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Approved By: PROPRIETOR Dot. Next



Code of Conduct (Employee & Business Ethics) Policy

1. Purpose

The purpose of this policy is to define the standards of professional conduct, ethical behaviour, and business integrity expected from all employees, workers, contractors, and external collaborators of **Dot Next**. This ensures adherence to domestic and international laws, promotes a culture of ethical behaviour, and strengthens Dot Next's eligibility as a trusted vendor.

2. Scope

This policy applies to:

- All employees, contractual workers, consultants, and third-party associates engaged by Dot Next.
- All business interactions, including client engagements, vendor relationships, partnerships, and support operations.
- All geographies where Dot Next operates or provides services, including domestic (India) and international jurisdictions.

3. Definitions

- **Employee:** Full-time or part-time individuals directly employed by Dot Next.
- **Worker/Contractor:** Individuals engaged on a contractual or temporary basis.
- **External Collaborator:** Vendors, consultants, or partners engaged in Dot Next projects.
- **Ethics:** Principles guiding fair, honest, and responsible business conduct.

4. Guiding Principles

1. **Integrity & Honesty** – Act with honesty and fairness in all interactions.
2. **Compliance with Laws** – Adhere to all applicable laws, rules, and regulations, including labour, tax, and data protection laws.

3. **Confidentiality & Privacy** – Protect proprietary, client, and employee information; avoid unauthorized disclosure.
4. **Conflict of Interest** – Avoid situations where personal interests may conflict with professional responsibilities.
5. **Fair Business Practices** – Engage in transparent, competitive, and ethical business dealings with clients, vendors, and partners.
6. **Respect & Diversity** – Promote an inclusive and respectful workplace, free from discrimination, harassment, or exploitation.
7. **Social Responsibility** – Ensure business practices support sustainability, ethical sourcing, and community well-being.

5. Employee Conduct Expectations

- Perform duties with professionalism, competence, and accountability.
- Report any unethical behaviour, policy violations, or potential fraud to the Proprietor or Engagement Partner.
- Maintain appropriate use of company assets, digital tools, and intellectual property.
- Refrain from accepting gifts or favours that could influence business decisions.

6. External Engagement Expectations

- Conduct due diligence on vendors, clients, and partners to ensure alignment with Dot Next's ethical standards.
- Maintain transparency and fairness in contract negotiations and project execution.
- Ensure all third-party engagements comply with legal, regulatory, and contractual obligations.
- Monitor third-party performance and adherence to ethical practices regularly.

7. Reporting Mechanism

Employees and external associates can report violations confidentially through:

- Email: **contact@dot-next.in**
- Direct reporting to the **Proprietor or Engagement Partner**

All reports will be investigated promptly, and corrective actions will be taken where necessary.

8. Roles & Responsibilities

Role	Responsibility
Proprietor	Approves the policy, ensures overall compliance with ethical standards, and sets the culture of integrity.
Engagement Partner	Supports implementation of the policy, handles day-to-day compliance oversight, addresses ethical concerns, and ensures external stakeholder alignment.
Employees / Contractual Workers (if any)	Follow the Code of Conduct, maintain professionalism, and report violations or concerns to the Proprietor/Engagement Partner.
External Collaborators (Vendors, Consultants, Partners)	Adhere to Dot Next's ethical standards during all engagements and maintain transparency in business dealings.

7.Document Control

Version	Date	Prepared By	Reviewed By	Approved By	Changes / Remarks
1.0	01.04.2023	Sujit Swain	Ajit vijay hogade	Ajit vijay hogade	Initial release of Code of Conduct policy
2.0	01.04.2024	Sujit Swain	Ajit vijay hogade	Ajit vijay hogade	Added section on <i>External Engagement Expectations</i> and updated <i>Reporting Mechanism</i> email channel.
3.0	01.04.2025	Sujit Swain	Ajit vijay hogade	Ajit vijay hogade	Revised <i>Roles & Responsibilities</i> to include Engagement Partner; strengthened <i>Social Responsibility</i> guidelines.

Signed: *Ajit Hogade*
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