

Intern Code of Conduct

Version 1.0 · Effective 21 October 2026

1. Purpose and scope

1.1 This Code sets out the standards of behaviour that TrackMy Tech Private Limited (“TrackMy Tech”, the “Company”, “we”, “us” or “our”) expects from every intern. It exists so that everyone can learn and work in a safe, respectful and professional environment.

1.2 This Code applies to all interns, whether paid or unpaid, and whether working remotely, on-site or in a hybrid arrangement. It applies during working hours, at Company events, in online meetings and chats, when dealing with clients or partners, and whenever your conduct is connected with the Company.

1.3 This Code should be read with the Internship Policy and Terms of Engagement, the IT, Device and Acceptable Use Policy, the Confidentiality and Non-Disclosure Agreement, the Intellectual Property Assignment, the Intern and Candidate Privacy Notice and the Prevention of Sexual Harassment (POSH) Policy.

2. Definitions

In this Code:

- **“Intern”** or **“you”** means a person engaged by the Company as an intern under an Offer Letter.
- **“Supervisor”** means the person the Company assigns to guide and review your work.
- **“Colleague”** means any employee, intern, director, consultant or contractor of the Company.
- **“Workplace”** means any place where you carry out internship work or interact with Colleagues, clients or partners, including our office, any client site, and any online channel such as email, chat, video calls and code repositories.
- **“Conduct Contact”** means the Company’s careers team, who can be reached at careers@trackmytech.in.

3. Professional behaviour

3.1 We expect you to:

- (a) treat Colleagues, clients, partners and members of the public with courtesy and respect;
- (b) be honest in your work, including in timesheets, status updates, and reports of what you have and have not done;
- (c) do your own work and give credit when you use someone else’s ideas, code or content;

- (d) follow reasonable instructions from your Supervisor; and ask questions when something is unclear;
- (e) take care of Company property and information;
- (f) keep your language and content professional in all Workplace channels; and
- (g) comply with the law.

3.2 You must not:

- (a) be under the influence of alcohol or illegal drugs while working;
- (b) bring weapons or any dangerous items to the Workplace;
- (c) engage in violence, threats, intimidation or bullying;
- (d) falsify any document, certificate, academic record, attendance record or work output; or
- (e) misuse your association with the Company for personal gain.

4. Equal opportunity and anti-discrimination

4.1 The Company is committed to equal opportunity. We select, supervise, evaluate and support interns on the basis of merit, ability and conduct.

4.2 We do not tolerate discrimination on the basis of caste, religion, sex, gender identity, sexual orientation, age, disability, place of birth, region, language, marital status, pregnancy, health status, or any other characteristic protected by law.

4.3 If you have a disability or other need that requires a reasonable adjustment to how you work, please tell your Supervisor or the Conduct Contact. We will discuss it with you and make reasonable adjustments where we can.

4.4 You must not discriminate against, exclude or demean any person on any of these grounds, including through jokes, comments, messages or images.

5. Harassment

5.1 Harassment of any kind is not acceptable. This includes unwelcome comments, gestures, messages or behaviour that a reasonable person would find offensive, humiliating or intimidating.

5.2 **Sexual harassment** is handled under the Prevention of Sexual Harassment (POSH) Policy, which explains what sexual harassment is, how to file a complaint, how the complaint is investigated, and the protections available to you. Interns are fully covered by that policy.

5.3 For other kinds of harassment or bullying, raise the concern with your Supervisor or the Conduct Contact. If the concern is about your Supervisor, go directly to the Conduct Contact or email admin@trackmytech.in.

5.4 **No retaliation.** The Company will not tolerate retaliation against anyone who raises a concern in good faith or takes part in an investigation. Retaliation is itself a serious breach of this Code.

5.5 Making a complaint you know to be false is also a breach of this Code. A complaint that is made honestly but not proved is not a false complaint.

6. Conflicts of interest

6.1 A conflict of interest arises when your personal interests, relationships or other work could affect, or appear to affect, your judgment or loyalty in your internship.

6.2 You must tell your Supervisor in writing, before or as soon as it arises, if you:

- (a) work for, intern with, or provide services to a competitor, client or supplier of the Company;
- (b) have a close personal or family relationship with someone at a client, supplier or competitor you deal with in your role; or
- (c) are building a product or business that is similar to, or competes with, the Company's products or services.

6.3 Working on your own academic projects or another part-time engagement is generally allowed if it does not interfere with your internship, does not compete with the Company, and does not use the Company's confidential information, code, accounts or equipment. Please disclose it so we can confirm.

6.4 You must not accept gifts, payments or favours from clients, suppliers or anyone dealing with the Company, other than small items of token value, without your Supervisor's written approval.

7. Social media and public statements

7.1 You may say on your personal profiles (for example LinkedIn) that you are or were an intern at TrackMy Tech Private Limited, and describe your role and skills in general terms.

7.2 You must not, without written approval from the Company:

- (a) speak to the media, or make public statements, on behalf of the Company;
- (b) post or share confidential information, internal screenshots, client names, client data, unreleased product details, source code, or internal discussions;
- (c) post content that suggests you are speaking for the Company; or
- (d) use the Company's name, logo or branding, or those of its products, in a way that suggests endorsement.

7.3 Showcasing your work in a portfolio is allowed only to the extent permitted by the Confidentiality and Non-Disclosure Agreement and the Intellectual Property Assignment, or with written approval from your Supervisor.

7.4 You must not post anything about Colleagues, clients or partners that is harassing, discriminatory or defamatory.

7.5 If you are contacted by the media or asked to comment publicly about the Company, refer the request to admin@trackmytech.in.

8. Attendance and communication

8.1 Be on time for your working hours and scheduled meetings as set out in the Internship Policy and Terms of Engagement and your Appointment Order.

8.2 If you will be late, absent, or unable to meet a deadline, tell your Supervisor as early as possible, in writing.

8.3 During working hours, respond to work messages within 2 working hours.

8.4 Use the Company's approved communication channels for work. Do not move work discussions or client data to personal accounts or unapproved apps.

8.5 Keep your status, calendar and task tracker up to date so your team knows what you are working on.

8.6 Remote interns should keep their camera on in meetings when asked, unless there is a good reason not to.

9. Raising concerns

9.1 If you see or experience something that breaches this Code or the law, please raise it. You can speak to your Supervisor, the Conduct Contact, or email admin@trackmytech.in.

9.2 Concerns will be handled as confidentially as possible, shared only with those who need to know to look into them.

10. Disciplinary process

10.1 Minor issues are usually handled informally, through a conversation with your Supervisor and guidance on what to improve.

10.2 For more serious or repeated issues, the Company will normally follow these steps:

(a) **Notice.** You will be told in writing what the concern is, with the relevant details.

(b) **Your response.** You will have 3 working days to respond in writing, and you may also ask to explain your side in a meeting.

(c) **Review.** The Company will consider the facts and your response, and may speak to others involved.

(d) **Decision.** The Company will tell you its decision in writing.

10.3 Depending on how serious the matter is, outcomes may include:

(a) a verbal or written warning;

(b) removal of specific access or responsibilities;

(c) withholding of the completion certificate, as set out in the Internship Policy and Terms of Engagement; or

(d) termination of the internship.

10.4 In cases of serious misconduct, the Company may suspend your access immediately while it looks into the matter, and may end the internship without notice as described in the Internship Policy and Terms of Engagement.

10.5 Complaints of sexual harassment follow the separate process in the Prevention of Sexual Harassment (POSH) Policy, not this clause.

10.6 Where conduct may also be a criminal offence, the Company may report it to the appropriate authorities.

11. Changes to this Code

The Company may update this Code from time to time. Current interns will be told of material changes by email.

12. Contact

- Conduct Contact: careers@trackmytech.in
- General: admin@trackmytech.in
- Office: EDB 210, Incubation Centre, VISTAS, Pallavaram, Chennai, Tamil Nadu 600117

Acknowledgement

By accepting your offer online, you confirm that you have read, understood and agree to this Intern Code of Conduct.