

QUINTEGRA SOLUTIONS LIMITED - Code of Conduct

Quintegra's goal towards ethical and lawful business conduct warrants the Board of Directors, the senior management and all other employees of the Company committed towards building an entity with a strong corporate governance base.

Quintegra has formulated the following Code of Conduct based on its Values and Beliefs, The Code is only a guide and does not attempt to be exhaustive or cover all possible situations. The Company expects all its Directors to implement the Code in its true spirit and in case of any doubt, to consult his/her immediate superior, the HR Head or the COO as relevant.

In performing their functions, the Directors of Quintegra should comply with the following:

Dos	Donts
Treat Quality and Customer satisfaction as top priority	Do not use any confidential information obtained during the course of official duty, whether from the Company or otherwise, for personal gain, or use/ allow the use of such information for the financial benefit for any other person.
Act honestly, diligently and in good faith with integrity.	Do not engage in any business, relationship or activity, which might detrimentally conflict with the interest of the Company.
Treat Co-employees with respect and dignity and build success on team work	Do not use the status to seek or accept any personal gains or favours from those doing or seeking to do business with the Company or from employees of the company.
Take pride in work, get committed, be enthusiastic , motivated and proactive.	Do not share any information regarding the Company, its business and/or affairs with media without the prior approval of the Board or person authorized by it.
Promote healthy corporate practice, transparency in operations and accountability for actions and results.	Do not accept gifts in cash/kind which may lead to improper influence of good business practice. By exercising good judgment, gifts of minimal value (up to a maximum limit of Rs.2000/- only) may be accepted and retained as a gesture o good will. Gifts shall not be received on a regular or frequent basis from the same source. In the event of the gift value exceeding the above limit, the same must be reported within 24 hrs to the superior, who will advice on appropriate action.
Abide by all applicable laws and regulations fn force in our place of business wherever we operate including the Prevention of Insider Trading Code framed for the Company pursuant to SEBI Regulations.	Do not use messaging services to publish, post, distribute or disseminate defamatory, infringing, obscene, or other unlawful material or discussion or for the purpose of linking to external sites that violate this code of conduct.
Maintain the principle of need to know and also confidentiality of all material non-public information about the Company, its business and affairs	Do not upload files or post messages that contain materials protected by intellectual property laws, rights of privacy or publicity, or any other applicable law unless you own or control the rights thereto or have received all necessary consents in writing.
Recognize the legitimate interests of stakeholders, customers, suppliers, investors and all those associated with the Company.	Do not post or promote any materials that could damage or dislocate another user's computer or would allow others to wrongly access software or web sites.
Follow safety measures to prevent health and safety hazards of individuals and properties.	Do not misuse Company's properties for personal gains
Additional requirement for Directors	
Inform the Chairman of changes in their interests that may interfere with the ability to perform the duties and in the case of "independent directors", impact on the independence as a Board member.	Do not hold position of Director/Advisor with a competitor Company

This Code embodies the belief that "acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders, is an essential element of the company's long term excellence."

It is the duty of every employee to report any incident of violation to this Code of Conduct to the HR Head or to the COO and the information passed on will be treated confidential.