



STANDARD OPERATING PROCEDURE

TITLE: Code of Conduct for Employees

SOP No.:		Department:	HR	
		Effective Date:		
Revision No.:		Revision Date:		
Supersede Revision No.:		Page No.:	1 of 2	

1.0 OBJECTIVE:

The Company firmly believes that we conduct our business with honesty and integrity and in compliance with the legal and regulatory requirements. This Code of Conduct specifies the basic standards to be followed by employees in their day to day activities on behalf of the Company.

2.0 SCOPE:

This Policy is applicable for all the employees in the Company.

3.0 RESPONSIBILITY:

Operating Officer / Executive HR & Corporate HR

3.1 All employees must uphold these standards in the conduct of Company business.

3.2 Senior management should be a role-model for these standards by visibly demonstrating support and by regularly encouraging adherence by Managers. Managers should ensure all their employees receive guidance, training and communication on ethical behavior and compliance relevant to their duties for the Company.

3.3 Failure by any employee to comply with this or any other policy of the company, will subject employees, including supervisors who ignore prohibited conduct, or have knowledge of the conduct and fail to correct it, to disciplinary action up to and including separation from employment with the Company.

3.4 An employee who indulges in any kind of indiscipline or misbehavior will be subjected to disciplinary action which may include verbal caution, written warning, show cause notice, suspension, stoppage of increment/ promotion, demotion, dismissal etc. from service depending on the nature and seriousness of the misconduct and in accordance with law.

4.0 ACCOUNTABILITY:

Head HR, Head Account & Head Corporate HR

5.0 ABBREVIATIONS:

SOP	Standard Operating Procedure
No.	Number
CQA	Corporate Quality Assurance
CHR	Corporate Human Resources
PA	Personnel & Administration
AC	Accounts
HR	Human Resources



PHARMA DEVILS

HR DEPARTMENT

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6.0 PROCEDURE:

POLICY:

Each employee is expected to:

- 6.1 Conduct the Company's business with honesty and integrity and in a professional manner that protects the Company's good public image and reputation.
- 6.2 Build relationships with customers, vendors and fellow employees based on trust and treat every individual with respect and dignity in the conduct of Company business.
- 6.3 Become familiar with and comply Company policy and procedures.
- 6.4 Avoid any activities that could involve or lead to involvement in any unlawful practice or any harm to the Company's reputation or image.
- 6.5 Avoid actual or potential conflicts of interests with the Company, or the appearance thereof, in all transactions.
- 6.6 Provide accurate and reliable information in records submitted, safeguard the Company's confidential information, and respect the confidential information of other parties with whom the Company does business or competes.
- 6.7 Promptly report to the Company any violations of law or ethical principles or Company policies that come to the employee's attention, and cooperate fully in any audit, enquiry, review or investigation by the Company.

7.0 ANNEXURES:

Not Applicable

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head Human Resources
- Master Copy Quality Assurance Department

9.0 REFFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Not Applicable		