



EGIF/GLOBAL

0464- Gaur City Centre, West, Sector 4,
Greater Noida, Uttar Pradesh 203207
Phone no: +91(88)40758347
<https://egifglobal.org>

CODE OF CONDUCT POLICY

Introduction

This code of conduct outlines the expectations for ethical and legal behavior for all employees and consultants of Emeraldgears Initiative Foundation (EGIF) Global. As a company, we are committed to upholding high standards of integrity and professionalism, and this code of conduct reflects that commitment.

Ethical Conduct

All employees and consultants of Emeraldgears Initiative Foundation (EGIF) Global are expected to always conduct themselves in an ethical and professional manner. This includes:

1. **Honesty:** Employees & consultants must be truthful and honest in all their dealings with the company and its clients.
2. **Fairness:** Employees & consultants must treat all clients, colleagues, and business partners fairly and without discrimination.
3. **Respect:** Employees & consultants must treat others with respect and dignity and must not engage in any behavior that is harassing, intimidating, or offensive.
4. **Responsibility:** Employees & consultants must take responsibility for their actions and must not engage in any behavior that is illegal, unethical, or harmful to the company or its clients.

Legal Compliance

All employees & consultants of Emeraldgears Initiative Foundation (EGIF) Global are expected to comply with all applicable laws and regulations. This includes:

1. **Antitrust laws:** Employees & consultants must not engage in any behavior that violates antitrust laws, such as price fixing or market allocation.
2. **Privacy laws:** Employees & consultants must respect the privacy of our clients and must comply with all applicable privacy laws and regulations.
3. **Intellectual property laws:** Employees & consultants must respect the intellectual property rights of others and must not engage in any behavior that violates these rights.
4. **Engagement laws:** Employees & consultants must comply with all applicable laws and regulations, including those related to discrimination, harassment, and labor standards.



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Confidentiality

All employees and consultants of Emeraldgears Initiative Foundation (EGIF) Global are expected to maintain the confidentiality of our clients' information and any other confidential information that they may come into contact within the course of their work. This includes:

1. **Client information:** Employees & consultants must not disclose any confidential information about our clients, unless authorized to do so.
2. **Company information:** Employees & consultants must not disclose any confidential information about the company, unless authorized to do so.
3. **Non-disclosure agreements:** Employees & consultants must comply with any non-disclosure agreements that they may have signed and must not disclose any confidential information that is covered by these agreements.

Reporting Violations

Any employee and consultant who becomes aware of a violation of this code of conduct or any applicable laws or regulations must report the violation to their supervisor. The company will not retaliate against employees or consultants who report violations in good faith.

Disciplinary Action

Any employee & consultant who violates this code of conduct or any applicable laws or regulations may be subject to disciplinary action, up to and including termination of employment. The company will handle all disciplinary actions in accordance with its policies and procedures, and in compliance with all applicable laws and regulations.

Conclusion

By following this code of conduct, employees & consultant of Emeraldgears Initiative Foundation (EGIF) Global can help to maintain our high standards of integrity and professionalism and can help to ensure the success of the company and the satisfaction of our clients.

Approved by.

Dr. Vivek Kumar Singh
Founder & Director
Date: 02/12/2023

