



Code of Conduct

Preamble and Business Philosophy:

Our Code of Conducts are ethical principles and values that set the ground rules for all that we do as CVL. As we seek to achieve responsible commercial success, we will strive to balance these principles against each other, always mindful of our promise to all stakeholders including clients that we will achieve responsible commercial success. CVL business philosophy consist of;

- a) **Adherence to Fairness:** Providing Clients and Customers best value for money for goods and services being offered by CVL without entering into price wars.
- b) **Dedication to Perfection:** CVL chases perfection in midst of rapid changes in a technology era where delivery is more important than commitment.
- c) **Firm for non-violence:** Following the path of Mahatma Gandhi*, Father of Nation India, CVL strongly follows non-violence in thought, speech and action. Our commitment to non-violence ranges from non-stocking and non-selling of animal/ livestock products to anti-terrorism support and non-engagement in the business of mines and weapons.
- d) **Faith in Team:** CVL believes that employees are the principal assets. Owes its growth and prosperity to the contribution of its employees with competence, cardinal virtues and integrity. Our MD Mr. Premal Bataviya** principally declares that clients are not always right taking into view Employee's side.
- e) **Concern for Social Responsibility:** Giving back to the community and sense of responsibility. CVL responsibilities grows year by year in the terms of nation building, girl child education, feeding needy, Peace through sports in Africa and environment protection.

*https://en.wikipedia.org/wiki/Mahatma_Gandhi

**<http://infotechgroup-ea.com/our-team-members/>



1) Respect for Human Rights:

CVL represents and conveys its commitment to fundamental human rights set out by European Convention on human rights 1950*** including all protocols backed by Universal Declaration of Human Rights Proclaimed by the General Assembly of the United Nations in 1948****.

- 1.1 Respect and worth dignity of each and every person/s.
- 1.2 Observe and Promote Equality such as not limited to gender, race, caste, creed, colour, language, political opinions, national or social origin, health status, disability, age, birth or other status without discrimination.
- 1.3 Not forcefully hold person/s in Slavery or Servitude.
- 1.4 Right of having family and Personal life.
- 1.5 Maintain atmosphere of secular, non-sectarian and religious freedom.
- 1.6 Employees are free to join any assembly, association and or labour union under the guideline stipulated by Ministry of Labour of the respective country CVL operates from.
- 1.7 Provide economic wellbeing, healthy, illness free, safe and secure working environment.

2) Labour Policy:

- 2.1 CVL appoints with fair competition under guideline set by Ministry of Labour of respective country and International Labour Organization (ILO). Rights of employees in respect of one designation one pay, minimum wage, working hours and others set in 1970 convention[^].
- 2.2 CVL and or its sub-contractor/s affirms its commitment for anti-child labour, forced labour and right of education, hence CVL does not appoint employee under the age of 21 years.

*** https://www.echr.coe.int/Documents/Convention_ENG.pdf

**** http://www.un.org/en/udhrbook/pdf/udhr_booklet_en_web.pdf

[^] https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---normes/documents/publication/wcms_413175.pdf

^{^^} https://www.aph.gov.au/Parliamentary_Business/Committees/House_of_Representatives_Committees?url=jsct/september2003/treaties/ilonia.pdf



2.3 CVL and or its sub-contractor/s represents and convents full commitment on Occupational safety and health 1981 including protocol from 2003^^. Occupational Health & Safety insurance, Accident insurance, illness insurance, fire safety, dust free warehousing, overall cleanliness, working suits, pure potable water, damp free waste water disposal, odor free septic & sanit ation management and other factors are priority for working environment.

2.4 Employees are free to join any assembly, association and or labour union under the guideline stipulated by Ministry of Labour of the respective country CVL operates from.

2.5 CVL takes prompt and appropriate remedial action in response to violation of code. In the scenario of such, any employee will be subject to disciplinary actions and termination according to prevailing labour laws. CVL adopted 5 steps remedial programme.

- a) Once a complaint received, the concern officer will analyze and meet s/he privately during office hours to find the fact. Through fact finding, investigation after private meeting for code violation by alleged employee will be conducted. Concern officer will have verbal comment on fact finding and need arises give verbal notice to alleged employee.
- b) If code violation continues by employee a committee will be fo rmed to further ascertain the facts and receive observation, decision in writing form including summary of committee meeting with employee, specific violation and motivations dated and signed by committee chair will be issued to employee.
- c) If code violation still continues by employee s/he can be transferred to other department and or unit.
- d) If code violation still continues Interoffice memo signed by Director will be given to Employee with notice period, copying Labour office for involvement.
- e) If employee does not reach to amicable solutions endorsed by Labour office. Company Director will report serious code violation to Labour office / Legal authorities for termination as per prevailing law.



3) Equality, Sexual Exploitation and Sexual Abuse Policy:

3.1 CVL Observes and Promotes Equality such as not limited to gender, race, caste, creed, colour, language, political opinions, national or social origin, health status, disability, age, birth or other status without discrimination.

3.2 CVL and or its sub-contractor/s protecting all employees from sexual exploitation and sexual abuse such as not limited to vulnerability, position, power, monetary or social benefits, threats or mistrust.

3.3 Sexual Exploitation and Sexual Abuse considered by CVL as highest violation of Code and immediate action guided by termination policy will put in place by CVL legal consultant in conjunction with legal authorities. CVL reserves its rights to be or not be a legal complainant against accused person/s.

4) Non Violence, Anti-Terrorism, Mines, Weapons and Natural Resources Policy:

4.1 CVL understands and follows non-violence as mentioned in preamble and business philosophy.

4.2 Neither CVL nor its sub-contractor/s actively and directly or indirectly engaged in such as not limited to production, assembly, promotion, patent registration, research & development, Stock piling, distribution, trading for mines and or components primarily used, modern weapons and or conventional weapons.

4.3 CVL does not involve in terrorism, UN sectioned countries or person/s and or antigovernment activities such as not limited to exchange of natural resources against monetary and or merchandise, unauthorized mining, funding antigovernment agencies, safe passaging and or safe guarding sectioned person/s, buying and selling of unlicensed merchandise.



5) Environment Policy:

5.1 CVL is not violating any national or International Environment agreement.

5.2 CVL accepts and promotes environmental challenges, not damaging environment, destroying or causing harm to environment.

5.3 CVL encourages development and initiative for sell and promotes non-conventional, environmental friendly technology of energy production such as not limited to Brisket over fire wood, Solar, Rechargeable, Bio gas and or Wind turbines.

6) Sub-Contractors, Freight-In, Freight-out Policy:

6.1 Where Applicable CVL will sub contract legally registered other companies or legally recognized parties for such work not limited to perform, deliver, assemble, fixing, maintain work order funded by different organizations.

6.2 CVL will enter into legal binding documents with sub-contractor/s after sub-contractor/s agree to follow CVL codes of conduct.

6.3 CVL Freight-In consists long term blanket agreement with eligible, sort listed, most qualified sub-contractor/s. CVL agrees and engages Freight-In sub-contractor/s having all updated legal documents and valid insurance to conduct business in contracting country and or state. Goods in transit insurance is taken care by CVL directly from logistics head quarter.

6.4 CVL Freight-out consists separate agreement with eligible, sort listed, most qualified sub-contractor/s. CVL agrees and engages Freight-out sub-contractor/s having updated legal documents and valid Insurance to conduct business in contracting country and or state. Goods in transit insurance is taken care by CVL country office.



7) Ethical, Non Corruption and Accountability Policy:

- 7.1 CVL has zero tolerance policy against corruption in any form such as not limited to monetary, gift, kickbacks, article, promotions whether or secured by any of CVL employees.
- 7.2 When CVL signs and order it is automatically signing confidentiality of nature of work and or client's right, client's ethical principle/s.
- 7.3 For any unethical practice/s by CVL employee /s can report immediately to alert@infotechgroup-ea.com . Such report will be confidential and disciplinary actions will be taken immediately on employee/s for code violation.
- 7.4 CVL prepares finance books every year with well-established and recognized auditing firms across countries operating from. Our stakeholders, clients, financial organizations are free to download from our website www.infotechgroup-ea.com using login detail.

8) Social Responsibility Policy:

- 8.1 CVL promotes and facilitates girl child's primary education limited to 15 students per annum. Application procedure, selection criteria can be enquired from CVL country office. CVL neither accepts relatives or reference form employee nor conflict of interest. CVL reserves discretionary power to terminate facility if found code violation.
- 8.2 Following zero tolerance against corruption CVL recognized as one of the highest tax paying entity in SME segment by Government of South Sudan.
- 8.3 CVL time by time provides food assistance to needy orphanage house analyzed and approved by Country Director of CVL. Application procedure, selection criteria can be enquired from CVL country office.
- 8.4 Peace through Sports in Africa promotes by CVL with reference, decided by committee and specially in vulnerable security area.
- 8.5 CVL encourages research and development of non-conventional, environmental friendly technology of energy production. Provides research facility funding through country office.