

Code of Conduct

Compliance and Confidentiality

- **OmniLink Policies** -Adhere to all company policies, including attendance, dress code, and workplace safety.
- **Confidentiality** -Safeguard sensitive company and client information, avoiding unauthorized disclosure.
- **Legal Compliance:** - Abide by applicable laws and regulations relevant to your role and the company's operations.

Resource Use and Ethical Conduct

- **OmniLink Resources:** - Company assets, such as laptops, phones, and emails, must be used responsibly and primarily for work-related purposes.
- **Ethical Practices:** - Avoid conflicts of interest, bribery, and any unethical practices. Report unethical behavior or policy violations promptly

Professional Behavior

- **Equal Employment Opportunities:** - OmniLink ensures equal employment opportunities regardless of race, religion, gender, national origin, age, disability, or veteran status.
- **Honesty and Integrity:** - Always Maintain Honesty, Integrity, and Fairness in all your dealings.
- **Respect for Colleagues:** - Respect colleagues, Clients, & Stakeholders, Promoting Inclusivity and Teamwork.

Workplace Conduct

- **Professionalism:** Maintain professionalism in your communication and behavior at all times.
- **Sexual Harassment and Discrimination:** - Sexual harassment, unsolicited sexual behavior, remarks, or requests for favors are strictly prohibited. Discrimination or any form of misconduct will not be tolerated
- **Intoxicating Substances:** - The consumption of alcohol, pan, gutka, or any other intoxicating substances is strictly prohibited within the workplace premises and during duty hours.

Employment Policies

- **Working Hours:** - Employees must adhere to the general schedule of 10.00am to 7.00pm or the Preapproved Monthly Shift Schedule.
- **Attendance:** - Employees must record their In-time and Out-time via the Spine HR system.
- **Dress Code**
- **Regular Workdays**
Employees are expected to maintain a professional appearance in Regular Workdays
- **Casual Saturdays**
Men: Business casuals (collared shirts, trousers, or jeans) and closed shoes.
Women: Business casual attire and sandals.
- **Identity Cards:** - Employees must visibly display their identity cards while on office & Client Premises
- **Employment Terms:** -
 - Employees are expected to contribute towards achieving company goals through a positive attitude and maximum effort.
 - The company reserves the right to terminate employment if false information or misrepresentation is discovered

Anti-Bribery and Anti-Corruption Policy

- Employees must not engage in bribery or corrupt practices.
- Gifts or hospitality must align with company guidelines.
- Suspected corruption must be reported immediately.
- Breaches may result in termination and/or legal action

Whistleblower Policy

- Employees can report unethical practices confidentially via designated channels.
- Retaliation against whistleblowers is prohibited.

Non-Disclosure Agreement (NDA)

- Employees must not disclose confidential information for personal gain or third-party benefit. Obligations continue for two years after termination

Salary / Pay Day

- Salaries are disbursed monthly on the 1st Week of every month

Insurance and Perks

- Eligible employees can avail of health insurance, wellness programs, and professional development reimbursements

Probation and Performance

- New employees are subject to a 6-month probation period. Performance appraisals are conducted annually. Promotions are based on merit and performance.

Annual & Holidays Leave Policy

- **Annual Leave:** - Shall be eligible for 20 working days of annual leave. Annual leave shall be credited on a monthly basis for utilization or accumulation. During probation period no leave will be allowed,
- **Maternity Leave:** - Female employees are entitled to 12 Weeks of maternity leave (6 weeks pre-delivery and 6 weeks post-delivery) as per the Maternity Benefit Act, 1961.
- **Annual Holidays:** - Employees are entitled to 10 Holidays, subject to client schedules
- **Planned Leaves** - Request at least 2 days in advance via Spine HR
- **Unplanned Leaves:** - Inform Reporting Manager & HR before the workday begins.
- **Unused Leaves:** Can not be carried forward or encashed.

Separation Policy: Your Transition

Resignation

- Employees must submit a resignation letter in writing with a 03 Month notice period & During Probation it will be 01 Months

Termination

- Will comply with contract terms and applicable labor laws

Exit Interview

- Conducted by HR to gather feedback, ensure a smooth transition, and process final settlements

Grievance Redressal: Your Voice Matters

Immediate Manager

- Your first point of contact for work-related concerns

HR Department

- If unresolved, escalate to the HR team

Grievance Committee

- For more complex issues requiring further attention