

## 1. ECC (EA Deals with Ethical Issues)

For the effective management and handling of all kinds of work, I followed the ethical rule which is necessary to be followed by the whole company including all of its subsidiaries, employees, directors and other members of the senior management. The ethical code of conduct that I followed related to the behaviors exhibited by the employees in the workplace and the contacts developed by the employees within the workplace environment. In order to commence with every professional task on the basis of a professional set of ethics I eliminated the practice of all such activities within the workplace environment that I inferred could damage the overall positive image of the company. I was liable to provide security and payment to my team towards their hard work, loyalty, and dedication. By providing sound ethical environment that is according to my team's set of beliefs provides greater harmony to work with complete focus because of working in comfortable environment. This comfortable environment helps them to give their best for the execution of the project.



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I worked with the team in a friendly way. I showed high coordination during the exhibiting each of the combined tasks. The developed ethical code of conduct comprised of the regulation and management of various ethical issues which included, development of relations of cooperation and trust among the different parties of the company, requisite protection of the personal data of employees and company data and property followed by behavioral responses to the various unethical as well as illegal activities. Along with practicing the ethical regulations in my own work I also motivated the employees of the company to practice the ethical principles in their work and identify as well as resolve all kinds of ethical issues that were developed.

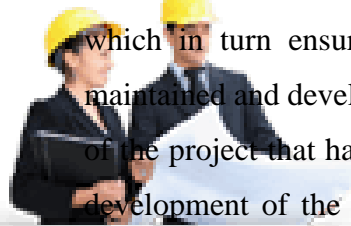
During the working time period while managing different projects, I observed and experienced the following ethical issues along with my team:

- I always make the surety not to steal or leak any kind of data or information about the client or their project or something which is private in nature.

- I always make myself aware not to deliver inappropriate information to the client about the project.
- I always ensure that I along with my team do not disobey the rules and policies of the company in which the execution of the project takes place.
- I always make myself fair to all the members that no one can feel that he/she is treating unfairly.
- I also ensured that working on those projects or any particular tasks on which the team doesn't have any experience or skill in just for one's own benefit shall be taken up accordingly with the management

## 2. ECC (EA Practice Competently)

I specified a certain set of rules and regulations along with defining principles that I made use of in the decision-making process in my work. I managed to develop a work environment where all the tasks and required stages are practiced in a competent manner



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which in turn ensured the smooth operational functioning of the specific project. I maintained and developed the related skills and knowledge to ensure the efficient working of the project that had been considered. For this maintenance procedure I carried out the development of the knowledge that was relevant along with the expertise in a regular

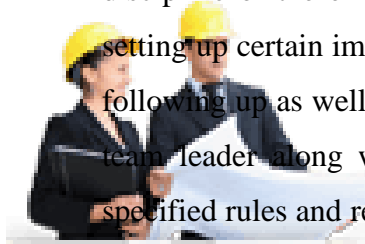
manner and then commenced with carrying out my duties and tasks in a careful as well as diligent manner. I also provided the continuous reviews and approvals from the seniors and provided my full assistance and support to the developmental tasks that were ongoing in order to enhance the progress of the project.

Along with this, I represented certain areas and stages in the project that required full competence in a very effective manner. This involved practicing my knowledge and skills within the concerned areas of competences and ensured to never implement wrong tasks like falsification along with misrepresentation of relative experience, membership grades, qualifications, and other related responsibilities. I ensured that I act upon my proposed decisions or the decisions developed by the senior management only after conducting an effective analysis based on my knowledge. I practiced the tasks that had been assigned to me in accordance with the requirements of both legal as well as statutory configurations. I

made it my regular practice during my work to make sure that the implemented processes for the commencement of the project comply with the standards and regulations that had been commonly accepted and approved. My responsibility in this regard also included informing the related employees or the clients for the case when a certain task or work that was assigned required professional expertise and knowledge that went beyond my area of expertise and competence so that hindrances are developed in the course of the project.

### **3. ECC (EA Responsibility for leadership and management activities)**

Since my work mostly involved leading a team of technical professionals and assigning requisite tasks to each member of the team based on their technical knowledge and skill set, I, therefore, identified and determined responsibilities related to each member skill set and accordingly assigned them the tasks. My leadership responsibilities involved the discipline of the employees through inculcation of proper motivation provided through setting up certain improvement goals, counseling of the employees on a regular basis and following up as well as trying to resolve the related problem areas. I inferred that being a team leader along with the head of team and project management my practices and specified rules and regulations had a direct impact on the team activities. In order to carry



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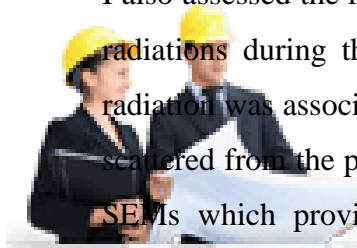
out my responsibilities as team leader and head of management, I developed an effective workplace environment in which the employees of the company were motivated to work towards the betterment of the company through proper fulfillment of their tasks. I developed an effective reward system which further assisted in the motivation of the members of my team. Moreover, I tried to practice the project framework that I had developed, in my own work which set an example for the various teams that were involved in the project along with providing them with the specific inspiration. I set the requisite values and principles for my team and worked towards the enhancement and improvisation of the spirit of the team as well as cohesion. Along with this I also carried out my responsibility regarding the provision and development of the communication and mental as well as professional wellbeing of the different members of the project team.

### **4. ECC (EA – Develop Safe Sustainable Solutions)**

For the project of Benchtop Scanning Electron Microscope Capital Expenditure Proposal, I ensured the development of all kinds of safe sustainable solutions. In order to make sure that this development phase happens in the project, I provided the necessary information, supervision, and training to the employees. I made sure that the specific plant is implemented for the sole purpose of the tasks that it had been designed for along with the commencement of operation of the plant in accordance with the specifications that had been provided by the manufacturer. I implemented the requisite safety features of the plant infrastructure in accordance with the requirements that had been set forth. These safety features comprised of guards, cut-out switches and alarms. I also carried out a detailed risk and safety assessment on the process of manual handling of the tasks that were related to the implementation of these tasks. To ensure the development and implementation of the safe sustainable solutions I performed a series of regular checks and maintenance processes that complied with the specifications and regulations of the manufacturer. Along with this I also assessed the requirements as well as recommendations related to the safety against radiations during the operational working of the project. This specific safety against radiation was associated with the usage of SEM which comprised of the electrons getting scattered from the provided sample. To ensure this I managed the proper shielding of the SEMs which provided the exposure rates that were developed to be less than the background. Along with shielding the SEMs I also commenced with the accurate registration of the SEMs with the registration protocol related to the radiation system that was provided by the company. I carried out this registration process since the SEMs were devices that involved and functioned on the process of radio generation.


##### **5. ECC (EA Engage with the relevant community and stakeholders)**

I exhibited my communication skills in my work for the project during dealings that had been conducted with the relevant community as well as the stakeholders. I firstly presented a complete understanding of the work that was under consideration and the overall domain of work. I anticipated the different dynamics of the discussions that were conducted with the stakeholders, highlighted all the tensions and risks and then commenced with the requisite adjustment of all further meetings. I conducted discussion sessions with the stakeholders in which I discussed the consequences related to the incorporation of changes and improvisations and made the stakeholders aware of the consequences related to their



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discussions. I developed proper transparency in the dealings of the company with the stakeholders and provided the full availability of the updates related to the product so that friction in the work is reduced. Along with the stakeholders I developed effective communication medium with the project team and took the responsibility of the recording and documenting of requisite information of the project as well as the results that were acquired from processes of failure assessment and analyses. In order to remove all kinds of barriers between the employees of the company and the senior management I facilitated the communication infrastructure among the team members. I also motivated the team members to the discussion that provided the work impact. Along with this I also highlighted and discussed the progress and performance reports of the project that provided an understanding of the project system as well as the points that needed consideration to ensure optimum output.



**6. ECC (EA) – Identify, assess and manage risks)**

During my work in the project work regarding the Benchtop Scanning Electron Microscope Capital Expenditure Proposal, I ensured that there is complete minimization of all kinds of risks related to health, safety as well as the work environment. I handled the identification and assessment of all these risks before the orders for the requisite items related to the plant or associated equipment were placed. I acquired all the requisite information from the supplier in order to ensure that the items that are purchased or acquired are in accordance with the standards and regulations that had been set forth. Furthermore, I also acquired specific conformation from the supplier in writing in order to provide the information related to the compliance of the item with the legislative requirements of both safety and health. I made sure that for all the items their specific licenses, insurance, and registrations have been conducted. I ensured that all the related instructions for the operational functioning of components are obtained from the manufacturer and then followed as well. In order to conduct the processes for installation and commissioning of the components or products that were required as accurately as possible I made a competent and reliable person to take charge of these processes. I specified an optimum location for the operational

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functioning of the plant and affirmed that the fixed configuration of the plant is secure and there is no possibility of movement during the operation phase. I emphasized on the condition of the provision of proper amount of space around the plant infrastructure so that it could be made use of safely in a proper work environment along with being accurately maintained. I took charge during the incorporation of various safety features and options along with enabling and maintaining their efficient operation. These safety features and options comprised of different alarm systems, guarding, stop buttons for emergency conditions, cut out switches and lighting.

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