

DEVELOPIOS CODE OF CONDUCT

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Introduction

At **Developios (Private) Limited**, we are committed to maintaining the highest standards of ethical and professional behavior. This **Code of Conduct** applies to all employees, contractors, consultants, and stakeholders (“team members”) and sets clear expectations for personal and professional conduct.

Team members must act with integrity, transparency, and fairness in all interactions while ensuring compliance with legal and ethical standards. Violations of this Code may result in disciplinary actions, including termination.

Standards of Personal and Professional Conduct

- Promote a positive image of **Developios** by demonstrating professionalism, respect, and accountability in all interactions, both within and outside the workplace.
- Avoid conflicts of interest and ensure all actions reflect the best interests of the company and its clients.

Work-Life Balance and Well-Being

- Standard working hours are **Monday to Friday, 9 AM to 6 PM** (flexible for time zones as required by clients).
- Communicate personal constraints that may affect work hours to managers, who will provide reasonable flexibility.
- Encourage team members to take breaks and prioritize physical and mental well-being to maintain productivity and creativity.

Team Member Development

- **Mentorship and Guidance:** Junior team members are paired with experienced mentors to promote learning and growth.
- **Continuous Feedback:** Performance evaluations are used to identify strengths and areas for improvement, fostering career advancement.

Standards of Conduct

The following behaviors are strictly prohibited and may result in disciplinary action:

- Dishonesty, falsification of documents, or omission of critical information.
- Disclosure of confidential information or trade secrets related to **Developios**, its clients, or partners.
- Harassment, discrimination, or any form of inappropriate conduct, verbal or physical.
- Unauthorized use or possession of company property, materials, or intellectual assets.
- Excessive absenteeism or lateness without valid reasons or approval.
- Engaging in activities that compromise **Developios**' reputation or disrupt workplace harmony.

Conflicts of Interest

Team members must:

- Disclose any personal, financial, or professional conflicts that may affect the company's interests.
- Avoid working for competitors or engaging in activities that interfere with responsibilities at **Developios**.
- Obtain approval from management for any external professional engagements.

Confidentiality and Trade Secrets

- Safeguard proprietary, sensitive, and confidential information at all times.
- Unauthorized disclosure or misuse of intellectual property, designs, client details, or internal processes will result in strict disciplinary actions.

Acceptance of Gifts and External Contributions

- Team members are prohibited from accepting personal gifts, favors, or benefits from clients or suppliers without management approval.
- External contributions, such as writing, consulting, or public engagements, require prior approval to ensure alignment with company interests.

Employment Practices

Employment at Will:

Employment with **Developios** is at mutual consent. Either party may terminate the relationship at any time with notice/grace period.

Lateness or Absenteeism:

Team members are expected to report for work on time unless unforeseen circumstances arise. Notify supervisors promptly about expected delays or absences. Repeated violations may lead to disciplinary action.

Whistleblower Policy

Purpose:

Enable team members to report unethical, improper, or illegal activities without fear of retaliation.

Reporting Process:

Reports can be made confidentially to the **HR Department** via email or letter.

Protection for Whistleblowers:

Whistleblowers will be protected against retaliation or discrimination, provided reports are made in good faith.

Addressing Conflicts of Interest and External Contributions

- Avoid disclosing confidential information or participating in activities that create potential conflicts of interest.
- Obtain written approval for external work engagements or activities outside of **Developios** that may interfere with job responsibilities.

Consequences of Non-Compliance

Violations of this Code of Conduct, including misuse of resources, breach of confidentiality, or unethical behavior, will result in disciplinary actions, which may include:

- Verbal or written warnings.
- Suspension or termination of employment or contracts.
- Legal action, where applicable.

Conclusion

At **Developios**, we believe that a positive and professional work culture is essential to achieving excellence. By adhering to this Code of Conduct, we can build a collaborative, respectful, and ethical workplace that supports the success of our clients, team members, and organization as a whole.

Acknowledgment

All team members must review and sign this Code of Conduct to confirm their understanding and agreement to abide by its terms.