

# Code of Conduct

Version – 2.0



**(Guidelines for Administrative purposes for all staff members)**

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## **A. Introduction**

HR Manual intends to give pertinent information from Human Resources of policies and process by which employees will get the guidelines.

These guidelines apply uniformly to all the Runwal staff members, regardless of the position or title and can be amended, changed, altered, modified or annulled as and when the need arises only by the Management. Any change will be discussed and approved by the HR and Directors before incorporating the same as one of our Policy.

## **B. About the Organisation**

Details of the Organisation: Runwal Group

Year of establishment: 1978

Founded by: MR. Subhash Runwal - Chairman

Managing Director: Mr. Subodh Runwal

## **C. Our Corporate Vision**

To be at Number 1 position in the Real Estate Industry.

## **D. Our Mission is-**

Customer Delight and Great Place to Work

## **E. Policies and guidelines**

### 1. Recruitment:

All Recruitments are approved by the MD and offer letter is honored to the candidates. The candidates forward their letter of resignation to the HR for confirming the position and accordingly alternate candidates are reserved in the database for any future requirement.

#### Equal Opportunity

All recruitments promote a balanced age group distribution within the organization. We maintain and improve gender balance, aiming for equitable representation of women and men. We ensure recruitments representation from various racial backgrounds or international backgrounds across all levels of the organization. Recruitment of candidates having diversity from various socioeconomic backgrounds are also promoted.

2. Appointment: On receipt of the documents from the candidate on the date of joining and proper verification of the documents, the letter of appointment is handed over to the candidate for his/ her signatures.

The letter of appointment for designations from Assistant to the Vice President's position is signed by the Head HR and rest are authorized by the MD.

It is also important that every employee gives the complete details of Education, Residential Address, Family Members particulars, Business Associate in the past (For last 3 companies) - Name of the Company, Address, Name of the Contact Person, Designation, Telephone Number, Mobile Number, Email-id. The data is in turn will be recorded in Master file-data records.

#### Employee Verification:

All Employees documents and details are sent for verification. Unless there are minor discrepancy and employees able to share the relevant supporting documents, all other discrepancies are treated as major discrepancy. Major discrepancy may call for Terminations of employees.

Under major discrepancies – Mentioning in the CV, false tenures with the company served in the past, fraudulent educational details, declaration of wrong Salary (CTC) or any terminations in the past tenure due to theft, unethical practice will be considered as major discrepancy and it may call for termination of the employee.

3. Training: Training for every individual joining the organization is mandatory. The company organizes training program for each employee in the company whereby he/she is given information on the company, projects, people, their jobs responsibilities procedures, rules and policies etc. Training is conducted by the HR and it is expected that the Employee gives undivided attention while at training. Absenteeism or not turning up for training programmes will call for Leave without pay and would also call for No Trainings for that employee.
4. Confirmation: On completion of the probation period of six months, the employees performance is reviewed by the immediate superior in co-ordination

with the respective HOD and on satisfactory confirmation report, letter is issued to the employee towards the confirmation of the services.

In case, the performance is not found satisfactory, the probation period would be extended to another two months and during this period the employee needs to upgrade himself/herself take self-improvement measures and prove his/her capability to stay tuned with the organisational needs.

5. Appraisals/ increments: Yearly appraisals are conducted all across and accordingly the increments are given only to the performing employee based on his/her performance in the organization. It is mandatory for all Employees should upload their KRAs on the HRMS portal, HODs will approve the KRAs and appraisal form will be generated for the ratings process.
6. Identity Card: It is the HRs responsibility to ensure that every employee joining the organization is issued company's identity card. It is mandatory that every employee should carry and display the identity card when asked for by the Security personnel.  
  
It is our responsibility to intimate the Contractors to issue identity card or badges to the labours/ workers working at our site which should be displayed and produced when asked for by the security personnel.
7. Workstation: It is the HRs responsibility to ensure that they inform the concerned authority in EDP to arrange for the PC and access to printer in advance. And also ensure that the employee's workstation is made ready on or before joining of the employee.
8. Email-id and Communication: On joining the organization, you will be provided with email-id, email-ids are created that are having name and style of "[firstname.lastname@runwal.com](mailto:firstname.lastname@runwal.com)". The IT dept. informs the detail of your email-id and mail-box. It is expected that you exclusively communicate and only use the company provided email-id with a copy to your Departmental Head (always) for your any and every communication.
9. Salary Disbursement: Salary disbursement takes place on every 1<sup>st</sup> of the month and credited to the respective account of the employee. In case of holiday, it gets credited on the next working day.
10. Bank account opening: It is mandatory that the bank account is opened with the bank recommended by the organization to facilitate immediate credit transfer to the employees' account (ECS :Electronic Clearing System).
11. Timely arrival at office/Sites: First key requirement of a constructive discipline is timely arrival at office/ site. The following office timings are observed at the locations :

	<u>Core hours/ Reporting time</u>	<u>Lunch</u>
<b>At HO:</b>	10:00am-05:30pm	30 mins.
<b>Week-offs : 2<sup>nd</sup> and 4<sup>th</sup> Saturdays and Sundays at H.O.</b>		
<b>At Sales Office:</b> <b>(Sales, Front Desk staff)</b>	10:30am-06:00pm	30 mins.

**Week-offs : One staggering off at site location.**

**At Projects Off.:** 10:00am-05:30pm  
**(Engg Site staff, Customer Care, Facilities & Admin.)**

30 mins.

**Week-offs : One staggering off at site location.**

**For Sales Staff:** Site Sales staff will have week-off on Monday or Tuesday

12. Late arrival to office: Employee will be granted 5 times grace period, if reported beyond the grace period leaves or half days will be applicable.

13. Attendance (At office and site): All the employees joining the organization are given the employee code and their finger impression will be registered in the Biometric machine and need to necessarily register in the biometric machine and register whenever you are in the Office/ site or leaving the office/site. Till the employee code and finger impression is furnished, you need to temporarily sign the Muster Roll register kept at the Office/site.

In case, Employee is found not attending office or site location or outdoor visit location and regularizing the attendance in the HRMS, such act will be treated as having malicious intentions and will be terminated from the services.

14. Outdoor Duty /Site visits: Whenever any employee has to go for the Outdoor call/ visit for official purposes, it is important that he/ she informs his/her superior/ dept head for the Outdoor duty visit and takes authorization from his immediate superior for the outdoor visit.

15. Leave rules:

- i. Application for Leave is compulsory for all in prescribed form.
- ii. If Leave is availed more than 2 days without information to Superior and HR Dept., will be treated as absconding.
- iii. Sick Leave/ Casual Leave (SL/CL): 7 days of SL/CL can be availed on joining of your services. SL/CL can be applied in advance or can be utilised in case of emergencies. Telephonic message informing about your leave and urgent matter if to be attended should be informed to your Superior and HR Dept.
- iv. Privileged Leave (PL): Employees can enjoy 25 days of PL On confirmation of services, the employee can enjoy/avail the earned leaves with proper planning and by seeking prior approval from the Head of the department/ Superior, at least 15 days in advance. Maximum 50 days PL will be allowed to accumulate or carry forward to the next year.
- v. Every married, lady employee is entitled for maternity leave of 6 months on completion of 1 year with the organisation.

16. Local Travels: Your local traveling/ visit to other site has to be planned and discussed with the Superior / HOD with proper purposeful planning. On completion of the visit, you need to submit the complete conveyance details to the accounts authorized by the Superior/ Department Head.

17. Tour Travels: Your tour has to be planned and discussed with the Superior / HOD with proper purposeful planning. On completion of the tour, you need to

submit the complete the tour bills with complete tour report to the accounts authorized by the Superior/ HOD.

Authority to sign the letters / purchase orders/ agreements: No employee can sign or authorize the letters or any communication being sent to outside customers/ clients/ contractors unless and until informed by the organisation's authorized personnel to do so. Any such commitment made in writing or by email or fax will be at your own personal risk and the organisation will not be responsible for any such act.

18. Code of Conduct/ behavior: To ensure constructive discipline all employees must accept some norms of conduct/ behavior. Some examples of improper conduct behavior are:

- i. Absent without leave/ without sufficient cause for more than 2 days.
- ii. Regular late attendance.
- iii. Negligent in performing duties.
- iv. Avoiding/ neglecting the instructions of the Superiors.
- v. Committing nuisance in the premises.
- vi. Loose talking with colleagues/subordinates.
- vii. Mis-behaviour, being extra friendly towards colleagues, teasing, body shaming remarks or asking for favors in any form.
- viii. Theft, fraud or dishonesty in connection with the organisation's business or property.
- ix. Taking bribes or illegal gratification in connection with own work.
- x. Not accepting Gifts (other than sweets or eatables) during Diwali or otherwise.
- xi. Causing willful damage to the work or work place.
- xii. Sleeping on duty.
- xiii. Avoid negligence in taking proper treatment for staying healthy and mentally fit.
- xiv. Lingered or wasting time and disturbing others while at work.
- xv. Giving false information about one self.
- xvi. Threatening, abusing or assaulting co-workers.
- xvii. Engaging in trade and other (personal interest) business activity during office hours.
- xviii. Working without permission in or outside office hours on work similar or competitive to that undertaken by the company, accepting outside or other salaried employment.

19. Internal communication:

- i. All senior colleagues should be addressed either as Sir/Mam or Mr./Mrs. as a form of address.
- ii. All Junior colleagues with due respect to the age factor in mind should be addressed with their first names.
- iii. One should exchange liberal greetings like Good Morning etc. when you meet your Superiors, Colleagues or sub-ordinates.
- iv. It is very important that we respect each other and communicate with each other appropriately and try and resolve the matter by team work.
- v. It is advisable that we be specific and to the point while communicating with each other and address the issues without toggling the matter from one desk to the other.

20. Dress Code: Neat, clean and properly ironed attire is mandatory for every employee in the organisation for maintaining the office decorum and discipline. Wearing very bright and very gaudy colored dresses are not allowed during the office hours and it is the duty of every employee to maintain the same. Wearing

casual dresses reflects casual attitude towards work, hence accept on Saturdays, you are not allowed to wear casual wears.

For Gents: Wearing tie on full/half-sleeved shirt is preferred.

For Ladies: Salwar Kameez, Formal tops and Trousers/Skirt or Saree would be preferred. Ethnic dresses/Saree on festivals or special occasions will be allowed.

For Office Assistants/ Drivers: It is mandatory to wear the uniforms as provided by the Company. If it is not worn, they will be marked absent for the day.

**For Sales Staff:**

For Gents: Wearing tie on full/half-sleeved shirt is mandatory. Blazers and trouser should be worn during Office hours/ Exhibitions/ Launch/ special programmes or events planned by the organization for inviting customers or prospective clients to office/ site locations.

For Ladies: Blazers and trousers/skirt should be worn during Office hours/ Exhibitions/ Launch/ special programmes or events planned by the organization for inviting customers or prospective clients to office/ site locations.

21. Attending visitors/ guest: While attending the visitors / guest at the reception, ensure that you handle them very professionally, but at the same time be very courteous in asking their reason for visiting the organization.

In the absence of your colleague whom the visitor have come to visit, see that you attend to the visitor, take proper information & the purpose of visit and ensure that you communicate the same to him / her on his / her resuming duty.

Model and Showflat: Customers are not allowed to go alone to the Model area or Show flat. It is our responsibility to ensure that our Sales Team Member always accompany the customers to the Model and show flat.

Safety precautions: **Do not** allow the customers to visit the site without taking safety precautions like helmet and also ensure that the customers are accompanied either by engineering or sales staff for visit to the site.

22. Telephone/Mobile Use: Every employee should make use of the Mobile/ telephone effectively, should talk to the point and be very brief in communicating over the phone. The maximum limits of usage and billing have been set by the organization, if the bill exceeds the limits, the same will be deducted from the employee's salary. Any employee seen wasting time over the telephone by having prolong personal discussions or misusing the phones will be dealt seriously by the organization.

Ensure that you answer to the telephones courteously and make best use of the Mobile or telephone lines provided to you in extracting the work.

23. Up-dation and maintenance of records/data and drawings: During your tenure with the organization, it is bound that you would be handling lot of information and maintaining the records pertaining to your department. It is the duty of every employee to ensure that you handle the information with care and take utmost preventive care to maintain the confidentiality of the information being handled by



you. At the same time, it is also important that you update the records from time to time and abide by the statutory laws.

24. Leaving the desk when not in seat: Whenever you leave the desk, ensure that you place all your papers/ documents in proper order, switch off your PC and the lights and then leave the desk. Whenever you are leaving for a meeting, ensure that you switch-off the lights/A.C. in your cabin/cubical and inform your next seated colleague about the meeting and tentative duration of the meeting, so that in your absence the concerned person may take message for you.

25. Inward and Outward of Material/ Items:

It is very important that every Document/ Material/ item brought in should be Inward at every office / site location. The material receiver should be identified and on making proper entry should be handed over to the respective employee.

26. Gifts and Favours:

No gifts other than sweets, dry fruits or consumables can be accepted. In case the employee is not able to return the gift, he should deposit the gift to HR head in HO. This includes any gifts received by employees at the time of festivals / personal events etc.

27. Conflict of Interest :

No Runwal Group employee should engage or participate in any business activity which directly or indirectly involves his / her direct relatives (father, mother, siblings, children, spouse, spouse parents, spouse siblings) or any entity in which they have a financial stake. In case such an instance comes up in the normal course of business, a Runwal employee is expected to rescue himself / herself from the said matter completely and declare/ inform the corporate HR of such conflict.

28. Integrity: Every employee selected and joining the organization is appointed considering that one comes from sound family background and will be honest and loyal to his/her work and will diligently perform his/her duty during the tenure with organization. Any act found during working hours like theft/ fraud or cheating or accepting bribes will be taken very seriously by the organization and would call for termination from the services without any reason assigned.

Strictly avoid having financial investment directly or indirectly in any entity which is vendor, supplier or channel partner of the company.

Acquiring real estate, leasehold, patents, or other rights in which the company may conceivably have interest.

Forcing or by use of dominant position persuading the vendor / customer to offer employment to family member or relative.

29. Secrecy and confidentiality of information held/ Information Integrity: Business Information is the vital key for any organization and every employee should preserve the confidentiality of the information handled by him/ her and be very discreet in sharing the information. Confidential nature of information should not be printed

through shared printers unless collected immediately from the common printer provided. Any waste printed information, which is sensitive in nature, should be destroyed immediately.

All computer programs and data developed for the company or held in its computer systems are for the sole use of the company, and must be protected by appropriate agreements. Any unauthorized copying of computer program and data is prohibited. Employees leaving the company must return all property.

30. Separation with the organisation:

*Resignation:* The employee should clearly state date of the notice of resignation and should be willing to work until the last date of notice period as per the letter of appointment. Formal acceptance will be given by the HOD on the resignation letter and after successful handing over of the charge, the employee desiring to leave the organization will be relieved from the services.

*Retirement:* All employees will retire from the services of the company on completion of 60 years of age, unless the Management extends their tenure.

31. Full and Final Settlement:

Employees resigning from the services are expected to complete the notice period defined in the letter of appointment and handover the charge to the assigned personnel taking over the position. Employees who do not serve the notice period and choose to leave the company without any intimation OR are not relieved by their HODs and leave the company, will be treated as absconded employees and will not be entitled for experience / relieving letter. Such Employees will be recovered with amount equivalent to 2 or 3 months monthly gross salary, depending on their position in the organization.

### **Procedure for raising any violation for Code of Conduct**

**a. Duty to disclose**

Every employee/ retainer of Runwal Group is obligated to disclose any existing or potential conflicts of interest as soon as they arise to Corporate HR department. Violation of code of conduct of company may lead to severe disciplinary action including termination of employment and penalties. Any Runwal employee who learns that any other Runwal employee is violating the code of conduct policy of company, he is required to report such incident, along with the details of employee, third party involved and the context of violation to Corporate HR Head within 24 hours, in writing / email. Runwal employee reporting such incidents may choose to keep their name anonymous if they so desire.

All such cases reported will be investigated as per whistle blower policy of the company. Full confidentiality of the whistle blower (employee reporting violation by other employee / third party) will be maintained by the company.

Any act that covers under the POSH Act will be separately dealt by the sexual harassment committee in the presence of the external advisor, details of which will be maintained confidential.

**b. Conflicts Handling**

Any violation of a possible code of conduct arises, management will collect all the pertinent information and may question employee or any concerned parties. If the management determines that a violation exists, steps will be taken to address the violation. If no violation exists, the inquiry may be documented but no further action will be taken.

**c. Addressing code of conduct violations**

When an actual violation is found, any transactions that may have been affected will be reviewed. Affected parties both within and outside of the business, including directors, employees, customer, vendor, consultant etc. will be notified. An investigation will also be conducted by the Management to determine the extent of the violations and the intentions of the parties involved.

**d. Disciplinary Action**

The management has full discretion to deem what disciplinary action is both fitting and necessary, including suspension and/or termination of employment.