



TLC Code of Conduct

The TLC Code of Conduct defines the core values and principles that guide TLC and its Group Companies. It serves as a framework for employees, setting clear expectations around integrity, ethics, and responsible business conduct in both professional and personal interactions.

The TLC team is committed to upholding these standards and honoring its commitments in all engagements, both within the organization and with external stakeholders.

Equal Employment Opportunity, Diversity & Inclusion

TLC is committed to providing equal employment opportunities to all qualified individuals, without discrimination based on age, gender, race, disability, marital status, religion, or any other characteristic protected under applicable law. Every employee is treated with dignity and respect at all times.

All decisions pertaining to hiring, advancement and promotion are based strictly on merit, qualifications, experience, performance and demonstrated capability to take on greater responsibility aligned with the principles of Equal Employment Opportunity. TLC will take proactive steps to attract, develop, and retain qualified talent.

Legal & Regulatory Compliance

All TLC employees are required to uphold the Company's Code of Conduct and comply with all applicable laws and regulations in the jurisdictions in which they operate.

TLC maintains accurate and transparent financial records in accordance with applicable legal, accounting, and financial reporting standards.

Ethical Conduct: Gifts & Conflicts

TLC employees are strictly prohibited from directly or indirectly offering, soliciting, or accepting any gifts, illegal payments, donations, discounts, commissions, kickbacks, or other benefits that may be construed as an alleged attempt to obtain improper or uncompetitive favours from business partners, customers, or government authorities. Employees are also not permitted to exchange gifts with their superiors or subordinates.

TLC reserves the right to initiate appropriate disciplinary and legal action in cases involving fraud, bribery, or theft, in accordance with applicable laws and governing policies.

Non-Disclosure & Confidentiality

All quotes, agreements, and communications within TLC and/or with its clients and vendors are strictly confidential and shall not be disclosed to any third party, except where required by law.



Workplace Health and Safety

TLC is committed to fostering a safe, healthy, and hygienic work environment. We strive to provide optimal physical working conditions and promote high standards of workplace hygiene across the organization.

Third Party Representation

All external parties engaging in business with TLC including but not limited to consultants, agents, sales representatives, distributors, channel partners, and suppliers are not authorized to represent the TLC without prior written consent.

Intellectual Property and Brand Usage

The TLC® brand name is the intellectual property of TLC Group of Companies Ltd. No third party or joint venture may use the TLC name or brand for any purpose without prior written and appropriate authorization.

Media & Public Communications

Employees are not authorized to make public statements or respond to media inquiries regarding TLC or its client relationships. All such communications must be directed to the Chief Brand Officer, who is the designated spokesperson for the Company.

Dual Employment and External Engagements

In compliance with applicable laws, TLC employees may not undertake any full-time or part-time employment, accept positions of responsibility with another organization, or provide freelance services, whether paid or unpaid, without prior written approval from management.

Conflict of Interest

TLC employees shall act in the best interests of TLC at all times and ensure that any personal or business associations do not create, or appear to create, a conflict of interest with the Company's operations, interests or their professional responsibilities.

Accurate Representation on Social Media

TLC employees and officially associated individuals must use their correct and designated job title in all client communications and across social media or professional platforms.

Designations must remain consistent across all online profiles, including LinkedIn and similar platforms. All employees are strictly required to use only the designation stated in their appointment letter or as formally communicated by TLC in writing in the event of a promotion or restructuring.



Employees must list their employer as **TLC DigiTech Pvt. Ltd.**, not any client, regardless of the nature of the assignment. Misrepresenting the employment relationship or implying direct employment with a client is strictly prohibited.

No company related photographs, information, or content may be shared on personal social media accounts or any third-party platforms without prior written approval from the Chief Brand Officer.

Protection of Company Assets

Company assets and resources must be used solely for authorized business purposes and must not be misused. Employees are responsible for safeguarding and exercising appropriate control over all resources entrusted to them in the course of their duties.

This includes both tangible assets such as equipment, systems, and facilities, as well as intangible assets including but not limited to proprietary information, intellectual property, and relationships with customers and business partners.

Integrity of Data

TLC employees have a legal and ethical responsibility to safeguard the Company's and its clients' physical, intellectual, and financial assets associated with their projects.

Employees must ensure data confidentiality, accuracy, and transparency at all times. Under no circumstances may information be disclosed to any external party without prior written approval from management.

Ethics & Compliance Reporting

Every TLC employee is responsible for remaining vigilant and supporting effective controls to prevent violations of the Code of Conduct, misconduct, or any act not in the Company's best interest. Any suspected or actual violation must be identified and reported promptly.

Employees are required to immediately report concerns to their Reporting Manager or the HR Department by writing to hr.helpdesk@tlcgroup.com

Employee Obligations

TLC employees are required to comply with the Company's rules, regulations, policies, and directives issued from time to time concerning conduct, discipline, leave, and other matters. The Company reserves the right to take appropriate disciplinary action, including penalties, in the event of any violation.

The TLC Code of Conduct is not an exhaustive document of all applicable rules and policies. Employees have an ongoing responsibility to stay informed and familiarize themselves with all Company regulations, policies, and procedures by visiting the Company intranet/website at www.mytlcgroup.com