



# U R TECHNOLOGY

## **Company Code of Conduct Policy**

At U R Technology, we strive to maintain an environment that promotes professionalism, respect, and ethical behavior. This Code of Conduct policy is designed to provide guidance to all employees regarding their obligations and responsibilities in upholding our values and ensuring a positive workplace culture. By adhering to this policy, we can create an inclusive and harmonious work environment that supports both individual and organizational success.

### **1. Compliance with Laws and Regulations:**

a. All employees are expected to comply with applicable laws, regulations, and company policies. This includes but is not limited to employment laws, intellectual property laws, privacy laws, anti-discrimination laws, and health and safety regulations.

### **2. Professionalism and Respect:**

a. Treat all colleagues, clients, and customers, with dignity, fairness, and respect.  
b. Maintain professional relationships and avoid any actions or language that may be considered offensive, harassing, discriminatory, or disrespectful.

### **3. Conflict of Interest:**

a. Act in the best interests of the company and avoid situations where personal interests may conflict with those of the organization.  
b. Disclose any potential conflicts of interest to your supervisor or the Human Resources department promptly.  
c. Refrain from engaging in activities that may compromise the company's reputation or business relationships.

### **4. Confidentiality and Data Protection:**

a. Handle all proprietary and confidential information with utmost care and use it solely for work-related purposes.  
b. Safeguard sensitive information from unauthorized access, disclosure, or use.  
c. Follow the company's data protection policies and procedures to ensure compliance with applicable laws.

### **5. Health and Safety:**

a. Comply with all health and safety guidelines and procedures established by the company.  
b. Report any potential hazards, accidents, or injuries to the appropriate personnel promptly.  
c. Take responsibility for maintaining a safe working environment for yourself and others.

### **Conclusion:**

By adhering to this Code of Conduct policy, we demonstrate our commitment to maintaining a positive work environment built upon trust, respect, and ethical behavior. All employees are expected to familiarize themselves with this policy and integrate its principles into their daily work activities. Should you have any questions or require further guidance, please consult with your supervisor or the Human Resources department.



**Company Proprietor**

**Technical Consultant • Industrial Outsourcing Services • Industrial Material Supplier**

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