

EMPLOYEES CODE OF CONDUCT

Without orderliness and discipline no organization can maintain high standard of productivity, reputation or image. The orderliness and discipline cannot be achieved without active participation, commitment and concerted efforts of all the employees of Company at each level. Good working conditions and nice working environment are largely determined by the behavior, attitude and general acceptance of norms and values of the organization by the employees.

The Company, therefore, feels the responsibility of defining the code of conduct and ethics and creating awareness among its employees of the organizational values to have an orderly and well disciplined institution. In order, therefore, to achieve its goals, following aspects, (but not limited to), need to be incorporated in the Company's policy.

Basic obligation

Devotion to job function

All employees are expected to put all out efforts to their full potential to achieve their objectives which ultimately forms the corporate goals of the Company.

Other vocation

The permanent employees, during their tenure of service with the Company are expected to dedicate to the best of their skills, knowledge and abilities, whole time to the Company's business. Except where otherwise disclosed and allowed they are, therefore, prohibited to have any other business, investment interest or employment at any time directly or indirectly in any other business, profession or vocation even in their spare time or during holidays, other than honorary social work. The investment in this context would not include buying of stocks, shares, certificates etc. floated for public subscription or from Stock Exchange.

Confidentiality

Any confidential or classified information which may come to the knowledge of an employee by reasons of his/her employment concerning the Company, its associates, directors or any other person has to be treated confidential by the employee as such, and shall not divulge to any unauthorized person within or outside the Company.

Confidentiality of employees' own salary, remuneration, increments has also to be maintained by each employee.

In case of doubt about the scope or applicability of the above provisions in respect of any such information the concerned department head shall be consulted.

Attendance and punctuality

All employees are required to attend the office or workplace regularly and punctually according to the working hours prescribed by the management. Any employee who is, or going to be late or absent from work, should make every attempt to notify his/her immediate supervisor in advance. Any employee who is habitual late comer exposes him/herself to disciplinary action.

Working Relationship

In order to create a good working condition and maintain congenial environment, it is a primary requirement that every employee maintains good and friendly working relationship with colleagues, co-workers, superiors and juniors within the department as well as with the members of other departments.

It is expected that the behavior and attitude with guests/outsideers would always be courteous and respectful with a helping attitude.

Discussion Topics

The management highly disapproves and takes serious notice of discussions on subjects which develop into heated debates which may result into creating ill-will or hurt the feelings of other employees or group of employees based on regional belongings, political affiliations, ethnic interest or religious beliefs. Such feelings result in strained relations detrimental to a healthy working environment.■■■