Employee Code of Conduct Policy

1. Introduction: Vie Tech (Private) Limited is dedicated to maintaining a professional work environment that nurtures mutual respect, integrity, and accountability among its employees. This Employee Code of Conduct Policy delineates the expected standards of behavior for all employees to uphold the company's values and foster a positive workplace culture.

By abiding by this Employee Code of Conduct Policy, employees of Vie Tech (Private) Limited contribute to a positive work environment, uphold the company's reputation, and showcase their dedication to ethical and professional conduct.

2. Compliance with Laws and Regulations: Employees must adhere to all relevant laws, including 'The Prevention of Electronic Crimes ACT, 2016,' as well as other government regulations and company policies while carrying out their responsibilities.

Engaging in any actions that contravene legal or regulatory requirements, such as discrimination, harassment, and fraud, is strictly forbidden.

3. Professionalism and Respect: Employees are required to treat their colleagues, clients, and stakeholders with respect, politeness, and professionalism at all times.

Discrimination, harassment, bullying, or any form of disrespectful conduct based on race, gender, ethnicity, religion, sexual orientation, or any other protected characteristic will not be tolerated.

4. Confidentiality and Data Protection: Employees must uphold the confidentiality of sensitive information, including proprietary company data, customer details, and trade secrets.

Unauthorized disclosure or misuse of confidential information is not allowed and may lead to disciplinary action, including termination of employment.

5. Conflict of Interest: Employees should steer clear of situations where personal interests clash with the company's or its clients' interests.

Any actual or perceived conflicts of interest must be disclosed to management for transparency and appropriate resolution.

6. Use of Company Resources: Company resources, such as equipment, electronic devices, laptops, facilities, intellectual property, and other IT resources, are provided for business purposes and should be used responsibly.

Personal use of company resources should be minimal and must not impede job duties or compromise productivity.

7. Workplace Safety: Employees are accountable for upholding a safe and healthy work environment by adhering to safety protocols, reporting hazards, and participating in safety training programs.

Any concerns related to workplace safety should be promptly reported to the relevant supervisor or safety officer.

8. Alcohol and Drug-Free Workplace: The use, possession, or distribution of alcohol or illegal drugs in the workplace is strictly prohibited.

Employees are expected to report to work without being under the influence of alcohol or drugs that impair their ability to perform job duties safely and effectively.

9. Reporting Violations: Employees who witness or become aware of any breaches of this Code of Conduct Policy are encouraged to report them to management or the designated compliance officer.

Instances of misconduct will be promptly and confidentially investigated, and appropriate disciplinary action will be taken as needed.

10. Acknowledgment: All employees must review and digitally acknowledge their understanding of this Code of Conduct Policy when submitting an online job application or starting employment, and annually thereafter.

Failure to comply with this policy may result in disciplinary action, including termination of employment and/or legal consequences against the employee. Additionally, the employee may be held responsible for covering the damages incurred by the company due to their unprofessional behavior and the costs of legal proceedings.

11. Policy Revision & Approval: The Company's Board of Directors, in a meeting on January 12, 2022, reviewed and approved the Original Issue Policy. Any future revisions to this policy will require review and approval by the Board.

Please visit *https://vietech.pro/resources/significantpolicies* to address any concerns and review the latest policy updates.

Version	Date	Nature of Changes	Approved By
1	12.01.2022	Original issue.	BOD Meta GRC (Private) Limited
2	28.02.2023	No change in the policy. The policy revised due to change in name of the company from Meta GRC (Pvt.) Limited to Vie Tech (Pvt.) Limited [SECP Certificate#B048304, APL#7460, Dated 24.02.2023]	BOD Vie Tech (Private) Limited formerly known as Meta GRC (Pvt.) Ltd.