

Code of Conduct Policy

Purpose

The Code of Conduct of [Name of the Company](#) is a legal document that sets out the rules and the standard of behavior every employee is expected to follow. A new employee who signs an employment contract is legally bound to follow it.

Its purpose is to put the organization's principles, goals, mission and values at the center of how we work.

Scope

- [Name of the Company](#) sets out the essential standards and regulations, and the lawful behavior expected of every employee, in this Code of Conduct. It also describes the right relationship between staff and the company's partners, such as customers and government agencies.
- The policy applies to all stakeholders of [Name of the Company](#), including directors and employees, as well as the company's suppliers and distributors.

Working Environment

[Name of the Company](#) follows all essential and applicable rules and regulations so that every employee has a comfortable, friendly place to work. Every active employee is expected to carry out their responsibilities ethically.

If you see a coworker behaving improperly, it is your duty to report it or step in to stop it. That is how employees help the company keep a "zero-injury" environment.

Bribery and Corruption

The company does not tolerate bribery of any kind, direct or indirect, and no stakeholder may engage in corruption. It is a punishable offense. This includes giving gifts or any other advantage to influence decisions.

Political Contributions and Charitable Donations

The company does not make corporate contributions to political parties, individuals or action committees, including donating services or materials below market price in return for favors to the company. An exception is possible only with written approval from [Authorized person's name and designation](#).

Use of Company Assets

Assets assigned to employees, including IT equipment and access credentials such as email accounts, desktops, laptops and mobile phones, must be used for business purposes only, not for personal use.

Training and Awareness

Every employee joining [Name of the Company](#) must read the Code of Conduct and acknowledge it by completing the employee certification form in the Annexure.

Training requirements apply to both temporary and permanent employees when the company considers their job profile important. HR is responsible for deciding the level and nature of the training.

Employee Obligation to Report

If you have doubts or questions, you are free to seek advice from the HR director, the Legal director or the CFO. You are also responsible for reporting any misconduct that goes against this Code of Conduct.

Managing Ethical Dilemmas

If you face an ethical dilemma related to business, you have the right to consult your manager, the HR head, the Legal head or the CFO, and to resolve the issue with everyone's interests in mind.

Monitoring and Administration

The company's Board of Directors governs the Code of Conduct. Any change to it needs prompt confirmation from the Board of Directors, the CFO or the HR head.

Compliance with Law

We comply with all laws, national and regional. Every employee who acts on the company's behalf must protect its legal standing, deal fairly in line with the law and respect environmental safety.

Public Representation of the Company

The company is committed to giving the public, and anyone with an interest in the company, timely information. When business information is disclosed publicly, the company will be represented only by its shareholders and employees.

Financial Reporting and Accounting

Business records must contain accurate, complete financial information. No employee may take actions that lead to false information being given to the company or its clients. Business records should be consistent with internal accounting and auditing.

Confidential Information

Confidential information is a valuable asset for the company, and all directors and employees must protect it. It includes personal data and all non-public information. Keeping it confidential is essential.

Conflict of Interest

No employee may enter into any business relationship or activity that could harm the company or create a conflict of interest. The conflict may be actual or potential, direct or indirect.

Corporate Citizenship

We support and respect all human rights. That includes social and environmental responsibility and a commitment to improving people's quality of life.

National Interest

The company is committed to carrying out all transactions for the benefit of the economy and the country. It will not take part in any activity that could undermine this, including projects or activities that could harm the nation's interest or negatively affect the social and cultural life of citizens.

Competition

The company will contribute fully to an open, competitive market in India and abroad. All stakeholders must cooperate in efforts to promote progressive trade in every country.

Annexure: Employee Certification

I, _____, working with _____ under employee code _____, certify that I have read, understood and agree to follow the Code of Conduct policy of the organization.

Date: _____

Signature: _____

Printed name: _____

Office address: _____

Function: _____