



Langslide

Code of Conduct Policy

Version 1.0

PURPOSE

This Code of Conduct outlines the expectations of the Rudramsa Systems Pvt. Ltd. (herein referred to as organization) measured against the highest possible standards of ethical business conduct. Committing to the highest standards helps the organization hire great people, build products, and attract loyal customers. From time to time, the organization may update this Code of Conduct. This policy is guided by requirements specific to the organization, including applicable laws and regulations.

SCOPE

This policy applies to the entire organization and its employees, including contractors, consultants, and third parties.

DEFINITIONS

- **Code of Conduct:** A set of guidelines and principles that outlines the expected behavior and ethical standards for employees within an organization. It establishes the organization's values, ensures compliance with laws and regulations, and provides a framework for making ethical decisions.
- **Ethical Behavior:** Actions and decisions that align with the organization's values, promoting integrity, fairness, honesty, and respect in all professional interactions and activities.
- **Compliance:** Adherence to all applicable laws, regulations, and internal policies designed to ensure that the organization and its employees operate within the legal and ethical framework.
- **Conflict of Interest:** A situation in which an employee's personal interests could interfere with their ability to make unbiased, objective decisions in the best interest of the organization.
- **Harassment and Discrimination:** Any behavior that creates a hostile, intimidating, or offensive work environment, including actions that discriminate against employees based on race, gender, age, religion, disability, or any other protected characteristic.

RESPONSIBILITIES

Employees' Responsibilities:

- **Adhere to the Code:** All employees must understand and follow the guidelines set forth in the Code of Conduct, maintaining ethical and professional behavior in all work-related interactions.
- **Report Violations:** Employees should immediately report any violations of the Code of Conduct to their supervisor, HR, or via the designated reporting channels.
- **Respect Workplace Diversity:** Employees are expected to foster an inclusive, respectful work environment and avoid any form of discrimination or harassment.
- **Maintain Confidentiality:** Employees must safeguard confidential company information and respect the privacy of colleagues and clients.

Managers' Responsibilities:

- **Lead by Example:** Managers should demonstrate ethical behavior and uphold the standards of the Code of Conduct to set a positive example for their team.
- **Enforce the Code:** Managers must ensure that employees understand the Code of Conduct and take appropriate actions when violations occur.
- **Promote a Positive Work Environment:** Managers should actively promote a culture of respect, collaboration, and inclusivity, addressing any issues related to misconduct or unethical behavior promptly.

HR Department Responsibilities:

- **Provide Training:** HR is responsible for regular training on the Code of Conduct, ensuring all employees understand their obligations.
- **Investigate Violations:** HR should investigate misconduct complaints or violations of the Code, ensuring impartiality and fairness in the process.
- **Enforce Disciplinary Actions:** If violations are confirmed, HR should recommend or implement appropriate disciplinary actions in line with company policies.

Organization's Responsibilities:

- **Ensure Compliance:** The organization must implement systems and processes to ensure compliance with the Code of Conduct and applicable laws.
- **Promote Ethical Practices:** The organization should cultivate an ethical culture, providing employees with the tools and resources to make sound decisions in line with the Code.
- **Address Violations:** The organization is responsible for addressing any breaches of the Code swiftly and fairly, ensuring transparency and accountability.

POLICY

RESPECT IN THE WORKPLACE

All employees must respect their colleagues. Organizations will not allow any kind of discriminatory behavior, harassment, or victimization.

The organization prohibits retaliation against any employees who report or participate in an investigation of a possible violation of the Organization name's Code of Conduct, policies, or the law. If you believe you are being retaliated against, please contact the HR team or anonymously at Employee Relations/Human Resources department.

Employees must use company assets as outlined in the Acceptable Usage Policy. This includes safely handling trademarks, copyrights, and other property (information, reports, etc.).

SAFE WORKPLACE

The organization's name is committed to a violence-free work environment, and we will not tolerate any level of violence or the threat of violence in the workplace. Under no circumstances should anyone bring any type of weapon to work, including guns, explosives, or knives. If you become aware of a violation of this policy, you should report it to a member of management immediately. In the case of potential physical violence, contact the authorities immediately.

WORKPLACE VISITORS

Workplace safety is very important to the Organization. As visitors access the workplace premises, we shall ensure that visitors are not a threat to the workplace and are not exposed to danger.

EQUAL OPPORTUNITY EMPLOYMENT

The organization is an equal opportunity employer. We thrive on diversity and are committed to creating an inclusive environment for all employees.

PROFESSIONALISM

All employees must show integrity and professionalism in the workplace.

JOBS DUTIES AND AUTHORITY

All employees should fulfill their duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers must not abuse their authority.

We encourage mentorship throughout the organization.

COMMUNICATION AND COLLABORATION

Employees should be responsive and open to communication with their colleagues, supervisors, and team members. Employees should be friendly and collaborative and not disrupt the workplace or hinder their colleagues' work.

BENEFITS

The organization expects employees not to abuse their employment benefits. If you have questions about company benefits, please contact Human Resources.

COMPLIANCE WITH LAW

Employees must comply with all applicable laws, including environmental, safety, and fair dealing. The organization expects everyone to be ethical and responsible in business dealings.

CONFLICT OF INTEREST

Conflicts of interest occur when an employee, contractor, or job applicant's personal interests may not align with company needs or interests. We expect you to avoid any personal, financial, or other interests hindering your ability to perform your job duties. If you believe a conflict may occur, please contact your manager immediately.

Types of conflicts of interest may include:

- Personal investments
- Outside employment, advisory roles, board seats, and starting your own business
- Business opportunities found through work
- Inventions

INTERNET AND SOCIAL MEDIA

Employees should never share any intellectual property or the status of their assignments on social media.

Employees should always be respectful when representing the company and avoid speaking in specifics about their work. They should never post discriminatory, offensive, or illegal language on social media.

EXCEPTIONS

Business needs, local situations, laws, and regulations may occasionally call for an exception to this or any other organizational policy. If an exception is needed, the management will determine an acceptable alternative approach.

ENFORCEMENTS

Any violation of this policy or any other policy or procedure may result in disciplinary action, including termination of employment. We reserve the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. We do not consider conduct violating this policy to be within an employee's or contractor's course and scope of work.

Any employee requested to undertake an activity they believe violates this policy must provide a written or verbal complaint to their manager or any other manager as soon as possible.

The disciplinary process should also be used as a deterrent to prevent employees and contractors from violating organizational security policies and procedures, and any other security breaches.

RESPONSIBILITY, REVIEW AND AUDIT

We review and update our security policies and plans annually to maintain organizational security objectives and meet regulatory requirements. The results are shared internally with appropriate parties, and findings are tracked to a resolution. Any changes are communicated across the organization.

Version Details

Version	Version Date	Description of changes	Created By	Approved By	Published By
Version 1.0	Mar 14 2026	Initial Release	Pronoy	Kartikeya	Kartikeya