

CODE OF CONDUCT

KODIXODEL

(A plastic additives manufacturing unit)

CODE OF CONDUCT

Corporate Office & Unit I

**Kodixodel Pvt. Ltd.
Plot No 23 ABCD, Sagore Kuti
Sector 3, Industrial area Pithampur
Disst. Dhar (M.P.)-45**

CODE OF CONDUCT

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1. MANAGERS /SUPERVISORS RESPONSIBILITY

Managers are responsible and accountable for:

- Undertaking their duties and behaving in a manner that is within the provisions of the Employee Code of Conduct
- Informing employees in their teams about the employee code of conduct, relevant policies, procedures, and minutes
- Providing appropriate training and/or performance counseling to ensure the required standard is met.
- Reporting any departure from the Employee Code of Conduct noticed by themselves or by others to the HR Department.
- Acting consistently and fairly in dealing with behavior that breaches this code.

2. EMPLOYEES RESPONSIBILITY

All employees have a responsibility to:

- Be personally responsible and accountable for their own performance, behavior, and attendance in the workplace
- Undertake their duties and behave in a manner that is consistent with the provisions of the Employee code of conduct.
- Report any departure from the Employee code of conduct noticed by themselves or by others.
- Comply with the Company's values, policies and procedures.
- Promote a positive, safe, and healthy environment in the conduct of their work.

3. PERSONAL CONDUCT

Attendance and punctuality:

- Employees are expected to be punctual and regular in their attendance.
- When an employee is unavoidably absent from work due to sickness or any other reason, the employee should telephone their manager (or appropriate delegate) promptly (preferably before their normal starting time) and indicate their likely return to work.
- Employees wishing to extend their leave must arrange this before commencing the leave. If the Employee is on leave, they must speak to their immediate manager at least 2 working days before their leave ends.

4. PERSONAL AND PROFESSIONAL BEHAVIOUR

Employees should perform the duties associated with their position to the best of their ability, diligently, impartially, and conscientiously. In the performance of their duties, employees should:

- Maintain a high level of ethical standards at the workplace and performance of duties.
- Comply with legislative and industrial obligations and administrative policies.
- Fulfill their equal employment opportunity and occupational safety and health Obligations.
- Strive to keep up to date with advances and changes in the knowledge and the professional and ethical standards relevant to their areas and expertise.
- Maintain Adequate documents to support decisions made.
- Treat all persons including customers, business partners, etc. with respect to their rights and provide all necessary and appropriate assistance.
- Not take or seek to take improper advantage of any official information gained in the employment with KODIXODEL PVT LTD.
- Not harass or discriminate against employees or in work practices on the grounds of sex, pregnancy, race (including color, ethnic background, or national identity), marital status, disability, sexual preferences, political or religious beliefs, or age

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- Act responsibly when becoming aware of any unethical behavior or wrongdoing by any employee. Such Information should be forwarded to the HR Dept.
- Competent performance and completion of all jobs and duties that are assigned to the employee.
- Continuously improve work performance. All employees Should actively pursue quality improvements.
- Perform as part of a team to meet departmental and organizational goals.
- Do not use any abusive language or any kind of physical violence with colleagues, superiors, and subordinates.
- Do not share any confidential information he/she has access to with any outsiders or third party without proper approval.
- Always declare any conflict of interest to the HR department well in advance.
- Use of any kind of threat direct or implied is forbidden.
- Cannot make any comments or pass any remarks or demand any action on employee's performance, if the employee does not belong to his/her department. In case of unsatisfactory performance, they can highlight this issue to the Departmental head of the employee for necessary action.

INAPPROPRIATE CONDUCT AND BEHAVIOUR

- Loitering or loafing
- Leave work early or leave the department without the supervisor's permission
- Using obscene, abusive language
- Spreading malicious gossip or rumors
- Harassing, threatening, intimidating, or coercing any person at any time
- Horseplay or throwing objects
- Reporting to work or working while under the influence of alcohol, drugs, or prohibited substances
- Creating or contributing to unsanitary conditions
- Gambling, lotteries, or any other game of chance while on company premises
- Insubordination
- Excessive personal use of telephones or computer facilities.

5. DRESS AND APPEARANCE

We are a well-recognized and respected company projecting a positive image to our clients. Employees must, therefore ensure that their appearance is neat, clean, and appropriate for their particular area of work. A high standard of personal hygiene is expected at all times.

Where a uniform is provided, it must be worn in accordance with the company's requirements. When wearing a uniform to and from work, employees are expected to conduct themselves in a responsible and professional manner by wearing casual business wear. The manager is responsible for determining the dress code appropriate to the environment while the manager can make exceptions for medical purposes.

Casual business wear is defined as:

- Trousers, pants, skirts
- Modest shirts, blouses, jumpers, cardigans, non-sports jackets

Casual business wear does not include:

- Denim jeans or leggings
- Any form of sports shoes (including joggers or runners), slippers, or dilapidated footwear
- Athletic wear
- Torn or ripped clothing (even if 'designer' tears)

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- Unsuitably revealing clothing (including backless tops or dresses, or garments that reveal the midriff)
- Any clothing displaying offensive messages including racist or objectionable matter.

6. USE OF FACILITIES AND EQUIPMENT

Employees should take all possible care when using KODIXODEL PVT LTD property, goods, intellectual property, and services and ensure they are used efficiently, carefully, and without any damage except normal wear. Unless permission has been granted by the management of KODIXODEL PVT LTD, resources are not to be used for private purposes.

7. RECORDS MANAGEMENT

Employees need to be aware of their record-keeping responsibilities and are reminded there is a legal requirement to adhere to proper records management practices and procedures.

No false or artificial entries shall be made in any records of the company for any reason.

All Employees must, therefore ensure that KODIXODEL PVT LTD. Documents are not placed in unofficial or private filing systems but placed in official files only.

Employees must not remove documents from official files without prior approval from his/her Dept. Head. These documents are controlled records and must be complete, up-to-date, and capable of providing organizational accountability when officially scrutinized.

Employees must not damage, dispose of, or in any other manner, interfere with official documents or files. The destruction of records may only take place in accordance with a disposal and retention schedule that has been approved by the site Head/CMD or their Nominee.

8. INFORMATION TECHNOLOGY

Employees are not authorized to open personal mail or any site related to job offers, music, Porn content, or any kind of trading, among others. Employees must not access information that they are not authorized to access or use and must not allow any other person access for any reason.

Employees must take all reasonable precautions, including password maintenance and file protection measures to prevent unauthorized access and have an obligation to maintain the security and confidentiality of the information systems over which they have responsibility or control and that are owned or used by agreement. Employees cannot exchange or share any information, or files in soft copy or hard copy with outsiders for personal use. Any sharing of information with people outside the company brought to the notice of the employee for personal use should be reported to the supervisor.

Staff may only use e-mail and web browsing for work-related purposes and all e-mail and web access logs will be monitored for compliance with the staff positions. As the organization has responsibility for its computer systems and networks, it has the right to make directions as to its use.

9. EXTERNAL EMPLOYMENT

KODIXODEL PVT LTD restrains its employees from working outside business hours since this undermines or compromises the interest of KODIXODEL PVT LTD. Employees should not engage in outside employment, since this may:

- Places them in conflict with their official duties or would lead to the perception that they have placed themselves in conflict with their duties.

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- Is likely to affect their efficiency in the performance of their duties
- Involves the use of KODIXODEL PVT LTD resources for private purposes without authorization or recompense.

Subject to current policies, employees may not accept outside payment for any activities.

10. FINANCIAL INTEREST

Employees should avoid any financial involvement or undertaking that could directly or indirectly compromise or undermine the performance of their duties or KODIXODEL PVT LTD objectives or activities,

Financial conflict of interest may arise where an employee, who has a financial interest in a company or other business, is in a position to influence contracts or transactions between KODIXODEL PVT LTD and that business. This conflict may extend to any business undertaking in which employees and their immediate family or the employees are acting in direct competition with KODIXODEL PVT LTD activities or interests for personal gain.

11. ACCEPTANCE OF COMMISSIONS, GIFTS OR BENEFITS

Employees should not accept a gift, secret commission, or a benefit from a person or organization outside KODIXODEL PVT LTD if the intent of the gift or the benefit is to induce the employee to waive or reduce requirements or to extend financial or other benefits to a person or organization outside KODIXODEL PVT LTD to the detriment of KODIXODEL PVT LTD interests.

As a general rule, no employee should accept a gift or benefit if it could be seen as intended or likely to cause that person to:

- Perform their job in a particular way, which the person would not normally do, or
- Deviate from the proper or usual course of duty.

Employees may accept token gifts or benefits in circumstances approved by the human resources CMD or a nominee, provided that there is no possibility that the employee might be perceived to be, compromised in the process. Gifts of a nominal value (Calendars, Diary or any table item, which costs less than 1000 Rs.) generally used for promotional purposes by the donor, or moderate acts of hospitality may be accepted by the employees.

The employee must advise their manager of any gifts and benefits they have received as soon as the gift or benefit is received and must not take advantage or seek to take advantage of their position to obtain a benefit, either for themselves or for someone else.

12. RELATIVES AND CLOSE FRIENDS

A Conflict of interest may arise where an employee makes or participates in decisions affecting another person with whom they have a personal relationship (such as a relative, spouse, close friend or personal associate).

In cases where a conflict may arise, employees must advise their manager. Wherever possible, employees should disqualify themselves from dealing with those persons in such situations.

13. ALCOHOL AND SUBSTANCE ABUSE OR MISUSE

Employees must ensure that the safety and health of other employees, volunteers, and clients are not endangered by any misuse. KODIXODEL PVT LTD expects employees to perform their jobs with skill, care, and diligence. Employees should not perform any act or omission that is likely to have a detrimental effect on their work performance and that of other employees and clients. Accordingly, employees should not be under the influence of alcohol or other substances while they are at work or at work functions.

Possession, use, or trafficking of illegal drugs on the premises is not permitted. KODIXODEL PVT LTD premises include but are not limited to all buildings, vehicles, car parks, meeting rooms, and open

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spaces. Any such activity will be immediately referred to the police and KODIXODEL PVT LTD may take disciplinary action, which may include termination of employment.

Employees must notify the manager if the taking of, or failure to take, prescribed medication is likely to affect their performance and/or affect the safety of any person at the workplace.

This is to ensure workplace safety is not jeopardized and that any performance impact is properly managed. It is the responsibility of employees to follow the directions/precautions for any drugs prescribed by a health professional for individual use and/or commercially available preparations that may impact their capacity.

14. SMOKING

Passive smoking can impact other employees, and the community and create a poor image of KODIXODEL PVT LTD which does not promote or encourage smoking. Smoking is not permitted in KODIXODEL PVT LTD-owned or leased vehicles or buildings.

Employees may only smoke on their own time during authorized breaks as set out in the award, agreement, or employment contract and/or as authorized individually by their manager.

15. POLICIES

Employees are responsible for carrying out and complying with KODIXODEL PVT LTD policies and procedures and legalization. It is acknowledged that employee views, on particular matters, may differ from KODIXODEL PVT LTD; however, such views must not either interfere with the performance of an employee's duty or prevent the employee from supporting KODIXODEL PVT LTD's objectives.

16. DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY(EEO)

Anti-discrimination laws provide guidelines on respecting personal differences. Treating people differently on the basis of personal characteristics is unlawful. The following are examples of attributes: age, industrial activity, parental status, political beliefs, personal association, race, ethnic background, career status, marital status, pregnancy/potential, lawful sexual activity, unrelated criminal record, impairment, religious belief/activity, physical features, gender identity, disability, and sex.

Discrimination is unacceptable conduct with KODIXODEL PVT LTD and all reported incidents will be investigated.

If an employee is required to investigate complaints against other employees or issues affecting employees, they must act fairly and in a timely manner. The principles of natural justice must be maintained in dealing with each investigation.

17. HARASSMENT

Harassment is any type of behavior that:

- The other person does not want and does not return
- Offends, embarrasses, or scares them, and may be either sexual or non-sexual in nature
- Targets them because of their race, sex, pregnancy, or other protected attribute under the law
- Constitutes a form of bullying
- Verbal abuse, shouting
- Excluding or isolating behavior
- Deliberately withholding information vital for effective work performance

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- Giving employees impossible assignments
- Physical abuse
- Belittling an employee because of his level

Harassment and discrimination form part of a continuum of unacceptable behavior that can include sexual assault, stalking, and harassing phone calls, some of which are also offenses under criminal law, which means the police may prosecute anyone who commits such acts.

Normal discipline, performance counseling, or workplace control practices based only on performance issues do not, in themselves, constitute harassment.

18. OCCUPATIONAL SAFETY AND HEALTH

KODIXODEL PVT LTD is committed to providing a safe and healthy workplace for all employees and visitors; however, employees have a responsibility to make the workplace a safe and healthy place for all concerned, as far as reasonably practical.

It is therefore important that the employees are familiar with the standards or procedures in their particular area of work. If employees have not been advised of these standards or procedures during the induction process, they must as a matter of urgency ask their immediate manager to provide them the necessary information.

All employees are responsible for:

- Knowing and complying with OSH rules and guidelines
- Working so as not to endanger themselves or any other person by an act or omission
- Use and follow OSH instructions, training prep & other information
- Report all incidents, accidents, injuries and hazards to management for action

19. OWNERSHIP OF PRODUCTS AND COPYRIGHT

All products, literary, dramatically, musical, cinematographic and artistic works, computer programs, material in written or other forms, discoveries, inventions and improvements in relation to such matters, together with all copyright and intellectual property created, authored, discovered, developed or produced by the employee for the purpose of, or in the course of the employee's employment will remain the property of the KODIXODEL PVT LTD and will not be used by the employee other than for the purpose of business.

Unless otherwise agreed, the KODIXODEL PVT LTD retains the copyright of work produced by you during your employment with KODIXODEL PVT LTD

Upon termination of employment, the employee will return all correspondence, documents, data, information, equipment and things, including copies thereof, belonging to the employer that may be in the employee's possession, custody or control.

20. PUBLIC CONDUCT AND MEDIA CONTACT

Employees making comments in a public forum on any matter relating to KODIXODEL PVT LTD must act in a way that is in keeping with the values and protects the reputation of KODIXODEL PVT LTD. Only authorized personnel may speak with the media on behalf of KODIXODEL PVT LTD. Employees are not permitted to speak with media representatives without first receiving clearance from the MD.

21. MISUSE

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Employees must not deliberately misuse SPL equipment, assets, or the services of other company personnel. When using equipment, employees are required to follow the instructions provided in order to avoid personal injury and/or maintenance and replacement costs. Examples of misuse include:

- Copying computer software programs regardless of whether or not the programs are protected by copyright
- Use of KODIXODEL PVT LTD. Letterhead paper or postage when corresponding on personal or other matters not directly related to the KODIXODEL PVT LTD.
- Unauthorized use of KODIXODEL PVT LTD. Logos
- Falsifying, manipulating, or destroying business records without specific authorization
- Using KODIXODEL PVT LTD. Equipment for personal commercial gain

Employees provided with vehicles (private or commuter use) are expected to use them in accordance with KODIXODEL PVT LTD. Policy and guidelines.

22. CONFIDENTIALITY

Employees may have access to commercial information relating to individuals, the public, and the financial or other operations of KODIXODEL PVT LTD. This information is to be used for company purposes only and should remain secure and confidential. It is important that the company has confidence that the information acquired by KODIXODEL PVT LTD. Is only used for the stated purposes for which it was collected.

Employees must not discuss or release to any unauthorized person and/or anyone outside of the company, any confidential or sensitive information relating to the KODIXODEL PVT LTD and/or its operations.

23. GRIEVANCE HANDLING

It is expected that as a first step, employees will attempt to resolve the issues between themselves. Where this is not appropriate or does not result in a satisfactory resolution, a more formal procedure as outlined in the grievance-resolving issues and concerns policy can be applied.

The dispute resolution process will operate under the following principles: Confidentiality, Impartiality, Promptness, Sensitivity, Courtesy, and Respect.

Disputes may be resolved in a formal or informal manner. Where possible, as a first step and with the agreement of both parties, the dispute may be resolved informally. If the dispute is not resolved at the informal level, then the formal process provides graduated steps for further discussion and resolution at higher levels of authority. A formal resolution requires a thorough investigation to be undertaken, and the process documented.

Appropriate managers will investigate the complaint or allegation of behaviour that is contrary to these standards. Investigations will be carried out with sensitivity and fairness to maintain confidentiality.

The following list is not meant to imply any chronological order of action. The action taken should be entirely up to the concerned supervisor, the Head of Department. The action includes:

- Reporting breaches of code on a confidential, anonymous basis. If the employee wishes to report a potential or actual breach of this code on a confidential, anonymous basis you should promptly submit a verbal or written report to the supervisor/ Manager/ Head of Department.

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- The designated person who received the complaint will speak to the individual(s) deemed responsible, directly identifying the problem, and seeking to resolve the concern.
- The designated person who received the complaint will speak to the appropriate supervisor, department head, or manager for the individual or individuals about whom the complaint is being made.
- If further action is required, a meeting will be set up with the parties concerned and with the designated person in charge of applying, mediating, and issuing orders or dispute resolution related to the code of conduct policy. Results of this meeting are to be held confidential by all the parties with reports going only to those individuals acceptable to both parties.
- That designated person must establish a formal inquiry to validate the complaint and advise the Head of the company or whoever is in authority in regard to an appropriate reaction. The nature of such an inquiry process will be at the discretion of the head of the department or whoever is designated by the authority.

24. BREACHES OF CODE

KODIXODEL PVT LTD. is committed to the standards set out in the Employee code of conduct. Where a breach of the code has been identified by KODIXODEL PVT LTD., a response to the breach may result in:

1. Counselling
2. Suspension
3. Disciplinary action
4. Termination of employment
5. Laying of criminal charges or civil action.

25. TERMINOLOGY

- Employees refers to general employee
- Personal information means any information about an identified or identifiable individual that is not available in the public domain
- Records management is the control and management of records to meet business, legal, fiscal, and administrative requirements. It is a business imperative, a corporate responsibility, and a critical function performed through the collective actions of individuals
- A record is recorded information in any form, be it logbooks, reports, or certificates including data in computer systems, created or received by any employees of the KODIXODEL PVT LTD. in the course of his/her duties
- Conflicts of interest could be influenced or might appear to be influenced, in the performance of their duties
- Public comment includes public speaking engagements, comments on radio and television, and expressing views in letters to the newspapers or in books, journals or notices, or where it might be expected that the publication or circulation of the comment will spread to the community at large
- Company refers to KODIXODEL PVT LTD.

ADHERENCE OF THE CODE OF CONDUCT

It is expected that each employee will adhere to and promote Kodixel's code of conduct, in letter and spirit, and will be committed to building up the image, reputation, and business of the company.

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EMPLOYEE CODE OF CONDUCT

STATEMENT

I have read and understood the above-captioned code of conduct and ethics.

By signing this statement, I declare that I acknowledge and agree to abide by this KODIXODEL PVT LTD. Employee code of conduct.

Shreyash
(signature)

Shreyash Rathore
(Print name)

22-01-2024
(Insert date)

The original signed statement should be placed in the employee's personnel file and a copy should be provided to the employee.

(Authorised By)
Date: Yusby

