’s expectations.

Scope:

It applies to all our employees regardless of employment agreement, rank, or location. The Code also applies to third parties, such as consultants, agents, suppliers, and others acting on the Company’s behalf.

Guidelines of the policy:

Cordial Atmosphere

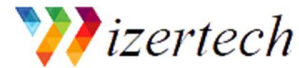
To work effectively, all of us need a healthy and safe work environment. We provide a work environment free of compulsion, discrimination, and harassment. Therefore, respect, inclusiveness and shared ethical values are at the heart of our core values. Irrespective of your department and rank, you should conform with our equal opportunity policy in all aspects of the work, from recruitment and performance evaluation to interpersonal relations. Remember, all forms of substance abuse as well as the use or distribution of drugs and alcohol while at work is strictly prohibited.

Compliance with Law

We comply with all laws, whether local, national or regional. All our employees, and those acting on our behalf must protect the Company’s legality. They should comply with all environmental, safety and fair dealing laws. Violations of law can result in significant harm to the Company, including financial penalties, denial of government contracting privileges, imprisonment for criminal misconduct and damage to our business relationships and reputation. People associated with us are expected to be ethical and responsible when dealing with our company’s finances, products, partnerships, and public image.

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Wizertech Informatics Pvt. Ltd.



Protection of Company Property

All employees should treat our Company’s property, whether material or intangible, with respect and care. Employees shouldn’t misuse Company equipment or use it frivolously and should respect all kinds of intangible property. This includes trademarks, copyright and other assets including intellectual property. Employees should use them only to complete their job duties. Additionally, the use of our assets for individual profit or any unlawful, unauthorized personal or unethical purpose is prohibited.

Our Deliverables

Employees must compete fairly and ethically for all business opportunities. We serve our clients, regardless of role focusing on the best interests of our clients. Employees involved in the sale of our products and services must ensure that all statements, communications, and representations to clients are accurate, complete, and truthful. Similarly, you must not make or attempt to make any unauthorized commitments on the Company’s or our client’s behalf. Do not inappropriately implicate or involve the Company in your disputes with clients or others.

Financial Integrity and Accounting



Accurate and reliable financial and business records are of critical importance. You must not engage in any actions that could result in conveying false or inaccurate financial information to our Company or our clients. You must ensure that all submissions you make to the Company or the client on our behalf are complete and accurate.

Company Confidential Information

For any Company, its confidential information is a valuable asset and every director, employee, and agent of the Company must protect it. Confidential information includes all non-public information. It also includes personal information obtained from any source in the course of business. An important element of such protection is maintaining the confidentiality of confidential information and other proprietary information.

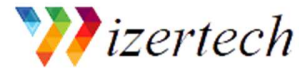
Responsible Social Media Usage

We expect you to comply with applicable laws and government guidelines governing social media. When using any form of social media, you must comply with this Code of Conduct. You must not disclose any confidential information about the Company or any of its employees, contractors or third-party vendors. We do not encourage you sharing and being part of any political or social propaganda on behalf of the Company unless specifically asked to do so.

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Wizertech Informatics Pvt. Ltd.

Unit-904, Eco Station, Plot-7, Block-BP, Sector-V, Saltlake City, Kolkata - 700 091, West Bengal
 CIN No: U72200WB2004PTC099010



Conflict of Interest

We must avoid situations involving an actual or potential conflict of interest so that even the slightest doubt about our integrity is not raised. To avoid conflicts of interest and any appearance of favouritism, ensure that you do not work directly for, supervise or make employment decisions about a family member. Personal or romantic involvement with a competitor, supplier, or another employee of the Company might affect your ability to exercise good judgment on behalf of the Company. This could lead to a conflict of interest. Personal relationships and romantic liaisons between employees who are in a manager-employee reporting structure may lead to team management challenges and reduced morale. Such relationships must be disclosed to the manager immediately who may take appropriate corrective action.

Gifts, Gratuities and Business Courtesies:

We are committed to competing solely on the merit of our products and services. We avoid any actions that create a perception that favorable treatment of outside entities by us was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom we do or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of Wizertech or customers, or would cause embarrassment or reflect negatively on our reputation.

Disciplinary Action and Violations of the Policy:

Violations of this policy will be grounds for discharge or other disciplinary action, based on the circumstances of the particular violation. Disciplinary action will be taken, not only against individuals who authorize or participate directly in a violation of the policy, but also against any of the violator’s management, to the extent that the circumstances of the violation reflect inadequate supervision by the superior. Compliance with this policy will be a key factor in the evaluation of the individual’s overall performance. If any colleague believes that he or she has been retaliated against in the form of an adverse personnel action for disclosing information regarding misconduct under this policy, he or she may file a written complaint or a report to the Company’s ethics service requesting an appropriate remedy. It is the Company policy to encourage colleagues to come forward with any safety, ethical, or legal concerns. Retaliation against those who bring forward these types of related concerns or complaints will not be tolerated.

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