



Address:

#21, Manadavadi road,  
Industrial Suburb,  
Mysore-570008

Contact:



+91 9036959243

<https://www.greenzenventures.in>

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## Code of Conduct

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Effective Date: 01-01-2025

Location: Mysore, Karnataka

Prepared by: Greenzen Ventures Management

### 1. Introduction

At Greenzen Ventures, our mission is to provide high-quality, eco-friendly, and reliable commercial laundry services to our clients. We are committed to upholding the highest standards of integrity, professionalism, and environmental responsibility. This Code of Conduct outlines the expectations and responsibilities of all employees, partners, and stakeholders involved with our operations.

### 2. Scope

This Code applies to all employees, contractors, suppliers, partners, and any individual or entity representing Greenzen Ventures. Compliance with this Code is a condition of continued association with the company.

### 3. Core Values

- Integrity: Honesty and transparency in all our actions.
- Sustainability: Commitment to eco-friendly practices and responsible resource use.
- Customer Focus: Providing consistent, reliable, and high-quality service.
- Respect: Treating colleagues, clients, and the community with dignity and fairness.
- Excellence: Striving for operational and service excellence in every task.

### 4. Workplace Conduct

#### 4.1 Professionalism

- Employees must conduct themselves with professionalism at all times.
- Punctuality, adherence to schedules, and respectful communication are expected.
- Personal hygiene and wearing of clean uniforms are mandatory during work hours.

#### 4.2 Respect and Fair Treatment

- Discrimination or harassment based on race, gender, religion, caste, disability, or any other status will not be tolerated.
- Greenzen Ventures fosters a workplace free from bullying, intimidation, or violence.

#### 4.3 Confidentiality

- Employees must maintain the confidentiality of all customer and company information.
- Unauthorized disclosure of client data or internal procedures is strictly prohibited.



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#### 5. Environmental Commitment

Greenzen Ventures is proud to be an eco-conscious business. All staff are expected to:

- Use water and detergents responsibly.
- Follow energy-efficient practices.
- Segregate and manage waste appropriately.
- Promote the use of biodegradable and non-toxic cleaning agents.

#### 6. Health and Safety

- All employees must adhere to health and safety guidelines as outlined in company training.
- Protective equipment must be used where required.
- Spills and hazards must be reported and cleaned immediately to prevent accidents.
- First-aid protocols and emergency contact numbers should be readily accessible.

#### 7. Anti-Corruption and Ethical Business Practices

- Bribery, kickbacks, or any unethical business practices are strictly forbidden.
- Fair and transparent dealings with vendors, clients, and government authorities are mandatory.

#### 8. Client Interaction

- Be polite, professional, and responsive to customer inquiries and concerns.
- Prompt handling of customer complaints is essential to maintain service standards.
- Client property must be handled with care and returned in pristine condition.

#### 9. Use of Company Resources

- Company assets, including machinery, supplies, and technology, must be used responsibly.
- Theft, damage, or misuse of company property will result in disciplinary action.

#### 10. Reporting Violations

Employees are encouraged to report any violations of this Code without fear of retaliation. Reports can be made to:

- The immediate supervisor
- Human Resources
- Confidential suggestion box (if applicable)



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11. Disciplinary Action

Violation of any provision in this Code may lead to disciplinary action, including verbal/written warnings, suspension, or termination of employment or contract, depending on the severity of the offense.

12. Acknowledgment

All employees and associates are required to sign an acknowledgment form confirming that they have read, understood, and agreed to comply with this Code of Conduct.

Greenzen Ventures

Commercial Laundry Services

Mysore, Karnataka

+919036359234

 [greenzenventures@gmail.com](mailto:greenzenventures@gmail.com)

 [www.greenzenventures.in](http://www.greenzenventures.in)