



Document Statistics

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Document Name	Employee code of conduct
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Version Number	Revision Date	Description for Change	Reason for Change	Affected Section	Prepared By	Reviewed By	Approved By
1.0	01-08-2025	-	New Document	--	QM	Lead-ESG	DO

Welcome to Panacea Bioedge Pvt. Ltd.

www.panaceabioedge.com

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We are thrilled to have you as part of our team! As a leader in cybersecurity, we prioritize innovation, security, and integrity in everything we do. This handbook serves as a guide to our company's policies, expectations, and the resources available to you.

Our Values:

- **Integrity:** Upholding high ethical standards.
- **Innovation:** Always improving in the fast-paced cybersecurity landscape.
- **Collaboration:** Working together to achieve our goals.
- **Excellence:** Striving for top-tier service and performance.

Key Policies

- **Employment & Equal Opportunity**

We are an equal opportunity employer, committed to a workplace free from discrimination or harassment. All employees are expected to contribute to a positive, inclusive environment.

- **Confidentiality & Data Security**

As part of a cybersecurity organization, protecting sensitive data is our top priority. Employees must follow all security protocols and comply with confidentiality agreements. Unauthorized access or sharing of company or client data is strictly prohibited.

Cybersecurity Practices

- **IT Usage:** Company devices must be used for work purposes only. Personal devices used for work must comply with company security protocols.
- **Data Protection:** Employees must follow all data protection regulations, including GDPR and CCPA.
- **Incident Reporting:** Any security incidents must be immediately reported to the IT security team.

Remote Work Policy

Remote work is available based on role needs. Employees must ensure their home networks are secure and follow company cybersecurity guidelines while working remotely.

- **Compensation & Benefits**

- **Payroll:** Employees are paid bi-weekly/monthly via direct deposit.
- **Benefits:** Comprehensive health plans, retirement savings, paid time off (PTO), and wellness programs are available.

Leave Policies

Employees are entitled to 24 days of PL & CL, as per company policy.

Workplace Conduct

- Maintain a professional appearance and behavior.
- Respectful communication and collaboration are expected in all interactions.

Acknowledgment

By working with **Panacea Bioedge Pvt. Ltd.**, you acknowledge that you understand and agree to abide by the policies outlined in this handbook.

Name: _____

Signature: _____

Date: _____