

## Disciplinary code of GURU AUTOMATION SRL: professional, ethical, and safe working environment

### REVISION

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## 1. MISSION

The mission of this disciplinary code is to establish a professional, ethical, and safe working environment that promotes mutual respect, productivity, and accountability. The code aims to guide employees and management alike by clearly defining the standards and expectations for workplace behavior, safety practices, data protection, and interactions with clients, suppliers, and internal teams. By implementing this code, the company strives to ensure that every team member understands their role in upholding the organization's values, reputation, and operational integrity. This disciplinary code serves as a cornerstone for building trust within the organization and fostering a culture where integrity, respect, and ethical practices are paramount. It provides a framework to support a positive work environment, achieve consistent client satisfaction, and maintain productive relationships with suppliers.

This mission, general knowledge framework, and set of obligations set the stage for the detailed rules and regulations that follow. By clearly outlining expectations and responsibilities, the company creates an environment conducive to personal and professional growth while ensuring a high standard of service to clients and respectful, fair treatment of suppliers.

It is reported a comprehensive disciplinary code for our automation company, which includes rules, regulations, and guidelines for professional conduct towards suppliers, clients, and internal stakeholders, is essential. This code establishes expectations for employees to maintain a respectful, efficient, and ethical work environment, ensuring operational integrity and high standards in interactions both inside and outside the organization. Below is a detailed code addressing each area along with analyses of responsibilities.

## 2. General information

A disciplinary code is a structured set of guidelines that outlines acceptable and unacceptable behaviors within a company. In industries such as automation, where precision, collaboration, and reliability are essential, a clear and robust disciplinary code is crucial for the following reasons:

- **Promotes Fairness and Consistency:** The code ensures that all employees are held to the same standards, promoting fair treatment across the organization.
- **Enhances Professionalism:** A formalized set of rules promotes a professional atmosphere, reducing conflicts and misunderstandings.
- **Mitigates Risks:** By providing guidelines on safety, data security, and asset management, the code helps prevent accidents, data breaches, and costly equipment damage.
- **Protects Company Reputation:** Proper conduct, especially in interactions with clients and suppliers, safeguards the company's image and credibility in the industry.

A well-implemented disciplinary code not only clarifies expectations for employees but also establishes the company's commitment to its values, supporting a healthy work culture that promotes growth and success.

### 3. Company Obligations

To create a positive environment where employees feel valued, secure, and motivated, the company commits to the following obligations:

1. **Provide a Safe and Supportive Workplace:** The company is dedicated to providing a safe working environment by establishing and enforcing rigorous safety standards. This includes regular safety training, provision of necessary equipment, and prompt response to any safety concerns raised by employees.
2. **Ensure Fair Treatment and Non-Discrimination:** The company is committed to treating all employees with respect and fairness, prohibiting any form of harassment, discrimination, or bullying. A fair and inclusive workplace fosters a positive environment for all team members.
3. **Protect Confidential Information and Privacy:** The company will protect employee and client data with strict data security protocols, ensuring that private information is handled responsibly. This commitment reflects the company's dedication to privacy and confidentiality.
4. **Promote Professional Development:** The company recognizes the importance of employee growth and will provide training and resources for skill development, particularly in areas related to safety, data protection, and professional conduct.
5. **Encourage Open Communication:** Employees are encouraged to voice their concerns or suggestions through proper channels without fear of retaliation. The company promotes transparency and encourages dialogue to resolve conflicts or address issues effectively.
6. **Enforce the Disciplinary Code Equitably:** The company will apply disciplinary actions fairly and consistently. Disciplinary actions will be determined based on the nature and severity of the infraction, ensuring that corrective measures align with company values and policies.

By fulfilling these obligations, the company establishes a foundation for ethical practices, mutual respect, and accountability, building a solid framework that allows every employee to thrive and succeed.

## 4. Disciplinary codes

### 4.1. Asset Management and Responsible Use of Company Resources

**Code:** Employees must responsibly manage company assets, including physical equipment, software, and intellectual property, using them solely for authorized purposes. Loss or damage of any company property should be reported immediately to the relevant authority.

**Responsibilities:**

- Proper use of equipment, machinery, and software, strictly for business-related tasks.
- Compliance with storage, shutdown, and maintenance protocols for all assets.
- Avoiding unauthorized access to intellectual property, patents, or trade secrets.
- Promptly reporting damage or malfunctions to minimize downtime.

**Analysis:** Effective asset management is critical in automation companies, where equipment and software are central to operations. This policy encourages employees to value company resources, preventing unnecessary costs, and reducing repair needs. Misuse or negligence can lead to disciplinary actions, from warnings to financial penalties, especially if behavior disrupts business continuity or risks asset security.

### 4.2. Safety Standards and Compliance

**Code:** All employees must adhere to safety protocols and relevant industry standards. This includes wearing required personal protective equipment (PPE), following machine safety guidelines, and reporting any unsafe conditions or incidents immediately.

**Responsibilities:**

- Employees must participate in mandatory safety training sessions.
- Compliance with safety regulations, including wearing appropriate PPE in designated areas.
- Prompt reporting of near-miss incidents, unsafe conditions, or equipment malfunctions.
- Supporting coworkers by promoting a safety-focused work culture.

**Analysis:** Safety in an automation setting is non-negotiable, as it directly impacts the well-being of employees and operational efficiency. Following protocols and maintaining situational awareness prevents accidents, promotes health, and mitigates liability. Failing to adhere to safety standards can result in suspension or termination, depending on the gravity of the violation.

### 4.3. Security and Confidentiality

**Code:** Employees must protect the confidentiality of company data, client information, and proprietary technology. Unauthorized access, distribution, or copying of sensitive data is strictly prohibited.

**Responsibilities:**

- Use strong, unique passwords and avoid sharing login credentials.
- Keep sensitive data within company-approved systems; avoid transferring or storing data on personal devices.
- Follow data handling protocols for client information and sensitive internal documents.
- Maintaining confidentiality post-employment, as per company policies.

**Analysis:** Data security is vital in an automation setting where intellectual property, client information, and sensitive project data are at risk. This policy preserves the company's competitive advantage and client trust. Violations may result in termination or legal action, underscoring the severity of unauthorized data access.

#### 4.4. Professional Conduct and Respect

**Code:** Employees must exhibit professionalism and respect towards colleagues, supervisors, suppliers, clients, and any third parties representing the company. Discrimination, harassment, or any disrespectful behavior is strictly prohibited

**Responsibilities:**

- Respectful communication with all parties, fostering positive interactions.
- Professional demeanor and attire as per company standards when meeting suppliers, clients, or attending industry events.
- Active collaboration and constructive feedback in team settings.
- Reporting unprofessional behavior without fear of retaliation.

**Analysis:** Professional conduct is critical in both internal and external interactions. Respectful, ethical treatment of clients, suppliers, and colleagues creates a positive workplace, protects the company's reputation, and strengthens professional relationships. Violations, including harassment or discrimination, will lead to disciplinary action, supporting a respectful workplace environment.

#### 4.5. Compliance with Project Timelines, Deliverables, and Quality Standards

**Code:** Employees are responsible for meeting project deadlines and quality standards. Failure to deliver on time or producing substandard work will lead to corrective actions.

**Responsibilities:**

- Efficient time management to meet project deadlines.
- Collaboration and clear communication with team members for timely project delivery.
- Adherence to quality control standards in both product design and final output.
- Immediate notification to supervisors in case of foreseeable delays or quality concerns.

**Analysis:** Automation clients depend on timely and high-quality results, making adherence to deadlines and quality control a priority. This policy encourages accountability and respect for project timelines, ensuring client satisfaction and operational efficiency. Non-compliance with these standards may result in performance reviews or project reassignment.

#### 4.6. Attendance, Time Management, and Accountability

**Code:** Employees are expected to follow scheduled work hours and to notify supervisors of any necessary adjustments. Unauthorized absences, tardiness, or misuse of company time are prohibited.

**Responsibilities:**

- Adherence to work schedules and accurate recording of work hours.
- Responsible use of break times, avoiding prolonged or unauthorized absences.
- Maintaining productivity and refraining from personal activities during work hours.
- Timely notification to supervisors regarding unforeseen changes to work schedules.

**Analysis:** Consistency in attendance and time management is fundamental to project-based work. Misuse of company time or repeated tardiness disrupts operations and impacts team productivity. Violations may result in progressive disciplinary actions, from verbal warnings to suspension or termination.

#### 4.7. Integrity in Reporting and Transparency

**Code:** Honesty in all company records, including time sheets, project reports, and expense claims, is essential. Any form of falsification or misrepresentation will be met with strict disciplinary measures.

**Responsibilities:**

- Accurate documentation of work hours, expenses, and project progress.
- Transparency in reporting issues, delays, or quality concerns in projects.
- Prompt disclosure of any errors or discrepancies in submitted records.
- Ensuring that submitted data aligns with actual work performed.

**Analysis:** Integrity in reporting is critical in creating a culture of trust. Misrepresentation of records can result in costly mismanagement and impacts client relationships. Disciplinary actions for dishonesty can include formal reprimands, suspension, or even termination, emphasizing transparency as a core value.

#### 4.8. Supplier Relations and Ethical Conduct

**Code:** Employees must treat all suppliers with respect and fairness, avoiding any conflicts of interest. Offering or accepting gifts, favors, or preferential treatment from suppliers is prohibited unless authorized.

**Responsibilities:**

- Respectful and professional interaction with all suppliers.
- Fair and unbiased decision-making in supplier selection and procurement.
- Compliance with company policies regarding acceptance of gifts or hospitality.
- Immediate reporting of any conflicts of interest to management..

**Analysis:** Ethical and fair treatment of suppliers is essential to maintaining trust, securing high-quality goods and services, and upholding the company's reputation. Violations, such as favoritism or conflicts of interest, may lead to formal investigation and disciplinary actions, ensuring ethical relationships with third parties.

#### 4.9. Client Relations and Customer Service Excellence

**Code:** Employees must demonstrate professionalism and dedication in all client interactions, maintaining high standards of service, timely communication, and respect. Any form of disrespect or neglect toward clients is strictly prohibited.

**Responsibilities:**

- Prompt and polite communication with clients, ensuring clarity and respect.
- Adherence to timelines, updates, and agreed deliverables in client engagements.
- Responding proactively to client inquiries or concerns with a solution-oriented approach.
- Reporting client feedback and improvement suggestions to management.

**Analysis:** Client satisfaction is key to long-term success. This rule emphasizes proactive communication, respect, and dedication, all of which foster trust and loyalty. Misconduct, delays, or poor service with clients can harm relationships and the company's image, with disciplinary actions depending on the severity of the incident.

#### 4.10. Environmental and Sustainability Practices

**Code:** Employees are required to adhere to company sustainability policies, including waste disposal, energy conservation, and reducing environmental impact. Negligence in these areas will result in corrective action.

**Responsibilities:**

- Proper disposal and recycling of waste materials, as per company protocols.
- Energy conservation by following guidelines on equipment usage and shutdown.
- Awareness and compliance with sustainability initiatives and practices.
- Participation in any company-led sustainability training or programs.

**Analysis:** Environmental responsibility not only meets regulatory standards but also demonstrates the company's commitment to sustainable practices. Non-compliance can lead to corrective actions, emphasizing the importance of every employee's contribution to sustainability.

#### 4.11. Conflict of Interest and Ethical Obligations

**Code:** Employees must avoid any activities or relationships that may create a conflict of interest, including working with competitors or engaging in personal business that could interfere with company responsibilities.

**Responsibilities:**

- Preventing conflicts of interest ensures that employees act solely in the company's best interests. This policy protects the integrity and trustworthiness of company-client and company-supplier relationships. Violations may result in termination or legal repercussions.

**Analysis:** Effective asset management is critical in automation companies, where equipment and software are central to operations. This policy encourages employees to value company resources, preventing unnecessary costs, and reducing repair needs. Misuse or negligence can lead to disciplinary actions, from warnings to financial penalties, especially if behavior disrupts business continuity or risks asset security.





**GURU AUTOMATION SRL**

Updated to the latest technology

## 5. Conclusion : Summary of above details reported

This expanded disciplinary code covers the essential aspects of professional conduct, ethical responsibilities, and accountability within an automation company. It ensures employees understand their responsibilities and the standards expected in all interactions—whether internal or external, with suppliers or clients. By outlining the consequences of violations, the company establishes clear boundaries that support a cohesive, professional, and high-performing work culture