

# ETHICS COMMUNICATION

September - 2025



## Q: What is Unethical behavior at work place?

A: Unethical behavior of any person means violation of principles set by Society for morality or professionalism and also of the rules made by the Company in this regard. Such an unethical behavior may harm a person around or the Company and gives an undue advantage to the dealing person. Examples of such behavior viz. dishonesty, theft, discrimination, harassment, conflicts of interest, and misuse of resources of the Company. Even if not illegal, it damages trust, reputation, and workplace culture of the Company.

## Q: What type of action of any person that can be considered as Unethical behavior at work place?

A: The term unethical behavior at work place includes following: -

### 1. Dishonesty at Work

- Lying about work progress or results
- Falsifying expense reports, timesheets, or attendance etc.
- Utilization of facilities of workplace for personal work
- Misuse of any online application or system at workplace

### 2. Misuse of Company Resources

- Using office supplies, funds, or credit cards for personal use
- Leaking company data or trade secrets

### 3. Conflict of Interest/Corruption

- Awarding contracts to relatives/friends without fair process

- Using inside company information for personal gain (insider trading)
- Accepting gifts, bribes, or kickbacks from vendors or clients

### 4. Workplace Harassment & Discrimination

- Favoritism in promotions or appraisals
- Gender, caste, age, or religious bias in hiring or decision-making
- Bullying, humiliation, or inappropriate jokes/comments
- Sexual harassment or creating an unsafe workplace

### 5. Unfair Treatment

- Taking credit for someone else's ideas or work
- Withholding opportunities from deserving employees
- Retaliating against whistleblowers or those who raise concerns

### 6. Breach of Confidentiality

- Sharing sensitive information about employees, clients, or company projects
- Using confidential information for personal advantage

### 7. Negligence & Irresponsibility

- Ignoring workplace safety protocols
- Covering up mistakes instead of reporting them



## Q: What are the consequences of Unethical behavior at work place?

A: The Consequences of unethical behavior at the work place are as follows:

- Loss of Reputation and Public Trust
- Legal and Regulatory Penalties/Fine
- Decreased Employee Morale and Engagement
- Poor Organisational Culture
- Operational Disruptions



**You should report about such unethical behavior at work in following manner:**

**In case you are an employee** by login to the website (SGC and ethicsline link) or by an email to [ethicsline@gfl.co.in](mailto:ethicsline@gfl.co.in)

**In case you are any Stakeholder** by email to [ethicsline@gfl.co.in](mailto:ethicsline@gfl.co.in)

Please note that Employee and Stakeholder Grievance or Concern will be directed to the Chief Ethics Officer without disclosing their identity.