

Code of Conduct

Objective:

At Exabyte Infotech Private Limited (hereafter referred as “EIPL”) we strongly believe in the principle of trust through transparency and accountability. This forms the foundation of the EIPL’s Code of Conduct.

EIPL’s Code of Conduct:

EIPL and its employees must, at all times, comply with all applicable laws and regulations. EIPL will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. EIPL does not permit any activity that fails to stand the closest possible public scrutiny. All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the EIPL’s operations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek appropriate legal advice.

General Employee Conduct:

EIPL expects its employees to conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job.

Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

Conflicts of Interest:

EIPL expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of EIPL. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor.

Outside Activities, Employment, and Directorships:

All employees share a serious responsibility for EIPL’s good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to EIPL and is encouraged.

Employees must, however, avoid acquiring any business interest or participating in any other activity outside EIPL that would, or would appear to:

- Create an excessive demand upon their time and attention, thus depriving EIPL of their best efforts on the job.
- Create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in EIPL’s best interest.

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Relationships with Clients and Suppliers:

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with EIPL, or that provides goods or services, or both, to EIPL if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of EIPL.

Gifts, Entertainment, and Favors:

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which EIPL has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their positions with EIPL might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Kickbacks and Secret Commissions:

Regarding EIPL's business activities, employees may not receive payment or compensation of any kind, except as authorized under EIPL's business and payroll policies. In particular, EIPL strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

Organization Funds and Other Assets:

Employees who have access to Organization funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in EIPL's policies and procedures or other explanatory materials, or both. EIPL imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or seek appropriate legal guidance so that EIPL can promptly investigate further.

When an employee's position requires spending Organization funds or incurring any reimbursable personal expenses, that individual must use good judgment on EIPL's behalf to ensure that good value is received for every expenditure. Organization funds and all other assets of EIPL are purposed for EIPL only and not for personal benefit. This includes the personal use of organizational assets, such as PCs, Laptops, Printers etc.

Organization Records and Communications:

Accurate and reliable records of many kinds are necessary to meet EIPL's legal and financial obligations and to manage the affairs of EIPL. EIPL's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

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Dealing With Outside People and Organizations:

Employees must take care to separate their personal roles from their Organization positions when communicating on matters not involving Organization business.

Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve Organization business, employees must not presume to speak for EIPL on any topic, unless they are certain that the views they express are those of EIPL, and it is EIPL's desire that such views be publicly disseminated.

When dealing with anyone outside EIPL, including public officials, employees must take care not to compromise the integrity or damage the reputation of either EIPL, or any outside individual, business, or government body.

Prompt Communications:

In all matters relevant to customers, suppliers, government authorities, the public and others in EIPL, all employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality:

When handling financial and personal information about customers or others with whom EIPL has dealings, observe the following principles:

- Collect, use, and retain only the personal information necessary for EIPL's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
- Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

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Signatures

Employee has carefully read all of this Agreement and agrees that all of the restrictions set forth are fair and reasonably required to protect Company's and its customer's interests. Employee has received a copy of this Agreement signed by both the parties.

Employee:

(Signature)

Date:

For **Exabyte Infotech Private Limited**

Authorized Signatory

Date: