



2026

COMPANY POLICY DOCUMENT



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Policy Name – Code of Conduct

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Policy Number – P/HR/001

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Policy Name - Code of Conduct

Purpose of Policy

This Code of Conduct Policy is established to define the expected standards of behavior, discipline, and professionalism within the organization. It ensures that all employees perform their duties responsibly, maintain workplace integrity, and follow applicable laws and company rules. The policy is particularly important in maintaining operational safety and discipline in the logistics business.

Scope of the Policy

This policy applies to all employees of the company, including office staff and commercial vehicle drivers. It covers behavior within office premises, during field operations, while driving company vehicles, and during any work-related activity, including remote work.

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Working Hours & Compliance

Employees are required to follow standard working hours of 8 hours per day. Total working hours, including overtime, must not exceed 60 hours per week. A minimum break of 30 minutes must be taken after every 4.5 hours of continuous work.

All employees are entitled to one weekly off day. Compliance with working hour regulations is mandatory to ensure employee well-being and legal adherence.

Employee Conduct & Discipline

All employees are expected to maintain high standards of discipline, honesty, and professionalism. Respectful behavior toward colleagues, management, and clients is mandatory.

Any form of misconduct, negligence, or behavior that impacts company reputation or operations will not be tolerated. Employees must follow instructions from management and perform their duties responsibly.

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Driver-Specific Conduct & Safety Rules

As a logistics company, driver discipline is critical. All drivers must strictly follow traffic laws, safety guidelines, and company instructions at all times.

Driving under the influence of alcohol or any prohibited substance is strictly prohibited. Rash driving, violation of traffic rules, or unsafe practices will lead to strict disciplinary action. Drivers must ensure vehicle safety, proper documentation, and responsible conduct during duty.

Alcohol Prohibition

Consumption, possession, or reporting to work under the influence of alcohol or any prohibited substance is strictly prohibited for all employees. Any violation will be treated as serious misconduct and may lead to immediate disciplinary action, including termination as per Alcohol Policy P/HR/002.

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Leave & Attendance Policy

Employees are entitled to the following leave structure:

Casual Leave (CL): 7 days per year

Sick Leave (SL): 7 days per year

Earned Leave (EL): 18 days per year

Encashment of Earned Leave will be applicable only if the employee has completed a minimum of 240 working days in a year.

Regular attendance and punctuality are expected from all employees. Unauthorized absence or habitual late coming will be treated as misconduct.

Salary & Payment Terms

All employee salaries & Overtime will be processed on or before the 7th of every month. Salary payments will be made strictly through bank transfer to the employee's own bank account. Cash payments are not permitted under any circumstances.

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Remote Work Guidelines

Remote work facility is available for employees but only after Reporting Manager Permission. Employees working remotely must maintain the same level of discipline and responsibility as in office. Work should be completed within defined timelines, and employees must remain available during working hours.

Company data and communication must be handled securely during remote work.

Exit & Resignation Policy

Employees are required to submit a formal resignation letter at the time or before of leaving the organization. The company does not enforce a mandatory notice period; however, employees are requested to complete proper handover of responsibilities to ensure smooth transition of work.

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Grievance & Complaint System

The company maintains a grievance matrix system (Reference - P/HR/009), Internal Complaint Committee (Reference - P/HR/011) and complaint box to allow employees to raise concerns, suggestions, or complaints. Employees may submit complaints anonymously if they choose, Company will ensure the Privacy of Complainer at all cost.

All complaints will be reviewed seriously, and appropriate action will be taken to ensure a fair and transparent work environment.

Statutory Compliance with Laws

This policy is aligned with applicable labour and employment regulations, including the PF, ESI, PT and other relevant Statutory Compliance & Law governing workplace conduct, wages, and employee welfare.

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Prevention of Sexual Harassment (POSH)

The company is committed to providing a workplace free from harassment. Any form of sexual harassment is strictly prohibited and will be dealt with seriously (Reference - P/HR/014).

The policy is aligned with the Sexual Harassment of Women at Workplace. Employees are encouraged to report any incidents through the grievance system (Reference - P/HR/009).

Health, Safety & Environment (HSE)

The company is committed to maintaining a safe and healthy work environment. All employees, especially drivers, must follow safety practices to prevent accidents and injuries.

Employees must:

- Follow safety instructions
- Use safety equipment where required (No Charge for PPE Kit)
- Report unsafe conditions immediately

The Company Promotes Environmental Responsibility:

- Timely Vehicle Maintenance
- Vehicle Service & Maintenance only on Service Centres only

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Child Labour Prohibition

The company strictly prohibits employment of individuals below the legal working age 18. This policy (Reference - P/HR/006) is aligned with the Child Labour (Prohibition and Regulation) Act, 1986.

Human Rights & No Forced Labour

The company is committed to respecting human rights. Any form of forced labour (Reference - P/HR/008), bonded labour, or coercion is strictly prohibited. Employment is voluntary, and employees are free to leave the organization as per company policy (Reference - P/HR/020).

Business Ethics & Integrity

Business must be performed with Ethics (Reference - P/HR/005), Employees must act with honesty and integrity in all business dealings. Misuse of company resources, falsification of records, or unethical practices are strictly prohibited.

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Anti-Corruption & Anti-Bribery

The company follows a zero-tolerance policy towards corruption and bribery (**Reference - P/HR/003**). Employees must not offer, accept, or engage in any form of bribery or illegal payments.

Disciplinary Action

Violation of this policy will result in disciplinary action (**Reference - P/HR/007**), which may include warning, suspension, or termination depending on the severity of the offense. Serious violations may lead to immediate termination.

Positive Work Environment

The company promotes a respectful and inclusive workplace for all the Employees. Employees must treat each other with dignity and avoid any form of harassment, discrimination, or abusive behavior.

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Conclusion

This Code of Conduct Policy establishes a clear framework for maintaining discipline, safety, and ethical behavior across the organization. By following these guidelines, the company aims to create a secure, respectful, and legally compliant work environment for all employees, including office staff and drivers.

Every employee is responsible for upholding these standards in their daily work. Compliance with this policy ensures not only smooth business operations but also the safety of people, protection of company reputation, and adherence to applicable laws.

The company expects all employees to understand and strictly follow this policy at all times. A disciplined and ethical workplace contributes to long-term success, employee well-being, and sustainable growth of the organization.

Approval & Acknowledgement

This Policy is approved and issued under the authority of the Director, Pratham Transolutions India Pvt. Ltd.

Date	Description of Change	Approved By
01.10.2025	Initial Issue	Tushar Gorasiya (Director)

Tushar Gorasiya
Founder & Director



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