# Code of Ethics Policy

Entity Name: [Entity Name]

Effective Date: [Insert Date]

Approved By: Proprietor

## 1. Purpose

The purpose of this Code of Ethics is to define the principles and standards of ethical behavior that all persons associated with [Entity Name] are expected to follow. It aims to promote honesty, transparency, fairness, and respect in all business dealings, while ensuring compliance with applicable laws and protecting the entity's reputation.

## 2. Scope

This policy applies to:  
- The Proprietor  
- All employees, contract staff, interns, and consultants  
- Any person representing the entity in dealings with clients, suppliers, government agencies, or the public.

## 3. Core Ethical Principles

### 3.1 Integrity and Honesty

* Always act honestly and in good faith in all business transactions.
* Avoid false, misleading, or exaggerated statements in communication.

### 3.2 Compliance with Laws

Follow all applicable laws, rules, and regulations, including but not limited to:

* Prevention of Corruption Act, 1988
* Indian Penal Code, 1860 (fraud, cheating, criminal breach of trust)
* Information Technology Act, 2000 (data protection, cyber offences)
* POSH Act, 2013 (prevention of sexual harassment at workplace)
* Environment Protection Act, 1986
* Applicable tax, labor, safety, and industry-specific laws

### 3.3 Fair Dealing

* Treat clients, suppliers, employees, and competitors fairly and without bias.
* Avoid practices that constitute unfair competition or exploitation.

### 3.4 Confidentiality

* Protect confidential and proprietary information of the entity, clients, and business partners.
* Do not disclose such information unless authorized or legally required.
* These confidentiality obligations continue even after termination of employment or engagement.

### 3.5 Conflict of Interest

* Avoid any personal interest that could interfere with the entity’s interests.
* Disclose any actual or potential conflicts to the Proprietor immediately.

### 3.6 Anti-Corruption and Anti-Bribery

* Do not offer, accept, or solicit any bribes, kickbacks, facilitation payments, or improper advantages.
* Gifts and hospitality must be reasonable, lawful, and not intended to influence business decisions and follow the Anti-Corruption and Anti-Bribery Policy of the entity.

### 3.7 Respect and Workplace Conduct

* Treat all colleagues, clients, and stakeholders with dignity and respect.
* Maintain a work environment free from discrimination, harassment, or abusive behavior.

### 3.8 Social and Environmental Responsibility

* Conduct business in a manner that is socially responsible and environmentally conscious.
* Avoid activities harmful to society or the environment.

**3.9 Ethical Use of Digital Resources**

* Use company IT systems, devices, and communication tools ethically and lawfully.
* Do not engage in unauthorized access, data theft, or activities violating the Information Technology Act, 2000.
* Protect against cybersecurity risks and safeguard sensitive information.

## 4. Reporting and Compliance

Any suspected violation of this Code must be reported to the Proprietor.  
Reports will be handled confidentially, and no retaliatory action will be taken against whistleblowers acting in good faith.  
Disciplinary action may be taken against anyone violating this policy.

**5. Legal Compliance**

This Code shall be interpreted in accordance with the laws of India. Where any provision of this Code conflicts with a legal requirement, the **stricter standard** shall prevail. Nothing in this Code permits conduct that is illegal under applicable law

## 6. Acknowledgement

All employees and representatives of [Entity Name] must acknowledge that they have read, understood, and agreed to comply with this Code of Ethics.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: [Proprietor’s Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_