

Policy: Legal Action

PL No – 20

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

Employees can be subjected to legal action under the following points:

- If it is established and proved that the employee committed financial fraud with the company and/or it's employees, management, vendors, customers and/or associates.
- If it established that the employee has caused known & intentional damage to reputation of company or management.
- If it is discovered that something was stolen by any employee (Including Physical Materials, Virtual data, passwords, login details or anything else that has any value to the company).
- Any criminal activity which is barred by the land of the law.
- Blackmailing company and/or its employees, management, vendors, customers and/or associates.
- Physical assault with employees, management, vendors, customers and/or associates.
- Sexual harassment of employees, management, vendors, customers and/or associates.
- If it is established that the employee is leaking or leaked data related to technical know-how, drawings, designs, processes, specifications, formulae, techniques, practices, prices, customer information, order details, purchase information, plans, books, brochures, notes, reports, letters, photographs, illustrations etc. Products in Research, New Product Development, Quality Assurance, Production or any other information which is pertaining to company regardless of its value.
- If any employee caused a security breach for the company and/or it's system, personnel, management.

In the above cases, their services will be terminated with Full & Final forfeited and they can be subjected to proper legal course of action.

Written By

Head – HR



Approved By

Management