



Employee Code of Conduct

CODE OF CONDUCT

1 Policy Brief & Purpose

At Walia Group of Industries, our Employee Code of Conduct stands as a cornerstone guiding principle, shaping the expected behavior of employees in their interactions with colleagues, customers, suppliers, associates, the organization itself, and society at large.

While we highly value freedom of expression and encourage open communication, adherence to our code of conduct is of utmost importance. It serves as a bedrock for fostering a workplace environment characterized by harmony, productivity, and mutual respect, actively striving to mitigate instances of corruption, disruptions, and conflicts that may hinder our collective progress. By upholding these standards, we aim to cultivate a culture where integrity, accountability, and ethical conduct prevail, ensuring the sustained success and positive impact of our organization within the broader community.



2 Scope

This policy applies universally to all employees of Walia Group of Industries, irrespective of their role or contractual agreement.





3 Policy Elements

Compliance with Law :

Employees are obligated to uphold the legal integrity of our company by complying with all relevant environmental, safety, and fair dealing laws and practices. Ethical and responsible conduct is expected in all dealings related to the company's finances, products, partnerships, and its corporate image.

Respect in the Workplace:

Discrimination, harassment, or victimization of any form is strictly prohibited. Our equal opportunity policy must be adhered to in all aspects of work, including recruitment, performance evaluation, and interpersonal relations.

POSH/ SHE Policy:

Walia Group is committed to maintaining a work environment free from all forms of sexual harassment. We uphold the principles of dignity, respect, and equality for all employees. Sexual harassment in any form, including but not limited to unwelcome advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature, is strictly prohibited. This policy applies to all employees, contractors, vendors, clients, and any other individuals associated with Walia Group. We encourage open communication and provide mechanisms for reporting incidents of sexual harassment without fear of retaliation. Complaints will be promptly and impartially investigated, and appropriate disciplinary action will be taken against individuals found to have engaged in sexual harassment. Walia Group is dedicated to fostering a safe and inclusive workplace where every employee can contribute their best without the fear of harassment or discrimination.



Protection of Company Property:

Employees must demonstrate respect and care towards company property, whether tangible or intangible. Misuse of equipment or intellectual property is not tolerated, and efforts should be made to safeguard company facilities from damage or vandalism.

Professional Personal Appearance:

Adherence to the company's dress code and personal appearance guidelines is mandatory. This includes adhering to standards of professionalism, such as wearing branded uniforms, smart formals, maintaining a well-groomed appearance, and upholding hygiene standards.



Corruption:

At Walia Group, the acceptance of gifts or engagement in any form of bribery is strictly prohibited. We uphold the highest standards of ethical conduct and integrity in all business dealings, and any involvement in bribery undermines the trust and credibility we strive to maintain with our stakeholders. Employees are expected to refrain from soliciting or accepting gifts, favors, or any form of inducements that may compromise their objectivity or impartiality in carrying out their duties.

Job Duties and Authority:

At Walia Group, employees are entrusted to fulfill their responsibilities with unwavering integrity and respect for company values. Each individual is accountable for upholding ethical standards in their conduct and interactions, fostering a culture of honesty and professionalism within the workplace. Additionally, supervisors and managers are tasked with exercising their authority judiciously, ensuring fairness and consistency in their decisions and actions while leading by example to inspire trust and confidence among their teams.



Absenteeism and Tardiness:

At Walia Group, punctuality is a cornerstone of professional behavior, and employees are expected to arrive on time for their assigned duties. However, we understand that unforeseen circumstances may occasionally arise, and exceptions can be made for genuine reasons such as medical emergencies or unavoidable delays. In such cases, employees are encouraged to communicate promptly with their supervisors or the HR department to explain the situation and make appropriate arrangements to minimize any impact on their work responsibilities. We value open communication and mutual respect within our workforce, and we recognize that flexibility is sometimes necessary to accommodate unforeseen events. By maintaining a balance between the expectation of punctuality and understanding genuine circumstances, we aim to cultivate a supportive and adaptable work environment where employees can thrive while fulfilling their professional obligations.



Conflict of Interest:

Employees should avoid any conflicts of interest that may compromise their job performance. The employee must strictly refrain from any other professional commitment (in part-time or full).

Collaboration

We actively promote and encourage friendly and collaborative behavior among employees to cultivate a supportive and productive work environment. Embracing a culture of camaraderie and teamwork enables individuals to feel valued and respected, fostering creativity, innovation, and mutual support within our workforce. By emphasizing the importance of cooperation and positive interactions, we aim to create a workplace where everyone feels empowered to contribute their best, ultimately driving the success and growth of our organization.



Communication:

Open communication among colleagues, supervisors, and team members is essential for effective teamwork. Abusive language, illicit conduct and inappropriate tone will not be tolerated.

Benefits:

At Walia Group, we emphasize responsible utilization of employment benefits to ensure fair and equitable distribution among all employees. It is essential that benefits provided by the company, such as healthcare coverage, retirement plans, and other perks, are utilized judiciously and in accordance with company policies. We expect employees to refrain from abusing these benefits, recognizing that misuse can have repercussions not only for individuals but also for the broader workforce and the company as a whole. Responsible use of employment benefits contributes to a positive work environment where resources are utilized efficiently to support the well-being and satisfaction of all employees. By fostering a culture of accountability and mindfulness regarding benefit usage, we uphold the integrity of our compensation and benefits framework, ensuring that these offerings continue to serve their intended purpose of enhancing the overall employee experience at Walia Group.



4 Policies Adherence and Reporting

Adherence to company policies is a fundamental expectation for all employees at Walia Group, and compliance is mandatory. Should any questions or uncertainties arise regarding company policies, employees are encouraged to seek clarification from their respective managers or directly contact the HR department. Clear communication channels are in place to ensure that employees have access to the necessary guidance and support to understand and adhere to company policies effectively.

At Walia Group, we prioritize transparency and accountability in our operations, and this extends to the enforcement of company policies. By proactively addressing inquiries and concerns related to policies, we aim to foster a culture of understanding and compliance among our workforce. Our managers and HR department are dedicated to providing timely and accurate information to support employees in upholding company standards and contributing to a cohesive and productive work environment.



5 Disciplinary Actions

Failure to adhere to the Employee Code of Conduct at Walia Group may lead to disciplinary measures being imposed, the severity of which will be determined by the specific nature and frequency of the infraction.

Potential consequences for non-compliance encompass a range of actions, including demotion, formal reprimand, temporary suspension from duties, or termination of employment. In instances involving grave misconduct such as corruption or theft, the company reserves the right to pursue legal action in addition to implementing disciplinary sanctions to uphold the integrity and reputation of the organization.

6 Conclusion

At Walia Group of Industries, our Employee Code of Conduct forms the cornerstone of our organizational culture. By adhering to these principles, we collectively contribute to a workplace environment characterized by professionalism, mutual respect, and collaboration, ultimately driving our company towards success and growth.

engineering is the edge.

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