



EMPLOYEE CONDUCT, DISCIPLINE AND WORK RULES

Employee Conduct, Discipline and Work Rules

Purpose

The purpose of this policy is to define the scope and criteria for EMPLOYEE CONDUCT, DISCIPLINE AND WORK RULES
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Scope

All employees of HIREXA.

EMPLOYEE CONDUCT, DISCIPLINE AND WORK RULES

WORK PLACE ETIQUETTE

HIREXA strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behaviour in the work place may be disruptive or annoying others. Many of these day- to-day issues can be addressed by politely talking with co-workers to bring perceived to his or her attention.

In most cases, common sense will dictate an appropriate resolution. The Company encourages all employees and associate members to keep an open mind and graciously accept constructive feedback or a request to change behaviour that may be affecting another employee's ability to concentrate and be productive. The following workplace etiquette guidelines and not necessarily intended to be hard and fast work rules with disciplinary consequences.

They are simply suggestions for appropriate workplace behaviour to help everyone be more conscientious and consideration of co-workers and the work environment. Please contact the Human resource department, if you have any suggestions regarding these workplace etiquette guidelines.

- *Treat everyone with respect and courtesy.*
- *Follow the highest standard of work ethics.*
- *Work with your team in meeting the expectations of your client, your team, your manager, your peers and subordinates.*

- Follow accepted practices while giving or receiving feedback.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in an open area.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Refrain from using inappropriate language.
- Monitor the volume when listening to the music, voicemail, or a speaker phone.
- Keep your workplace neat and tidy
- Adopt good email etiquette.

CONDUCT, DISCIPLINE AND WORK RULES

To ensure orderly operations and provide the best possible work environment, HIREXA expect employees to follow rules of conduct that will protect the interests and safety of all the employees and the organization.

It is not possible to list all forms of behaviour that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or damage of Company property.
- Falsification of records.
- Working under the influence of alcohol or illegal drugs.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials.
- Excessive absenteeism or any absence without notice.
- Unauthorized disclosure of business" secrets" or other confidential information.
- Violation of personal policies.
- Unsatisfactory performance or conduct.

CODE OF CONDUCT

For prevention of insider trading This Code of Conduct may be known as "HIREXA - Code of Conduct for Prevention of Insider Trading.

Code of Business Conduct and Ethics

This Code of Business Conduct and Ethics helps ensure compliance with legal requirements and our standards of business conduct. All Company employees are expected to read and understand this Code of Business Conduct and Ethics, uphold these standards in day-to-day activities, comply with all applicable policies and procedures, and ensure that all agents and contractors are aware of, understand and adhere to these standards.

You are required to read, understand and agree to comply with the Code of Business Conduct and Ethics. Please sign the acknowledgment form at the end of this Code of Business Conduct and Ethics and return the form to the Human Resources Department.

The successful business operation and reputation of HIREXA is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for the integrity and excellence.

Requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regards for the highest standards of conduct and personal integrity.

The continued success of HIREXA is dependent upon our customer's trust and we are dedicated to preserving that trust. Employees owe a duty to HIREXA, its customers to act in a way that will merit the continued trust and confidence of the Public.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If in a situation where it is difficult to determine the proper course of action, it should be discussed with your manager and with the HR department for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every HIREXA employee & associated members.

Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

External Employment

Employees may not hold any type of outside employment as long as they are associated with HIREXA or an employee of HIREXA.

Employees may not receive any income or material gain from individuals outside HIREXA for material produced or services rendered while performing their jobs.

Conflicts Of Interest

Employees have an obligation to conduct business with in time line that prohibit to actual or potential conflicts of interest. This policy establishes only the framework with in which HIREXA wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees seek further clarification on issue related to the subject of acceptable standards of operation.

The transaction with an outside firm must be conducted within the framework established and controlled by the Director Level of HIREXA. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes; product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both of those firms . Promotional plans that could be interpreted to involve unusual gain require specific Director Level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or a far of relative because of HIREXA business dealings. For the purpose of this policy, a relative is any person whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence or transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Director of HIREXA as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

NON-DISCLOSURE AGREEMENT

The protection of confidential business information and trade secrets is vital to the interests and the success of HIREXA. Such confidential information includes but is not limited to, the following examples.

- *Compensation data*
- *Pending projects and proposal*
- *Computer processes*
- *Research and development strategies*
- *Customer lists*
- *Financial information*
- *Human Resource strategies*
- *New market research*

Employees or associated members who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

COMPANY SPOKESPERSON

Authority to Speak for the Company: Only those employees or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the Company may speak or write in the name of the Company to any newsgroup or chat room. Other employees may participate in newsgroups or Hirexa in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of this Company, the employee must refrain from any unauthorized political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the Company of any commercial product or service not sold or serviced by this Company, its subsidiaries or its affiliates. Only those managers and Company officials who are authorized to speak to the media, to analysts or in public gatherings on behalf of the Company may grant such authority to newsgroup or chat room participants.

POLICY ON WORKPLACE DISCRIMINATION AND HARASSMENT

This policy is to provide a workplace free of all forms of unlawful discrimination, including sexual harassment and harassment on the basis of race, colour, religion, national origin, sex, age, disability etc. All such harassment is illegal and strictly prohibited by the Company.

Purpose and Scope

To state the Company's firm commitment to provide protection against sexual harassment of women at the workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Under the act the term Sexual Harassment includes any one or more of the following unwelcome sexually determined acts or (whether directory or implication), namely

- *Physical contact & advances; or*
- *A demand or request for sexual favours; or*
- *Making sexually coloured remarks*
- *Verbal Conduct such as making derogatory comments, slurs or epithets of a sexual nature; or*
- *Sexually graphic or suggestive comments about an individual's dress or body; or*
- *Sexually degrading words to describe an individual; or*
- *Implied or explicit promise/threat to female worker related to her employment status etc.*

Reporting Procedure

If an employee believes that he or she has been subjected to sexual harassment, unwanted sexual attention or other forms of prohibited harassment, he or she should:

- If comfortable doing so, make his or her unease and/or disapproval directly and immediately known to the individual(s) creating the problem;
- Report the incident as soon as possible, either verbally or in writing, to his or her immediate Reporting Officer or to the "Internal Complaints Committee" (ICC).
- No employee will be discharged or retaliated against in any manner because of registering any such complaint. Supervisors must ensure that alleged discrimination, harassment or retaliation is reported to the Human Resources Department (including any complaints they may receive from employees in other departments.)
- Complaint within 3 months of the incident.

Investigation:

A. All allegations of discrimination, sexual and other prohibited harassment or retaliation will be investigated and addressed promptly, impartially and in as confidential a manner as possible.

B. An Internal Complaints Committee (ICC) will be formed for handling complaints on sexual harassment which will comprise of: Ref POSH Policy

Discipline:

A. If the complaint is found to be false with malicious intent, the complainant can be penalized accordingly (termination from employment, financial penalty, written apology etc).

B. Any employee who is found to have engaged in acts of discrimination, sexual or other prohibited harassment or retaliation in violation of this policy will be disciplined appropriately, up to the including discharge, depending on the circumstances. When discrimination, sexual or other prohibited harassment or retaliation has been found, appropriate remedial action will be applied in accordance with Company policy.

C. No monetary settlement consideration.

SMOKING

In keeping with HIREXA's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, associated members, customers, clients, and visitors.

PERSONAL FINANCIAL MATTERS

The Company respects the employee's privacy towards personal finance, credit related matters and personal investments. The employee is advised to carry out any of these transactions outside of the office. The employee is also advised not to conduct any financial transaction of investment or trading in the office.

COMPANY PROPERTY AND FACILITIES

All facilities and equipment's provided at the office are for use for Company business purposes only. Employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your reporting officer if any equipment, machines, or tools appear to be damaged, defective, or in need for repair.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Use of these facilities and equipment for personal use is not permitted.

SECURITY INSPECTION

HIREXA wishes to maintain a good environment that is free of illegal or improper materials. To this end, HIREXA prohibits the possession, transfer, sale or use of such material on its premises. HIREXA requires the co-operation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of HIREXA. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of HIREXA at any time, either with or without prior notice.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and facilities at HIREXA, only authorized visitors are allowed in work place. Restricting unauthorized visitors helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguards employee welfare, and avoid potential distractions and disturbances.

All visitors should enter HIREXA at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety to their visitors.

EQUAL OPPORTUNITY EMPLOYER

HIREXA is an Equal Opportunity Employer. The Company's policy is to ensure that no discrimination occurs, whether directly or indirectly, against any person on the grounds of colour, caste, religion, nationality, sex, marital status, age or disability.

This policy of equal opportunity and treatment will apply whenever the Company is recruiting, transferring, promoting, assessing performance, disciplining, offering training or other opportunities for advancement.

It is a condition of employment by the Company that all employees are expected to behave at all times in a manner consistent with the Company Equal Opportunity philosophy.

Employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of the Human Resources department. Employees can make reports without fear of reprisal. The Company will thoroughly investigate any allegations or instances of discriminatory behaviour. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.