

The Company Code of Ethics

The company and its employees must, at all times, comply with all applicable laws and regulations. The company will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The company does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the company's operations.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek the advice of the company Vice President.

General Employee Conduct

Compliance with the Code of Conduct is one of the areas in which employees bear personal responsibility for their actions.

The company expects its employees to conduct themselves in a businesslike manner. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job.

Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

If there are any queries or doubts as to the orientation or assessment of personal action, there are a number of persons who may be approached to discuss possible ethical or legal doubts or questions:

- Line Manager
- Department Head
- HR Department
- Senior Management

Conflicts of Interest

The company expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the company. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer; they should immediately communicate all the facts to their superior.

The company expects that employees will act impartially for any inspection, certification, testing or assessment activities and shall not allow commercial, financial or other pressures or any relationship to compromise impartiality. In case of such actual or potential scenario, employees will be responsible to report the case to their Line Manager and/ the Management.

Outside Activities, Employment, and Directorships

All employees share a serious responsibility for the company good public relations, especially at the community level. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the company that would, or would appear to:

Any person not party of the contract pursuant to which this document is delivered may not assert a claim against the company for any liability arising out of error or omissions which may be contained in said document, or for errors of judgment, fault or negligence committed by personnel of the society or its Agents in the establishment or issuance of this document, and in connection with any activities for which it

- Create an excessive demand upon their time and attention, thus depriving the company of their best efforts on the job.
- Create a conflict of interest—an obligation, interest, or distractions— that may interfere with the independent exercise of judgment in the company best interest.

Relationships with Clients and Suppliers

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the company or that provides goods or services, or both to the company, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the company.

Gifts, Entertainment, and Favors

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the company has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with the company might be inclined to, or be perceived to, place them under obligation.

Kickbacks and Secret Commissions

Regarding the company business activities, employees may not receive payment or compensation of any kind, except as authorized under the company remuneration policies. In particular, the company strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

Organization Funds and Other Assets

Employees who have access to the company funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the company Policy and Procedure manuals or other explanatory materials, or both. The company imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise the appropriate supervisor.

When an employee's position requires spending the company funds or incurring any reimbursable personal expenses, that individual must use good judgment on the company behalf to ensure that good value is received for any expenditure. The company funds and all other assets of the company are for the company purposes only and not for personal benefit. This includes the personal use of organizational assets, such as computers.

Organization Records and Communications

Accurate and reliable records of many kinds are necessary to meet the company's legal and financial obligations and to manage the affairs of the company. The company books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

Any person not party of the contract pursuant to which this document is delivered may not assert a claim against the company for any liability arising out of error or omissions which may be contained in said document, or for errors of judgment, fault or negligence committed by personnel of the society or its Agents in the establishment or issuance of this document, and in connection with any activities for which it

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

Dealing With Outside People and Organizations

Employees must take care to separate their personal roles from the company positions when communicating on matters not involving the company business.

Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve the company business, employees must not presume to speak for the company on any topic, unless they are certain that the views they express are those of the company, and it is the company's desire that such views be publicly disseminated.

When dealing with anyone outside the company, including public officials, employees must take care not to compromise the integrity or damage the reputation of the company, or any outside individual, business, or government body.

Prompt Communications

In all matters relevant to customers, suppliers, government authorities, the public and others in the company, all employees must make every effort to achieve complete, accurate, and timely communications—responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality

When handling financial and personal information about customers or others with whom the company has dealings, observe the following principles:

1. Collect, use, and retain only the personal information necessary for the company's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
2. Retain information only for as long as necessary or as required by law.
3. Protect the physical security of this information.
4. Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained.

My signature on this document indicates that I have read and fully understand the prohibited activities and my responsibilities to the company as listed in this code of ethics.

Name & Signature

Date

Any person not party of the contract pursuant to which this document is delivered may not assert a claim against the company for any liability arising out of error or omissions which may be contained in said document, or for errors of judgment, fault or negligence committed by personnel of the society or its Agents in the establishment or issuance of this document, and in connection with any activities for which it