



Code of Conduct

(GLO/HRM/001/11)

- 1.1 All employees are required to sign the Code of Conduct at the time of joining and agree to abide by the same during course of their employment with Globela Pharma Pvt. Ltd.

Code of Conduct – Standards

As a Staff member of the organization, I will:

- 1.2 Be responsible for the use of information and resources to which I have access by reason of my employment with the Organization. I will ensure that I will use Organization's information, funds and resources entrusted to me in a responsible manner, following the appropriate policy and procedural requirements. Resources and property include Organization's telephones, photocopiers, fax machines and stationery, other office equipment or resources belonging to the Organization, Computers including the use of email, internet and intranet.
- 1.3 Ensure the safety, health and welfare of all staff members.
- 1.4 I will adhere to all organizational health and safety requirements in force at the location of my work.
- 1.5 I will comply with all security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- 1.6 I will behave responsibly to avoid any unnecessary risk to the safety, health and welfare of myself and others.
- 1.7 Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with Organization's beliefs, values and aims.
- 1.8 I will treat all people fairly and with respect and dignity.
- 1.9 I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Organization premises.
- 1.10 I will seek to ensure that my sexual conduct does not bring Organization in to any ill repute and does not impact on or undermine my ability to undertake the role for which I am employed.



- 1.11** For the purpose of this Code of Conduct a transaction is classed as any exchange of money, goods, and services of favors with any other person.
- 1.12** Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of Organization and my work as a staff member of the organization.
- 1.13** I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of the Organization e.g. contract for goods / services, employment or promotion within Organization, partner organizations, civil authorities, beneficiary groups.
- 1.14** I will behave in a manner that does not undermine national or international perceptions of Organization's impartiality.
- 1.15** I will not accept any additional employment or consultancy work outside of Organization without prior permission from management.
- 1.16** I will not accept significant gifts or any remuneration from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my employment with the Organization.
- 1.17** I will not abuse my position as an organization staff member by requesting any service or favor from others I return for assistance by organization. Avoid involvement in criminal activities, activities that contravene human rights or those that compromise the work of the organization.
- 1.18** I will contribute to combating all forms of illegal activities. I will also notify the organization if I face any criminal charges during my employment.
- 1.19** Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation. I will fully abide with the requirements of the organization's equal opportunities, diversity and anti – harassment policies.
- 1.20** I will never engage in any exploitative, abusive or corrupt relationships.
- 1.21** I have read carefully and understand the organization code of conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support organization's aims, values and beliefs.



1.22 Application of code of conduct

- 1.22.1 All staff will be given a copy of this Code of Conduct and be required to familiarize themselves with its requirements, by reading and discussing the Code with their Manager or colleagues.
- 1.22.2 All staff will be required to confirm this by signing their agreement to the Code of Conduct. This copy of the signed agreement will be maintained in the employee's personal file. A copy will be displayed at the notice board and the employee can refer this at any time he feels fit.
- 1.22.3 In case of any doubt, staff can also seek further clarification from their Manager or from the Human Resources team.
- 1.22.4 Further amendment of this code of conduct and information will also be distributed to each office and work place as soon as possible.
- 1.22.5 Managers have a responsibility to ensure that all staff, including newly recruited staff, is provided with a copy of the code of Conduct, understand its provisions clearly, and sign their agreements to its terms. Also, they need to uphold the standards of conduct and to set an example.
- 1.22.6 Managers also have a particular responsibility in the recruitment and selection of staff, Managers should ensure that selected candidates supports the beliefs and values of Organization and do not have a work history that contravenes the requirements of this Code.
- 1.22.7 Any staff member who has concerns about the behavior of another staff member should raise this with the appropriate line manager. Any concerns will be treated with urgency, consideration and discretion.
- 1.22.8 Any breaches to the requirements of this Code of Conduct will be subject to investigation and possible disciplinary action will be taken in line with Organization's Disciplinary procedure.