



Mindtree

*Welcome to possible*

**MINDTREE KALINGA**

**OUR CODE OF CONDUCT**

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## **Special Economic Zone (SEZ)**

Mindtree Kalinga is a notified Special Economic Zone of the Government of India. Entry into, work, stay and exits from such a zone are regulated by law. There are on campus staying quarters that are a part of the SEZ. These are not be confused with a hotel or a college hostel. As an SEZ, Mindtree Kalinga is under security and surveillance. As Mindtree Minds, we understand our legal obligations for being on an SEZ. We keep it safe, secure and legally compliant through exemplary, personal conduct.

## **Drug, Tobacco, Alcohol, Weapons**

As an SEZ and as a Mindtree premise, at Mindtree Kalinga, consuming drug, alcohol, tobacco and such chewable substance is prohibited. As a respect for the law and good behavior, our Security Staff have been asked to turn out anyone who may be under the influence of drug or alcohol.

## **Professional Etiquette**

In all interpersonal dealings, we present ourselves as fellow professionals at all times. We pay attention to grooming and cleanliness. We respect the fact that personal intimacy of any kind is not becoming of any one of us during our stay at Mindtree Kalinga.

## **Respect for Support Staff**

We respect all those people who work to make Mindtree Kalinga a world-class facility, irrespective of the nature of their work or their education and stature in life. We volunteer to share their work whenever we can. We make our own beds, pick our own plates. We take pride in extending our hands to the ground staff who work behind the scenes to make our stay comfortable in the campus.

## **Use of Campus**

Many people before us have worked very hard to create the facilities at Mindtree Kalinga. We see ourselves as custodians of this world-class facility. We believe that we must leave it behind in better shape than in which we inherited it. We do not litter. We tidy things up. We do not stray into any area that has restricted or prohibited access signs on them. We do not bring in personal vehicles into the Campus. We do not leave any item of value unattended whose loss would make us unhappy.

## **Sustainability**

Mindtree Kalinga is one of the world's most sustainably-built and maintained premises. We are extremely proud of its stories like Magic Bricks, The Eternal Pond, Passive Cooling and Composting. On our part, we use this remarkable platform to care for Mother Earth. We segregate and recycle our waste. We take 2 minute showers. We switch off all devices when not in use.

## **Friends & Family**

Much as we may miss our friends and family, we understand why they cannot visit us at Mindtree Kalinga because it is an SEZ and an area demarcated for restricted access and for intended use only.

### **Food**

At the cafeteria, as Mindtree Minds, we take small helpings and return for more; we pay attention not to waste food. We know the need for a balanced but nutritious diet, we eat responsibly.

### **Health**

In as much as we think of wellness, in case of an illness, we promptly seek help. We are particularly sensitive to containing all communicable diseases. We pre-inform all prior medical conditions that can cause us danger if not attended to in time and properly. There is a Health Centre in the campus, catering to any emergencies.

### **Digital Devices**

We know when to, and when not to, use digital devices. We are particularly careful about cellphone usage that might disturb other people in the campus.

### **Mindtree's Integrity Policy**

As Mindtree Minds, we read, understand and abide by Mindtree's Integrity Policy. We take pride in keeping our head held high on all matters that concern integrity at Mindtree.

### **When in Doubt**

Whenever we may be in doubt about any aspect of staying and working at the Mindtree Kalinga campus, we do not act in haste. We are assured that help is a call and a mail away. We can choose to speak to **Amarendra Gopalakrishna at +91 9731633339, Preetha Chatterjee at +918260037257 and Biswajit Das +91 9937063966 or write to Orchard.Kalinga@mindtree.com.**

***I am proud to sign this Code of Conduct. I am proud to be "We"***

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Name

Place

Date

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