

Neo Metaliks Limited

CODE OF CONDUCT

HANDLING CONFIDENTIAL INFORMATION

- a) Employees should use information received in the course of their business dealings only for the purpose it is intended or normally used and never for personal gain or for a third party's gain. **They should also not release confidential data or information to others without proper authorisation.**
- b) When an employee creates any piece of writing that could be identified as a “**work of authorship**”, makes any advance in technology or identifies a new solution to a business problem, he or she should immediately contact the appropriate manager in NML in case the work needs protection through a patent, trademark or other legal means.
- c) Every employee is responsible for **safeguarding proprietary and confidential information under his or her control**. This includes taking steps to ensure that documents are produced, handled and discarded in a manner that minimises the risk of their falling into unauthorised hands.
- d) Employees should ensure that access to work areas and computers is properly controlled. Working in public places requires special attention, and confidential information should never be discussed in public.
- e) On occasion, an employee may need to share confidential information with somebody not employed or contracted by NML. **Such situations call for special care**. An employee must never disclose anything without the prior approval of the management.
- f) The Company has many kinds of business relationships with many companies and individuals. All employees should take special care to handle confidential information of our customers, potential customers, suppliers, potential suppliers or any other third party with responsibility.
- g) **Employees are not authorised to disclose any Unpublished Sensitive Project Information about the Company to others, not even in their resumes.**
- h) In keeping with the terms of the Employment Contract, all employees shall, during their service with the Company, devote their full-time attention to the responsibilities entrusted to them. **No employee will serve as an employee, agent, director, partner or consultant of any other business enterprise.**

- i) **Employees who are involved in the special/confidential project of the organisation and resign from the services of Company should not take up employment with a competitor for a period of at least one year. Such employees are also precluded from actively engaging with the employees of NML by way of personal meetings, telephone calls, email messages etc., for any purpose what-so-ever and also from poaching by enticing them with job opportunities in their new company for at least one year from the date of taking up employment with the new company.**
- j) Similarly, any employee of the Company is **precluded from interacting with an ex-employee of the company** by way of personal meeting, telephone calls, emails etc., for any purpose what-so-ever. If any employee is found doing so, necessary action will be initiated against such employee by considering the same as breach of contract.

ONGOING PROJECTS AND ASSIGNMENTS

Employees who have joined the Company to undertake a specific project (s) or critical assignment (s) or entrusted with such project (s) or critical assignment (s) during their tenure with the Company will be solely accountable as well as responsible for steering and completing the projects or assignments which they have taken up. However, in case any such employee seeks to voluntarily resign from the Company during the subsistence of the said projects or assignments, the company will take necessary action against them including the forfeiting of all the payments due to him. In other words, such an employee is prevented to leave the organization at any time during the continuance of the said project or assignment by abandoning the same halfway through. In case of any violation of this stipulation, the Company has the full right to forfeit all the emoluments and other payments due to such an employee besides reserving the right to initiate appropriate action to recover any loss occasioned to the Company on account of such pre-mature exit of the said employee to protect the interest of the Company in this regard.

NEO METALIKS LTD lays great emphasis on this code of conduct guidelines and believes that these are critical in ensuring a constructive and positive work environment at NEO METALIKS LTD along with portraying a good image of NEO METALIKS LTD to outside world.