SPORTZVILLAGE FOUNDATION CODE OF CONDUCT

General Guidelines

Aim of the Policy: The Code of Conduct clarifies the standards of behaviour that are expected of all employees of SportzVillage Foundation (permanent, contract or consultants). No document or policy can anticipate every situation that may arise. Accordingly, this Code of conduct document is intended to serve as a source of guidance in areas where employees need to make personal & professional decisions ethically.

1. **Adherence to Law:** All employees of the Company shall respect and comply with all the laws, rules and regulations applicable to the Company. The Law of the land prevails over all policies and rules.
    - It is not permissible for anyone in the company to assist a third party in any unlawful dealings.
    - It is not acceptable to take any deviations to achieve faster business results.
    - The company will not protect or assist any employee for any prosecutions for legal violation.
2. **Reporting any illegal or unethical behavior**: Employees are encouraged to talk to the management (HR Dept. or Co-founders) regarding any observed illegal or unethical behavior.
    - The Company will not permit retaliation of any kind against reports or complaints of violations of this Code or other illegal or unethical conduct made in good faith.
3. **Conflict of interest**: All employees must avoid any actual or apparent conflict of interest with the Company. A "conflict of interest" exists whenever an individual's private interests interfere or conflict in any way (or even appear to interfere or conflict) with the interests of the Company as a whole.
4. **Confidentiality:** All Employees must maintain the confidentiality of information entrusted to them by the Company or its suppliers or customers, except when disclosure is authorized by senior management or required by laws, regulations or legal proceedings. Confidential information includes all non-public information that might be of use to competitors of the Company, or harmful to the Company or its customers, if disclosed.
5. **Corporate Opportunities:** All Employees owe a duty to the Company to advance its legitimate interests when the opportunity to do so arises. Employees are prohibited from (a) taking for themselves personally opportunities that properly belong to the Company or are discovered through the use of corporate property, information or position; (b) using corporate property, information or position for personal gain; and
   (c) competing with the Company;

6. **Protection and proper use of company assets**: All employees, officers and directors shall protect the Company's assets and ensure their efficient use. Theft, loss, misuse, carelessness, and waste of assets have a direct impact on the Company's profitability. All Company assets shall be used for legitimate business purposes. The personal use of Company assets without permission is prohibited.
7. **Extra Curricular activities:** An employee may be required to assist the schools in some programs, seminars or courses by being part of the school faculty. The company supports such participation with due information and permission from the immediate manager.
8. **Abandonment of service:** If an employee absents himself without prior permission or overstays beyond the period of leave originally granted by three or more working days it will be deemed that he has voluntarily abandoned service. He will be subject to disciplinary action which could include termination of employment. During the process of the disciplinary action he will be given an opportunity to explain his absence from duty. The management decision will be communicated to the employee.
9. **Salary, Allowances, Increments and Appraisals:** Management will follow the cycle from October to September for the appraisal from the year2011- 2012 onwards. However appraisal does not mean the increment or decrement of the salary.
10. **Failure to Comply**: Adherence to this Code of Conduct is a condition of employment. Any employee who ignores or violates this Code and any supervisor or superior who penalizes a subordinate for attempting in good faith to comply with this Code, including for reporting suspected violations of this Code, will be subject to disciplinary action by the Company as is appropriate under the circumstances, up to and including immediate dismissal.