

## CODE OF CONDUCT

**We shall feel pride of being a member of a growing organization with multi-dimensional business operations.**

- 1) Dress Code: A formal dress code will be essential on all working days. Informal or casual wear will not be used during working days.**
- 2) Office etiquettes such as preventing loud tone during communication in person or on telephones.**
- 3) Shall not leave the work place and gather at any place and speak loudly or behave as a manner which will disturb the concentration of other working staff.**
- 4) As members of the organization, we are bound by stipulated policies and procedures in all our business operations.**
- 5) We shall treat our suppliers, contractors and associates as business partners outside our premises.**
- 6) We shall not engage ourselves in corrupt, fraudulent practices or bribery of any kind.**
- 7) We shall not accept any favors, gratitude's or gifts from any person or organization relevant to our business operations.**
- 8) Under any circumstances all legislative requirements such as State Government, Central Government acts and local Self Government or Authorities, shall be adhered to.**
- 9) We shall not involve our self in anti-social or political activities of any kind.**
- 10) Under no circumstances shall we act or involve ourselves in any activity which will damage our organization's reputation.**
- 11) We shall not provide any information to any outsider unless permitted by the management in writing.**



**BHATE & RAJEE CONSTRUCTION  
COMPANY**

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