

	Pheon Auto Tech Pvt Ltd	Format Ref.	F-MR-05
Format Name	Controlled Guidelines & Policies	Rev No/Dt	02/ 09.02.2022

Sec.	Description	Particulars				
1	Particulars	Type of Guideline	Policy	☒	Guidelines	☐
		Name	Code of Conduct Policy			
		Ref.	G-H-02			
		Department	Human Resource			
2	Purpose	To define the norms and guidelines for conduct and discipline at work.				
3	Scope	All Pheon Group employees including those on training/probation.				
4	Owner	Manager HR & Admin				

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5	Guideline / Policy
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1. Policy

A. Misconduct means

- i. Theft, fraud and dishonesty in connection with the business or property of the company or of property of another person within the premises of the company.
- ii. Taking bribes or any illegal gratification.
- iii. Acting in a manner prejudicial to the interests of the company.
- iv. Furnishing false information regarding name, age, fathers name, dependents, qualifications, previous service, health, competence or any other matter relevant at the time of employment.
- v. Absence from duty without leave or overstaying the sanctioned leave without information to the reporting manager / supervisor.
- vi. Habitual late coming or habitual early going or irregular attendance.
- vii. Phony registering of attendance, marking attendance of another employee or assisting in doing so.
- viii. Negligence in work or performance including slowing down of work or willful interference in the work of another employee or employees.
- ix. Receiving, viewing, downloading or distributing pornographic material.
- x. Changing any system settings without prior authorization.
- xi. Providing wrong information to colleagues / team members.
- xii. Threatening, abusing or assaulting any employee or any disorderly behavior within the premises and any such action at any other place if it has any connection with the company affairs.
- xiii. Indulging in any act of sexual harassment at workplace.
- xiv. Gambling within the premises of the company.
- xv. Smoking and chewing tobacco within the premises where it is prohibited.
- xvi. Sleeping while on duty.
- xvii. Misuse of any cash advance, non – compliance with the provisions of the rules for grant of any cash advance.
- xviii. Unauthorized possession of any lethal weapon within the premises of the company.
- xix. Refusal to work on another job or another machine.
- xx. Refusal to accept & acknowledge charge-sheets, orders or any other communication.
- xxi. Abet or attempt to abet any act, which amounts to misconduct.
- xxii. Commission of any act, which amounts to a criminal offence involving moral turpitude.
- xxiii. Commission of any act subversive of discipline or of good behavior in the course of duty.
- xxiv. Conviction or criminal charge/s by a competent court of law.
- xxv. Willful damage, sabotage to property or interest of the company. Commission of any irresponsible act resulting in damage to any work or property or interests of the company.
- xxvi. Interference or tampering with any safety devices installed or violating the safety or environment regulations in or about the premises of the company.
- xxvii. Falsification of company's records, manuals or electronic, impersonation or forgery.
- xxviii. Purchasing or selling properties, machinery, stores etc. from the company or to the company by the employee or his family / relative without permission in writing from EMC.
- xxix. Making representation to person or bodies outside the company whether official or otherwise on matters connected with the affairs of the company or personal grievances against the management.

APPROVED

By MR at 5:07 pm, Sep 02, 2025

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- xxx. Unauthorized sharing or disclosure of confidential information of the company.
- xxxi. Allowing unauthorized persons to operate company vehicles or equipment's.
- xxxii. Violation of any provision of these rules or any other habitual act or omission, which the company considers as misconduct.

2. Guidelines

All employees must abide by the clauses of this policy. These clauses are illustrative and not exhaustive.

- Every employee shall at all times Maintain absolute integrity.
- Conduct oneself in a manner which will enhance the reputation of the company.
- Confirm to and abide by the rules, regulations and policies made by the Company from time to time.
- Comply with and obey all lawful and reasonable orders, verbal or written, of superiors.
- Every employee holding a supervisory position shall take all possible steps to ensure the integrity and devotion to duty of employees under his control and authority.
- No one shall participate in any demonstration, which involves incitement to an offence.
- No one shall communicate, directly or indirectly any confidential document or part thereof or information to any person to whom he is not authorized.
- No one shall engage directly or indirectly in any trade or business or undertake any other employment.
- Every employee shall report to the HR and Management if any member of his family is engaged in any trade or business or owns or manages any agency having business dealing with the company.
- No one shall attempt to bring any outside influence to further his interests in respect of matters pertaining to his service in the company.
- Unauthorized Absence from duty or overstaying on leave for more than 7 days will be deemed to have voluntarily abandoned service and will be liable for termination of employment without any further reference to him. However, the company reserves the right to recover the amount in lieu of notice period, in case of voluntary abandonment of service.
- Employees shall support the management in adjusting the manpower and reshuffling the workload and work allotment for increased efficiency and productivity.
- There shall be no discrimination or harassment against any person on the grounds of race, color, religion, disability, age, sex or marital status. Any discriminatory action against full time employees, Contractual employees, clients or vendors shall be met with disciplinary action.

3. Penalty

Penalty may be imposed on an employee if any misconduct is committed or any of the above guidelines is violated. The penalty shall be decided by the MD/Director/Head Group HR from the following list.

A. Minor Penalties

- i. Verbal Warning / Warning Letter.
- ii. Censure / Suspension from duty without pay up to a maximum of 3 days.
- iii. Recovery of the whole or part of the monetary loss caused to the company by negligence or breach of orders from the salary or any amount due to the employee.

B. Major Penalties

- i. Reduction of salary or Holding monthly incentive / Holding / Reduction of annual increment / performance pay.
- ii. Demotion in Level and designation
- iii. Dismissal or termination of services

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This Policy will supersede any earlier policy or communication.

Sec.	Description	Details			
		Particulars		From	Reference
6	Inputs				
7	Outputs	Warning Letter and Actions			
8	Monitoring & Measurement	Frequency		KPI	Responsibility
9	Revision History	Rev No.	Details of Revision	Date	DCR No.
		00	INITIAL RELEASE	01.09.2025	
		01			
10	Format Usage Related	Format Template Loc.	Not Applicable		
		Document Retention Format	Policies	To be Stamped and Signed by MD and then Retained in PDF Format.	
			Guidelines	Controlled Document to be retained in PDF Format	
		Document Retention Loc.	PAT Svstems Data > PAT - Document Resource > Controlled - PAT - Guidelines and Policies > Human Resource (H) Related > Controlled G-H-02- Code of Conduct Policy		
		Retention Period	Perpetual Years		
		Circulation	MD, MIS, All Team Members.		
11	Abbreviations				
12	Document Control	Particulars	Name	Date	Sign
		Prepared By	Devinder Singh	01.09.2025	
		Approved By	Gaurav Singhal 	01.09.2025	
		Controlled By	Mayank Mishra	01.09.2025	

APPROVED
By MR at 5:07 pm, Sep 02, 2025