

## Policy on Code of Business Ethics

### Objective:

This policy is developed to set our expectations regarding the behaviour of our employees towards other associates, customers, stakeholders and society.

Our Organization stands for inculcating the values of honesty and integrity. We expect all the members of the organization to be directed by the same values in their judgment and behaviour. Our communication and expression are guided by the desire for a respectful, safe, and collaborative working environment.

### Scope:

This is applicable to all the employees of the organization irrespective of the levels.

### Guidelines of the policy:

#### Compliance with law

Employees must work to protect the company and its legal interests by complying with all environmental, trading, safety and privacy laws.

#### Safety in the working environment



All employees should respect their colleagues, supervisors and customers. Any discriminatory behaviour or harassment will not be tolerated.

#### Professionalism

Employees must show integrity and professionalism in every aspect of conduct including absenteeism, tardiness and dress code compliance. Personal appearance should project the company's commitment to professionalism.

#### Integrity

All employees should fulfil their work with integrity and respect toward our stakeholders. Members are discouraged from accepting gifts from clients or partners for the benefit of another party. We are all expected to avoid any personal, financial or other interests that may interfere with the quality of work.

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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

### Care for the physical environment

Employees should treat company property and their physical environment with respect and care.

### Confidentiality:



Our business success is dependent on our protection of confidential company information, as well as non-public information. Confidential and proprietary information includes pricing and financial data, customer names/addresses or non-public information about other companies, including current or potential supplier and vendors. We will not disclose confidential and non-public information without a valid business purpose and proper authorization.

### Violation of the Code of Ethics:

Employees who repeatedly or deliberately fail to follow our code of conduct will meet an appropriate disciplinary action.

Following a warning, employees who persistently show indecorous behaviour may face demotion, reprimand, detraction of benefits, suspension or termination.

Legal actions may be taken in cases of theft, embezzlement, corruption and other unlawful actions.

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### 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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