

URANIUM CORPORATION OF INDIA LIMITED
(CORPORATE OFFICE)
JADUGUDA

UCIL CONDUCT RULES

01. TITLE, COMMENCEMENT AND APPLICABILITY

- (a) These rules may be called ‘UCIL Conduct Rules’.
- (b) These rules shall apply to all the employees of Uranium Corporation of India Limited provided that ;
 - (i) these rules will be applicable to employees on deputation to the company from other organisations or Government Departments subject to the terms and conditions on which they are placed on deputation with the Company ;
 - (ii) these rules shall not apply in the case of employees who are governed by the Industrial Employment (Standing Orders) Act, 1946.

2. DEFINITIONS :

- (a) “The Company” means the Uranium Corporation of India Limited and includes any authority to whom powers in this respect may be delegated under Rule 23 below.
- (b) “Employee” means any person employed by Uranium Corporation of India Limited.
- (c) “Members of family”, in relation to an employee, includes :
 - (i) the wife or husband as the case may be, of the employee, whether residing with the employee or not but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a Competent Court ;
 - (ii) son or daughter or step-son or step-daughter of the employee and wholly dependent on him/her, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law;
 - (iii) any other person related, whether by blood or marriage, to the employee or to the employee’s wife or husband and wholly dependent on the employee.

(d) “Chairman & Managing Director” means the Chairman & Managing Director of Uranium Corporation of India Limited.

(e) “Prescribed authority” for the purpose of these rules shall be :-

- (i) The Board of Directors, in the case of Chairman & Managing Director.
- (ii) The Chairman & Managing Director, in the case of officers reporting direct to him in respect of their normal duties.
- (iii) Such other authority in the case of other employees as the Chairman & Managing Director may by General or Special order direct.

03. GENERAL

01. Every employee of the Company shall at all times –

- (i) Maintain absolute integrity ;
- (ii) Maintain devotion to duty ; and
- (iii) Do nothing which is unbecoming of a public servant.

02. Every employee of the Company holding a Supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

03. No employee shall in the performance of his official duties or in the exercise of powers conferred on him act otherwise than in his best judgement except where he is acting under the direction of his official Superior and shall where he is acting under such direction obtain the direction in writing wherever practicable and where it is not practicable to obtain the direction in writing he shall obtain written confirmation of the direction as soon there after as possible.

EXPLANATION:

Nothing in sub para 03 above shall be construed as empowering an employee to evade his responsibilities by seeking instructions from, or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

RULE – 3(A); MISCONDUCTS:

Without prejudice to the generality of the term ‘Misconduct’, the following acts of omission and commission shall be treated as misconduct:-

- 01. Theft, fraud or dishonesty in connection with the business or property of the company or of property of another person within the premises of the company.
- 02. Taking or giving bribes or any illegal gratification
- 03. Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his behalf by another person, which the employee cannot satisfactorily account for.

04. Furnishing false information regarding name, age, father's name, qualifications, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
05. Acting in the manner prejudicial to the interests of the Corporation/Company
06. Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
07. Absence without leave or overstaying the sanctioned leave for more than 04 consecutive days without sufficient grounds or proper or satisfactory explanation.
08. Habitual late or irregular attendance
09. Neglect of work or negligence in the performance of duty including malingering or slowing down of work
10. Damage to any property of the Corporation/Company
11. Interference or tampering with any safety devices installed in/or about the premises of the Corporation/Company.
12. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Corporation/Company or outside such premises where such behaviour is related to or connected to the employment.
13. Gambling within the premises of the establishment
14. Smoking within the premises of the establishment where it is prohibited
15. Collection without the permission of the competent authority of any money within the premises of the company/corporation except as sanctioned by any law of the land for the Corporation/Company
16. Sleeping while on duty
17. Commission of any act which amounts to a criminal offence involving moral turpitude
18. Absence from the employee's appointed place of work without permission or sufficient cause
19. Purchasing properties and machinery, stores etc. from or selling properties, machinery, stores etc. to the corporation/company without expressed permission in writing from the competent authority
20. Commission of any act subversive or discipline or of good behaviour
21. Abetment of or attempt of abetment of any act which amounts to misconduct

Note: The above instances of misconduct are illustrative in nature and not exhaustive.

04. EMPLOYMENT OF NEAR RELATIVES OF EMPLOYEES IN FIRMS OR UNDERTAKINGS ENJOYING COMPANY'S PATRONAGE.

- (a) No employee shall use his official position or influence directly or indirectly to secure employment for any member of his family in any firm or undertaking enjoying company's patronage.
- (b) No employee on a grade of pay of Rs.16400 - 40500/- and above shall, except with the previous sanction of the Company permit his son, daughter or other dependent, to accept employment with any firm or undertaking with which he has dealings in connection with the business of the Company.

Provided that where the acceptance of the employment cannot await the prior permission of the Company, or is otherwise considered urgent, the matter shall

be reported to the Company, and the employment may be accepted provisionally subject to the permission of the Company.

- (c) No employee shall in the discharge of his official duties deal with any matter or award any contract to any firm or undertaking or any other person if any member of his family is employed in that firm or undertaking or under that person or if he or any member of his family is interested in any such matter or contract in any other manner and the employee shall refer every such matter or contract to his official superior and the matter on contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

05. TAKING PART IN POLITICS AND ELECTIONS
(SUBSTITUTED VIDE AI NO. UCIL/387 DATED 30.01.1990)

No employee shall:

- (i) be an office-bearer of a political party or an organisation which takes part in politics;
- (ii) take up in or assist in any manner in any movement/agitation or demonstration of a political nature;
- (iii) take part in an election to any legislature or local authority;
- (iv) canvass in any election to any legislature or local authority.

06. DEMONSTRATIONS AND STRIKES

No employee shall participate in any demonstration, or resort to any form of strike in connection with any matter pertaining to his conditions of service in contravention of the provisions of any law or rule for the time being in force.

07. CONNECTION WITH PRESS OR RADIO

- (a) No employee shall, except with the previous sanction of the Company, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication.
- (b) No employee shall, except with the previous sanction of the Company, or any other authority empowered by it in this behalf, or in bonafide discharge of his duties, participate in a radio broadcast, or contribute any article or write any letter either anonymously or in his own name, or in the name of any other person, to any newspaper or periodical on a subject which may have a bearing on the affairs of the Company.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary or artistic character.

08.MAKING PUBLIC OR PUBLISHING DOCUMENTS ETC.

No employee, while in service, or after his retirement, retrenchment, resignation or discharge, shall, make public or publish any documents, papers or information which might have come into his possession in his official capacity, without the prior sanction of the Company.

09.EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY

- (a) Save as provided in sub-rule (c), no employee shall, except with the previous sanction of the Company, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (b) Where any sanction has been accorded under sub-rule (a), no employee while giving such evidence shall criticise the policy or any action of the Company, the Central Government or of a State Government.
- (c) Nothing in this rule shall apply to –
 - (i) evidence given at an enquiry before an authority appointed by the Company, the Government, Parliament or by a legislature ;
 - (ii) evidence given in any judicial inquiry ; or
 - (iii) evidence given at any departmental inquiry ordered by the Company or authorities subordinate to the Company.

10. UNAUTHORISED COMMUNICATION OF INFORMATION

- (a) No employee shall, except in accordance with any general or special order of the Company or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any employee or any other person to whom he is not authorised to communicate such document or information.
- (b) No employee shall divulge any of the trade secrets, specifications, patents, discoveries, inventions of the Company. Any discoveries or inventions made or patents or designs acquired by the Company through the work done by an employee in the official discharge of his duties shall automatically be the property of the Company. These may be taken/used for other than Company's work with prior permission of the Company.

11. SUBSCRIPTIONS

No employee shall, except with the sanction of the Company, or of such authority as may be empowered by it in this behalf, ask for, or accept, contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

12. GIFTS

- (a) Save as otherwise provided in these rules, no employee shall accept or permit any member of his family or any other person acting on his behalf to accept, any gift.

Explanation: The expression “gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

- Note:** (i) A casual meal, lift or other social hospitality shall not be deemed to be a gift.
(ii) An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisations etc.

- (b) On occasions such as wedding, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from near relatives but he shall make a report to the Company if the value of the gift exceeds :

- (i) Rs.500/- in the case of an employee in the grade of pay of Rs.400-950/- and above.
- (ii) Rs.250/- in the case of employees the maximum of whose scale of pay exceeds Rs.110/- but is less than Rs.950/-.

- (c) On such occasions as are specified in sub-rule (b), an employee may accept gifts from his personal friends having no official dealings with him, but he shall make a report to the Company, if the value of any such gift exceeds :

- (i) Rs.200/- in case of employees specified in sub-rule (b) (i)
- (ii) Rs.100/- in case of employees specified in sub-rule (ii)

- (d) In all other cases, an employee shall not accept any gift without the sanction of the Company if the value thereof exceeds :

- (i) Rs.75/- in the case of an employee on a grade of pay of Rs.400-950/- and above ;
- (ii) Rs.25/- in the case of employees in other grades of pay.

13. PUBLIC DEMONSTRATIONS IN HONOUR OF A COMPANY'S EMPLOYEE

No employee shall, except with the previous sanction of the Company receive any complimentary or valedictory address, or accept any testimonial, or attend any meetings or entertainment held in his honour, or in the honour of any other employee :

Provided that nothing in this rule shall apply to –

- (i) a farewell entertainment of a substantially private and informal character held in honour of the employee or any other employee on the occasion of his retirement or transfer, or in the honour of any person who has recently quitted service of the Company ; or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

Note: Exercise of pressure or influence of any sort on any employee induces him to subscribe towards any farewell entertainment even if it is of a Substantially private or informal character is forbidden.

14. PRIVATE TRADE OR EMPLOYMENT

- (a) No employee shall, except with the previous sanction of the Company, engage directly or indirectly in any trade or business or undertake any other employment.

Provided that employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake, or shall discontinue, such work if so directed by the Company.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency etc. owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

- (b) No employee shall without the previous sanction of the Company except in the discharge of his official duties take part in the registration, promotion or management of any bank or other Company which is required to be registered under the Indian Companies Act, 1956 (I of 1956) or any other law for the time being in force or any co-operative society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of a Co-operative Society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (II of 1912), or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (XXI of 1860) or any corresponding law in force.

- (c) Every employee shall report to the Company if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (d) No employee may, accept any fee for any work done for any public body or for any private person without the sanction of the Company.

15. INVESTMENTS, LENDING AND BORROWING

- (a) No employee shall speculate in any stock, shares or other investments.

Explanation: Frequent purchase or sale or both of securities, shares or other investments shall be deemed to be speculation within the meaning of this sub-rule.

- (b) No employee shall make, or permit any member of his family or any person acting on his behalf, to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- (c) If any question arises whether any transaction is of the nature referred to in sub-rule (I) or sub-rule (ii) , the decision of the Company thereon shall be final.
- (d) No employee shall, save in the ordinary course of business with a bank or firm of standing duly authorised to conduct banking business, either himself or through any member of his family or any other person acting on his behalf.
- (i) lend or borrow money, as principal or agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself, under any pecuniary obligation to such person ; or
- (ii) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid.

Provided that an employee may give to, or accept from, a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee.

- (e) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (b) or sub-rule (d), he shall forthwith report the circumstances to the Company and shall thereafter act in accordance with such orders as may be passed by the Company.

16. INSOLVENCY AND HABITUAL INDEBTEDNESS

An employee shall so manage his private affairs so as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Company.

Note : The burden of proving that insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not

have foreseen or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

RULE – 17: MOVABLE, IMMOVABLE AND VALUABLE PROPERTY

01. No employee of the corporation/company shall, except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sell, gift or otherwise, either in his own name or in the name of any member of his family
02. No employee of the corporation/company shall, except with the previous sanction of the competent authority enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with the employee or his subordinate
03. Every employee of the corporation/company shall report to the competent authority every transaction concerning movable property owned or held by him in his own name or in the name of the member of his family, if the value of such property exceeds RS. 10,000/-
04. Every employee shall, on first appointment in the corporation/company, submit a return of assets and liabilities in the prescribed form giving the particulars regarding :-
 - (a) The immovable property inherited by him, or acquired by him or owned by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
 - (b) Shares, Debentures, & cash including Bank deposits inherited by him or similarly owned, acquired or held by him;
 - (c) Other movable properties inherited by him or similarly owned, acquired or owned by him or held by him if the value of such property exceeds Rs.10,000/-
 - (d) Debts and other liabilities incurred by him directly or indirectly
 - (e) Every employee shall, beginning in 1st January submit a return of immovable property inherited/owned/acquired once in every 02 year

The competent authority may, at any time by general or special order require an employee to submit, within a period specified in the order of full and complete statement of such movable and immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the competent authority, include details of the means by which, or the source from which such property was acquired.

18. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES

No employee shall except with the previous sanction of the Company, have recourse

to any Court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

Explanation : Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity provided that he shall submit a report to the prescribed authority regarding such action.

19. CANVASSING BY NON-OFFICIAL OR OTHER OUTSIDE INFLUENCE

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Company.

20. BIGAMOUS MARRIAGES :

Notwithstanding anything contained in the personal law for the time being of an employee,

- (a) No employee who has a wife living shall contract another marriage even when such marriage is void by reason of its taking place during the life time of his spouse, without obtaining prior permission of the Company.
- (b) No female employee shall marry any person who has a wife living at the time of such marriage, even if such marriage is void by reason of the husband having a wife living at the time of such marriage, without obtaining prior permission of the Company.

21. INTOXICATING DRINKS, DRUGS & FIRE HAZARDS

(a) An employee shall :

- (i) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being
- (ii) not take any such drinks or drugs while on duty ;
- (iii) not appear in a public place in a state of intoxication ;
- (iv) not habitually use such drinks or drugs to excess.

(b) Managing Director may notify by an order the places where no employee shall smoke or otherwise do any acts specified by Managing Director which may result in fire ;

RULE – 21(A) : Prohibition of sexual harassment of working women

01. No employee shall indulge in any act of sexual harassment of any woman at her work place.

02. Every employer or person who is in-charge of a work-place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation: For the purpose of this rule, “Sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise, as

- (a) Physical contact and advances;
- (b) Demand or request for sexual favour;
- (c) Sexually coloured remarks;
- (d) Showing any pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct
Of a sexual nature;

The above mentioned “sexual harassment” will also form an offence/misconduct under Clause-42(z) of the Certified Standing Orders of the Company.

22. INTERPRETATION:

If any question arises relating to the interpretation of these rules it shall be referred to the Managing Director whose decision thereon shall be final. However, the Managing Director may, if he considers necessary, refer such a question to the Board of Directors.

23. DELEGATION OF POWERS

- (a) All the powers mentioned in these rules may be exercised by the Managing Director in relation to all employees working in the Company.
- (b) Managing Director may delegate any of his powers mentioned in sub-rule (a) above to any officer in the Company.
- (c) Managing Director may lay down, if necessary, detailed instructions and procedures within the framework of these rules.
- (d) Managing Director may prescribe any forms to be used and reports to be submitted under these rules.
- (e) In the case of violation of these rules, involving financial transactions of not more than a thousand rupees, Managing Director may relax the provisions of these rules in individual cases after recording the reasons for doing so in writing.
- (f) In the case of violation of these rules involving no financial transactions, Managing Director may relax the provisions of these rules in individual cases after recording the reasons for doing so in writing.

24. VIOLATION OF ANY OF THE ABOVE-MENTIONED RULES WILL CONSTITUTE MISCONDUCT AND WILL RENDER THE EMPLOYEE LIABLE FOR DISCIPLINARY ACTION.