



EMPLOYEE CODE OF CONDUCT POLICY

Current Version	Version 1.0	Drafted by	Tarun Agarwal
Effective Date	1 July 2025	Reviewed by	Tarun Agarwal
Next Review Date	1 July 2026	Final Approval by	Samuel John

Objective

The Code of Conduct serves as a framework to guide employees of mistEO Pvt. Ltd. in maintaining the highest standards of professional and ethical behavior. This policy ensures a respectful, productive, ethical and compliant workplace culture that supports mutual trust and organizational success.

Scope

This policy applies to all employees, including:

- Full-time and part-time staff
- Contractual workers and interns
- Consultants and anyone representing mistEO in an official capacity

Core Values and Principles

Employees are expected to uphold the following principles:

- **Integrity** – Act honestly and ethically at all times
- **Respect** – Value each individual, their contributions, and their rights
- **Accountability** – Own your actions and decisions
- **Excellence** – Strive for high-quality outcomes
- **Confidentiality** – Protect company and client data

Standards of Conduct

a) Mutual Respect

- Treat colleagues, clients, and vendors with dignity and courtesy.

- Value diversity of thought, background, and culture.
- Refrain from discriminatory, harassing, or offensive behavior in any form.

b) Personal Responsibility

- Be punctual, reliable, and consistent in meeting work obligations.
- Accept responsibility for your actions, decisions, and their consequences.
- Act in the best interest of the company while respecting individual ethics.

c) Work Duty Management

- Manage tasks and priorities effectively to meet role expectations.
- Communicate proactively if deadlines cannot be met or support is needed.
- Respect company time and avoid negligence, absenteeism, or disengagement during work hours.

d) Professionalism

- Maintain decorum and behave in a manner that reflects positively on the company.
- Dress appropriately for the workplace or representational settings.
- Respond to clients, colleagues, and management with professionalism and courtesy.

e) Use of Company Resources

- Use mistEO's property (IT equipment, software, internet, etc.) only for authorized business purposes.
- Protect resources from damage, misuse, or loss.

f) Conflict of Interest

- Avoid situations where personal interests conflict (or appear to conflict) with company interests.
- Disclose potential conflicts promptly to HR or management.

g) Confidentiality and Data Security

- Do not disclose company or client data without proper authorization.
- Comply with all internal and regulatory data protection standards.

h) Compliance with Laws and Policies

- Adhere to all applicable laws, industry regulations, and internal policies.
- Report any legal violations, safety risks, or ethical concerns responsibly.

Reporting Misconduct

Employees are encouraged to report any violations of this Code to:

- Their immediate supervisor
- The CEO

There will be no retaliation against employees who report issues in good faith.

Disciplinary Action

Violation of this Code may lead to disciplinary action, including but not limited to:

- Verbal or written warnings
- Suspension or demotion
- Termination of employment
- Legal action, where necessary

All actions will follow due process.

Acknowledgment

Employees must acknowledge this Code of Conduct upon joining and whenever updated. Compliance to this policy is mandatory for all employees and forms part of the terms of employment.

Review and Updates

The Code of Conduct will be reviewed annually or when significant policy or legal changes occur. Updates will be communicated company-wide.

Signature:

Name: Samuel John

Employee ID: 001

Date: 1 July 2026

