

## **SCIENTE: INTEGRITY POLICY**

In the conduct of Sciente's business and in our personal dealings that affect Sciente's business, we abide by the principles of honesty, openness and doing what is right and fair. In a genuine and deep sense, these are the principles that set the basic foundation for our behavior/actions at all times.

Sciente as a responsible organization has laid down rules, processes, procedures and protocols that not only facilitate the business but also help to guide us to conduct business responsibly. In case of an unprecedented or exceptional situation, we must use fair judgment in accordance to the principles.

When we are in doubt about the correct thing to do in any particular situation, our obligation is to actively seek the help of others, such as our immediate supervisor, or a member of the leadership team. When we find ourselves in moments of controversy or conflict, our obligation is to do what is right and not what is convenient. At any time, our personal conduct must be able to stand up to the most intense public scrutiny without causing us embarrassment. This, then, constitutes our sense of what Integrity is.

If a breach of Integrity occurs, Sciente will treat it as a black or white issue. We do not look at a breach of Integrity in shades of gray. A breach of Integrity violates our Values and those who violate, serious action will be taken that is fair. Integrity being the bedrock of Sciente existence and the basis of an open and transparent organization, there will be no bias toward any individual or motive or situation.

Situations that constitute a breach of Integrity include:

- Suppressing a material fact that could have adversely affected a person's employment. Some illustrative examples are: past criminal record/credit history/an existing medical condition that is known to interfere with the discharge of the job a person is being selected for, or a contractual obligation that otherwise prevents a person from working for Sciente or for its Clients.
- Providing incorrect personal information before and during employment. An illustrative example is furnishing of forged data relating to past training, employment or salary details.
- Forging of expense statements, regardless of the amount in question. Sciente will honor for lost documentation, but will not tolerate forging a penny.
- Claiming reimbursement with false documentation or claiming Income Tax exemption on false grounds.
- Tampering with official documents/data and furnishing of documents/data that are forged in the course of business.
- Accepting and giving bribes including gifts which are beyond normal business custom. What constitutes "normal" is a matter of fair judgment. When in doubt, the best thing to do is consult a line supervisor.

- Influencing a supplier or a contractor of Sciente to provide personal service of any kind without prior notification to a line supervisor and/or obtaining a less-than-prevalent market price for such services.
- Giving away company confidential or Client confidential information. Illustratively, all documents marked confidential or proprietary are to be treated as confidential information. In addition, there could be documents that are not exclusively marked as confidential but are in the nature of company business plan, product plans, organization structure or employee lists or employee data – these cannot be given away without prior approval.
- Giving away details of own or any associate/candidate’s personal compensation and benefits except on a need-to-know basis. One can discuss personal compensation issues with a line supervisor or a representative of the HR but not exchange such information with any other person.
- Giving away financial information, business processes and IP of the company and its Clients.
- Support and active involvement in any activity that adversely affects the interests of Sciente.
- Misuse of company resources and customer resources that have been given for official purposes.
- Downloading, storing and using pirated software on company resources.
- Using unfair means to secure business and competitive information. Illustratively, one cannot ask for confidential data of another organization during the course of a job interview.
- Unduly influencing any supplier negotiation so as to grant favor to any one party in which a person may have a vested interest or with whom a prior personal relationship existed.
- Misappropriation of company funds. Irrespective of the amount in question, company funds cannot be used for personal needs.
- Discrimination on the basis of race, color, religion, sex, sexual orientation, nationality, age or disability.
- Involvement in any activity that can cause embarrassment to the company on company premises. Illustratively, one cannot indulge in any promiscuous act on company premises. Company premises and resources should not be used for political activities of any kind.
- Any violation of the law of the land.
- Deliberately giving wrong advice to a client.
- Knowledge of a breach of integrity by colleague or partner and not sharing this breach with the management (in other words, not blowing the whistle once the knowledge of breach of integrity is acquired).

The purpose of this policy is not to create an all-inclusive list that exemplifies violation. This policy is meant to encourage Sciente’s associates to seek help and clarification when in doubt as against acting without counsel in moments of doubt. The guiding principles are: honesty, transparency and doing what is right and fair.

When a breach of Integrity occurs or is suspected, it must be investigated and closed quickly.

Overlooking a breach of Integrity leads to ruinous behavior and is in itself, a breach of Integrity.

Additionally, all contractors of Sciente are bound by the same principles of Integrity. Organizations that provide contract employees must be given a copy of the Integrity Policy as part of the agreement to ensure that their employees who are deputed to undertake any work on Sciente's premises or otherwise, remain consistent with the letter and spirit of this document.

If anyone observes a breach of Integrity, it must be immediately brought to the attention of the head of HR or the immediate supervisor. These people, in turn, are responsible for initiating the investigation process.

Whistle blower's identity shall be kept strictly confidential by management.

The investigation is to be carried out with speed, but not at the expense of ensuring fairness and properly securing company property or interests. Once the investigation is completed, the matter is closed and the audit trail is retained. A breach of Integrity will result in summary dismissal.