

CODE OF CONDUCT

INTRODUCTION AND PURPOSE:

Candidlex Advisors LLP is committed to upholding the highest ethical standards and conducting business with integrity, honesty, and professionalism. This Code of Conduct outlines the fundamental principles that govern the behaviour and actions of all partners, associates, employees and representatives while representing the firm. The purpose of this code is to maintain the firm's reputation, protect client interests, and foster a culture of ethical conduct.

PROFESSIONALISM AND COMPETENCE:

All members of Candidlex Advisors LLP must demonstrate professionalism and competence in their legal practice.

Strive for continuous professional development and stay updated with legal developments and best practices.

CLIENT CONFIDENTIALITY AND PRIVACY:

Safeguard client information and maintain strict confidentiality regarding all client matters in light of section 126 of the Indian Evidence Act, 1872 dealing with attorney-client privilege.

Use client information solely for the purpose of providing legal services and avoid any unauthorized disclosure.

CONFLICT OF INTEREST:

Avoid conflicts of interest and fully disclose any potential conflicts to the firm and clients promptly.

Take appropriate measures to mitigate conflicts, ensuring the client's best interests are protected.

ETHICAL BILLING AND FEE PRACTICES:

Bill clients fairly and transparently for services rendered, providing detailed invoices with accurate time records.

Avoid any deceptive billing practices and inform clients of potential costs and expenses upfront.

RESPECT AND DIVERSITY:

Treat all clients, colleagues, and stakeholders with respect, courtesy, and fairness.

Embrace diversity and foster an inclusive work environment, free from discrimination and harassment.

ANTI-CORRUPTION AND BRIBERY:

Strictly prohibit any form of bribery, corruption, or facilitation payments, both domestically and internationally.

Comply with all anti-corruption laws and regulations applicable in India and other jurisdictions.

Abide by Standards of Professional Conduct and Etiquette laid down under Chapter-II of Part-VI of the Bar Council of India Rules.

GIFTS AND ENTERTAINMENT:

Exercise caution when giving or receiving gifts, entertainment, or hospitality to or from clients, suppliers, or other parties.

Refrain from offering or accepting gifts that could create an appearance of impropriety or influence business decisions.

DUE DILIGENCE ON BUSINESS PARTNERS:

Before engaging in any business relationships with third parties, including vendors, clients, and agents, a proper due diligence process must be conducted to ensure they have a clean record and are not associated with corrupt practices.

RECORD KEEPING:

Accurate and transparent financial records must be maintained for all transactions involving the firm.

All financial records, expense reports, and other relevant documentation should be recorded accurately and honestly.

POLITICAL CONTRIBUTIONS:

The firm and its representatives shall not make political contributions that could compromise the firm's impartiality or independence.

SOCIAL RESPONSIBILITY AND PRO BONO WORK:

Encourage pro bono work and community involvement to promote access to justice and serve the underprivileged.

Participate in initiatives that contribute positively to society and the legal profession.

INFORMATION SECURITY AND DATA PROTECTION:

Safeguard sensitive firm and client information through secure IT systems and responsible data handling.

Comply with applicable data protection laws and ensure client data is kept confidential and secure.

WHISTLEBLOWING AND REPORTING:

Provide a mechanism for employees and partners to report suspected violations of this code or any unethical conduct.

Protect whistleblowers from retaliation, and ensure a fair and confidential investigation of reported matters.

PREVENTION OF SEXUAL HARASSMENT

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Sexual harassment, in any form, is strictly prohibited, including unwelcome advances, requests for sexual favours, verbal or physical conduct of a sexual nature, or any other behaviour that creates a hostile work environment.

All employees, partners, associates, and representatives must treat each other with respect and dignity, refraining from any actions that could be perceived as harassing or intimidating.

The firm will not tolerate retaliation against any one who reports incidents of sexual harassment or participates in the investigation of such complaints.

The firm will establish a dedicated committee to address and investigate sexual harassment complaints promptly and impartially in compliance of the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

COMPLIANCE AND TRAINING:

Regularly review and update this Code of Conduct to align with changes in laws and best practices.

Conduct ongoing training and awareness programs to ensure all members of the firm understand and adhere to the code.

CONSEQUENCES OF VIOLATIONS:

Violations of this Code of Conduct may lead to disciplinary actions, ranging from warnings to termination of employment or partnership.

In cases involving illegal conduct, the firm may report individuals to the relevant authorities.