

Workplace Policy

KhudraSoft Products and Services Private Limited

Version: 4.0

Effective Date: 1st January 2026

Approved By: Management, KhudraSoft Products and Services Private Limited

1. Purpose

The purpose of this Workplace Policy is to establish a professional, safe, productive, and respectful work environment that supports KhudraSoft's mission of delivering innovative software and technology solutions.

2. Scope

This policy applies to all:

- Employees
- Interns
- Contractors
- Consultants
- Temporary staff
- Visitors working within KhudraSoft premises or representing the company.

3. Professional Conduct

Employees are expected to:

- Maintain professionalism.
- Behave respectfully toward colleagues and customers.
- Avoid abusive or offensive language.
- Maintain confidentiality.
- Follow company policies and applicable laws.
- Protect company assets and intellectual property.

4. Attendance and Working Hours

Employees should:

- Report to work on time.
- Notify managers of delays or absences.
- Accurately record attendance where applicable.
- Follow approved leave procedures.

Flexible or hybrid arrangements may be provided based on business requirements and management approval.

5. Code of Ethics

Employees shall:

- Act honestly and ethically.
- Avoid conflicts of interest.
- Protect confidential information.
- Not misuse company resources.
- Comply with applicable legal and regulatory requirements.

6. Anti-Harassment Policy

KhudraSoft maintains zero tolerance for:

- Sexual harassment
- Workplace bullying
- Verbal abuse
- Physical intimidation
- Threats
- Retaliation

Complaints will be investigated fairly and confidentially.

7. Equal Opportunity

All employment decisions shall be based on merit without discrimination.

8. Health and Safety

Employees must:

- Follow safety procedures.
- Report hazards immediately.
- Cooperate during emergencies.
- Maintain clean workspaces.
- Use equipment responsibly.

9. Information Security

Employees must:

- Protect passwords and credentials.
- Avoid unauthorized software installations.
- Report cybersecurity incidents promptly.
- Follow data privacy and security procedures.

- Use company systems only for authorized purposes.

10. Acceptable Use of Technology

Company devices and networks should be used responsibly.

Employees must not:

- Download malicious software.
- Access illegal content.
- Share confidential data without authorization.
- Circumvent security controls.

Limited personal use is permitted if it does not interfere with work responsibilities or security.

11. Remote and Hybrid Work

Where approved:

- Employees must maintain secure internet access.
- Confidential information must remain protected.
- Company devices should be safeguarded.
- Productivity and availability expectations remain unchanged.

12. Workplace Behaviour

Employees should:

- Respect diversity.
- Communicate professionally.
- Support teamwork.
- Resolve disagreements respectfully.
- Avoid disruptive conduct.

13. Substance Abuse

Employees must not:

- Report to work under the influence of illegal drugs or alcohol.
- Consume prohibited substances during working hours or on company premises unless expressly permitted by law and company policy.

14. Grievance Redressal

Employees may raise concerns through:

- Immediate supervisor
- Human Resources

- Management
- Designated grievance channels

Complaints will be reviewed objectively and confidentially.

15. Disciplinary Action

Violations of this policy may result in:

- Verbal warning
- Written warning
- Suspension
- Loss of privileges
- Termination of employment
- Legal action where applicable

16. Policy Review

This Workplace Policy will be reviewed periodically to ensure alignment with evolving business practices and applicable laws.