

Code of Conduct

Ethosphere Consulting Pvt Ltd

Effective Date: 01/11/2025 **Next Review Date:** 31/10/2026

Location: Bengaluru, Karnataka, India

1. Purpose

This Code of Conduct outlines the expected behaviours for all personnel and affiliates of Ethosphere, reinforcing our values of integrity, transparency, respect, collaboration, and responsible business practices.

2. Scope

Applies to all employees, consultants, contractors, suppliers and visitors of Ethosphere.

3. Core Values & Behaviours

- **Integrity** – We act honestly, ethically and lawfully in all dealings.
- **Respect** – We treat everyone with dignity and value diversity.
- **Professionalism** – We deliver quality work, meet deadlines, and provide transparent advice.
- **Confidentiality** – We protect client, employee, and business-information confidentiality unless required by law.
- **Responsibility** – We take ownership of our actions, report issues, and proactively seek improvement.
- **Collaboration** – We work as a team and with clients in the spirit of openness and trust.

4. Workplace Behaviour

- Harassment, bullying, discrimination, or victimisation are strictly prohibited.
- Each individual is responsible for maintaining a safe, respectful, and inclusive work environment.
- Any improper behaviour must be reported to the Managing Director.

5. Use of Company Assets & Information

- Company assets (hardware, software, data) must be used responsibly and only for legitimate business purposes.
- Client data, personal data, and proprietary information must be handled in compliance with applicable data-protection laws.
- Software licensing and regulatory compliance must be ensured at all times.

6. Conflicts of Interest & Outside Activities


- Employees and consultants must declare any outside interests that may conflict with the interests of Ethosphere or our clients.
- Outside business activities must not interfere with performance, objectivity, or create reputational risk.

7. Compliance with Laws, Regulations & Policies

- All personnel must comply with applicable Indian laws, regulations, and internal policies.
- Failure to comply may result in disciplinary action, up to termination of contract or employment.

8. Reporting & Accountability

- Concerns, violations or breaches of this Code should be reported via the designated channels (see Ethics Policy).
- Ethosphere will investigate and apply corrective actions where needed.

Signature:  Date: 01/11/2025
Name & Role: Sanchi Poovaya, Director