

Violation of Code of Conduct: Disciplinary Action

Purpose

The purpose of this document is to outline the standard conduct and rules applicable to employees at Vivriti. It is important that a disciplinary code is in place to ensure a harassment free and safe workplace. Disciplinary action can be any or all of the below depending on the nature of offence.

Verbal warning

In case of a moderate offence, HR and reporting manager will have a formal disciplinary discussion with the employee that may result in a verbal warning. Written record is kept of this warning and it will be valid for (three) 3 months.

Written warning

Misconduct and wrongful behaviour, or an offence of more serious nature can result in a written warning. A written warning shall be valid for a period of 3 (three) months. All written warnings will be recorded on an Email. A discussion will be held with the employee.

Dismissal / Termination of employment

When an employee is claimed to have committed major misconduct, it will lead to dismissal / termination of the employee from the service of Vivriti. Such a termination for cause will be done without any notice pay. The organization will not be liable to pay the employee any accrual around leaves, any further unpaid reimbursements and/ or any notice pay. The employee will be informed of the reason for the dismissal / termination in writing or via email. Dismissal / termination for cause can happen with immediate effect.

Schedule of offences

The kind of disciplinary action that can be taken by the organization for each type of violation is outlined below. Below is a guideline and is not to be considered as comprehensive and the offences may not be limited to the list below. Vivriti will have the right to take a decision around the type and nature of the disciplinary action on a case to case basis.

Breach of Employment policy	Verbal Warning	Written Warning	Termination
Additional employment outside Vivriti			✓
Accepting a position even if it is informal or advisory in nature, from any of Vivriti's clients			✓
Unauthorised disclosure of confidential information including but not limited to company's trade secrets, confidential documentation, technical know-how and data, drawings, system, methods, software, processes, client lists, programs, marketing and or financial information			✓
Dual employment: working for/ at or taking up any other form of employment while working with Vivriti			✓
Inappropriate behaviour	Verbal Warning	Written Warning	Termination
Usage of language that is inappropriate, abusive to an employee or groups of employees and may be offensive in nature		✓	✓
Conduct that is detrimental to the image and or good standing of the Vivriti within the perception of the public thereby creating a negative image of the company		✓	✓
Breach of confidentiality			
Intentional disclosure / Misuse of work-related confidential information		✓	✓
Spreading misleading information about Vivriti and any of its employees, clients or stakeholders	✓	✓	✓

Non maintenance of confidentiality around terms of employment with Vivriti		✓	✓
Leave & Attendance	Verbal Warning	Written Warning	Termination
Unauthorised absence from work for more than 5 working days without the intention to return.		✓	✓
Recurring excessive unexcused and unauthorised absence		✓	✓
Failure to report to duty for more than 7 working days			✓
Tailgating of access card to enter premises, not using access cards	✓		
Health and safety	Verbal Warning	Written Warning	Termination
Not following Health and Safety norms; smoking / alcohol / other substances inside the workplace		✓	✓
Not taking up responsibility relating to workplace emergencies		✓	
Disagreeing to follow safety procedures	✓		
Substance abuse	Verbal Warning	Written Warning	Termination
Under the influence of alcohol and or any other mind-altering substance including but not limited to any prohibited and or prescription drugs		✓	✓
Consumption of alcohol, drugs, or related substance whilst on duty*			✓
Possession of alcohol or drugs inside the company premises			✓
Possession of weapons inside the company premises			✓
*does not apply to alcohol during approved engagement of Vivriti's counterparties			
Harassment & Theft	Verbal Warning	Written Warning	Termination
Sexual harassment, Unprofessional or inappropriate conduct of sexual nature			✓
Discrimination based on race, colour, sex, religion, national origin, age, disability, sexual orientation			✓
Sending profane, obscene, or derogatory e-mails, insulting/ discriminatory content			✓
Direct or indirect threat		✓	✓
Psychological harassment including intrusion into employee personal life		✓	✓
Theft or attempted theft if identified		✓	✓
Physically harming a work colleague through physical contact and or violence.		✓	✓
Intentional damage/ loss of office assets under possession	✓	✓	
IT Security	Verbal Warning	Written Warning	Termination
Making or allowing an unauthorized entry into restricted areas		✓	
Improper handling of tapes, etc. (e.g., bringing magnetic material near such storage media, not ensuring proper atmospheric conditions for their storage, etc.)	✓	✓	
Unauthorized removal/ relocation Company of equipment from the premises		✓	
Leaving laptops unattended in insecure areas	✓		
Unauthorized use of another person's e-mail		✓	
Sending inappropriate content/ viruses through e-mail	✓	✓	
Use of Proxy servers / IPs		✓	

Using Vivriti email address for conducting a personal business or for an illegal activity		✓	✓
Blanket forwarding of e-mail when not required	✓	✓	✓
Sending any confidential information to an address outside Vivriti domain without reason		✓	✓
Password sharing / disclosure for confidential/ restricted or highly sensitive information assets by end users		✓	✓
Insecure storage of critical passwords	✓		
Requesting / making unauthorized password resets of other users in their absence		✓	✓
Non-use of screen saver / power-on passwords on user desktops/ server consoles	✓	✓	
Not disabling default passwords	✓	✓	

Retaliation harassment – any employee behaviour with an intention of vengeance mechanism against the person who has raised a complaint or a whistle blower or petitioner will receive a written warning. Depending on the criticality of the incident, the organisation can decide to terminate the employee for cause.