

CHEMVEDA

CODE OF CONDUCT POLICY

Document Governance		
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Entities covered	Chemveda Life Sciences India Pvt. Ltd.	
Owner	Human Resources Department	
Revision History	Earlier Version: 00 Date of Revision: NA Revision Effective Date: NA	Policy Approved By: CEO Dr. Bheema Rao Paraselli <i>P. Bheema Rao</i> 11-Sept-2025

1.0 PURPOSE:

The purpose of the Code of Conduct at Chemveda life sciences is to maintain the highest standards of ethics, integrity, and professionalism among all employees, contractors, interns, and consultants working with the company. It outlines the expectations for behavior and conduct, ensuring that everyone adheres to these standards. Violations of the code may lead to disciplinary action, including termination, emphasizing the importance of compliance and upholding the company's values.

2.0 SCOPE:

The scope of the Code of Conduct at Chemveda life sciences applies to all employees, contractors, consultants, working with the company. This ensures that the guidelines and expectations for maintaining high standards of ethics, integrity and professionalism are uniformly applied across these groups, promoting a consistent and complaint work environment.

3.0 RESPONSIBILITY:

S. No	Department	Responsibility
➤	Division Head/CEO	• Ensure compliance with Code of Conduct. • Foster a positive and respectful work environment. • Address and report any misconduct.
➤	Employees	• Adhere to company policies and procedures. • Maintain confidentiality of company information. • Report any misconduct or violations.
➤	HR Department	• Develop and implement Code of Conduct policy. • Provide training and guidance on Code of Conduct. • Investigate and address reported violations.

4.0 DEFINITIONS:

Not Applicable

5.0 PROCEDURES/RULES/PROCESS:

➤ General Conduct:

- **Identification and Access:**

All employees must wear their ID cards visibly within company premises at all times. The ID card must be shown upon request by any authorized personnel.

- **Attendance and Biometric Tracking:**

Employees are required to punch in and out using the biometric system. If punch-in/out is missed, the Admin/HR team must be informed for attendance correction.

- **Office Timings:**

Working hours are from 9:00 AM to 6:30 PM. Employees must arrive in time to begin lab activities by 9:00 AM.

- **Safety Compliance:**

Employees must adhere strictly to all lab safety protocols and guidelines. Non-compliance will result in immediate disciplinary action.

- **Laboratory Phone Policy:**

Mobile phones are prohibited in laboratory areas. Phones must be stored securely in pigeon racks, which must be locked at all times.

- **Workstation & Pigeon Rack Security:**

Employees are responsible for securing their pigeon racks and keys. Chemveda is not liable for the loss of personal or company property due to negligence.

➤ Communication & Collaboration:

- **Issue Resolution:**

Raise inter-departmental issues via the Online Ticketing System (OTS) or inform the respective department heads or service desk personnel.

- **Confidentiality:**

All employees must maintain strict confidentiality regarding proprietary research, client data, and internal communications. Breach of confidentiality will result in legal and disciplinary action.

- **Information Disclosure:**

Only authorized personnel (Directors, PR representatives) may communicate externally on behalf of Chemveda. Unauthorized disclosure to media or third parties is strictly forbidden.

- **Professional Conduct:**
Employees must demonstrate integrity, honesty, and professionalism in all interactions. Respect and dignity must be upheld in all workspaces.
- **Responsibility for Compliance:**
All employees are personally responsible for following this Code of Conduct and for reporting violations through appropriate internal channels.

➤ **Additional Clauses:**

- **Anti-Harassment Policy:**
Chemveda enforces a zero-tolerance policy for sexual harassment, bullying, or any form of workplace discrimination. Offenders will face immediate disciplinary action.
- **Use of Company Resources:**
Company assets including computers, software, lab equipment, and data must only be used for work-related activities. Unauthorized or personal use is prohibited.
- **Conflict of Interest:**
Employees must disclose any personal, financial, or other interests that may conflict with the company's interests. This includes consulting or working for competitors.
- **Drug and Alcohol Policy:**
The possession or consumption of illegal substances or alcohol on company premises is strictly prohibited. Violators will face termination.
- **Intellectual Property:**
Any inventions, research data, or methodologies developed during employment are the intellectual property of Chemveda Life Sciences.
- **Environmental Responsibility:**
Employees must minimize chemical waste, use resources responsibly, and follow proper disposal procedures as per environmental compliance norms.
- **Social Media Conduct:**
Employees should refrain from posting or sharing any confidential or negative content about Chemveda on social media platforms.
- **Data Privacy Compliance:**
Adhere to all data protection laws (such as GDPR if applicable) when handling client or research data. Personal and sensitive data must be securely stored and accessed only by authorized personnel.

- **Whistle blower Protection:**

Chemveda encourages the reporting of any unethical or illegal activities. Whistle blowers will be protected from retaliation, and their identity will be kept confidential.

- **Fraud and money laundering:**

It is prohibited for Chemveda or its directors, officers, employees, consultants or contractors to:

Fraud: Intentional deception for unfair/unlawful gain that covers Financial misrepresentation, asset misuse, false claims, and collusion with vendors/clients.

Money laundering: Money laundering involves disguising the origins of illegally obtained funds to make them appear legitimate. Prohibited activities include structuring transactions, using shell companies, invoice manipulation, & non-reporting of suspicious transactions.

- **Information security:**

Chemveda is committed to protect sensitive information with robust security measures, comply with data protection laws, and restrict access to authorized personnel.

- **Anti-corruption:**

Chemveda is committed to ethical business practices, prohibiting corruption & bribery, and complying with all applicable anti-corruption laws. We will maintain transparent reporting and investigation procedures, provide regular training, and take disciplinary action against corrupt activities.

- **Conduct training and awareness workshops on code of conduct and business ethics annually:**

All employees will be required to agree to this Code in writing and promptly complete the related annual training activities. Every employee has the opportunity and responsibility to ask questions, seek guidance, and report suspected violations of the Code.