

St. Mira's College for Girls
(Autonomous-Affiliated to Savitribai Phule Pune University)
Course Type: Business Administration Major
Course Title: Practices in Business Administration
Course Code: CMAJBA223111
Semester: II
Year: 2023-24

Unit 1, 2 3, 4: Skill Component _Case Study of Practices in Business Administration
Functional and Analytical Skills

ASSIGNMENT (16)/2024

SUBJECT :- PRACTICES IN BUSINESS
ADMINISTRATION

SUBMITTED TO :- MRS. SHANTHI FERNANDES

SUBMITTED BY :- V. NIKHILA NAGANBOINA

ROLL No :- 3241

CLASS :- FYBcom [B]

SEMESTER :- 2

YEAR :- 2023-24

SMF

Asst. Prof. Shanthi Fernandes
Subject Teacher



Infosys HR Policies:

1. Equal Opportunity: The code of conduct and ethics governs the inclusion strategy. The code of conduct is respecting each other by developing an equal opportunity workplace free of discrimination and harassment. They do not allow harassment on the basis of: race, religion, color,

gender, disability, national origin, sexual orientation, gender identity, age, marital status or any other legally protected status.

2. Harassment Free workplace: Infosys is responsible to offer a harassment free workplace. Company does not tolerate sexual harassment or harassment based on pregnancy, other medical conditions, race, religion, color, nationality, physical or mental disability or any other type of harassment protected by federal, state or local law or any regulation.
3. Workplace Diversity: They focus on creating an inclusive workplace where employees from diverse backgrounds can have a chance to work, contribute and participate with freedom and equality.
4. Abolition of Forced Labour: Infosys is against any form of coerced or prison labour, use of physical punishment or threats of violence or other forms of physical, sexual, mental or verbal abuse as a method of discipline.
5. Abolition of Child Labour: They are against the exploitation of children, through any form of work that denies them of their childhood, interrupts their school routine and is mentally, physically or morally dangerous.
6. Health, Workplace Safety and Environment: The company is committed to exhibit a high standard of environment protection and deliver a safe workplace. They implement policies and practices to ensure there is a safe and healthy work space. The company also has Health, safety and environmental Policy in place through which they promise to conserve resources, prevent pollution and adhere to all applicable legislations and prevent accidents, occupational illnesses and injuries at workplace.

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