



Code of Conduct for Employees

V-Guard Industries Ltd.



Version 1.0

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Scope

This Code of Conduct (herein referred to as “Code”) applies to all employees of V-Guard Industries Limited (herein referred to as “V-Guard” or “the Company”) within all physical spaces across all operations of V-Guard and also applies when an individual is officially representing the Company in public spaces. This also includes the use of an official e-mail address, posting via an official social media account, or acting as an appointed representative at an online or offline event. The Code for Board of Directors and Members of Senior Management of the Company are covered under a separate policy- “Code of Conduct for Board and Senior Management”.

Objective and Applicability

The objective of this Code is to define acceptable conduct and ethical behaviour expected from employees, in alignment with the Company’s core values. While not exhaustive, the Code of Conduct defines the expected behaviour from employees.

Code of Conduct

1. Ethical Conduct

Employees shall always strive to uphold these qualities while guiding and leading their team members on the basis of these values.

- Employees shall endeavour to respect and adhere with basic human relations for the smooth operations of the Company
- Employees shall re-dedicate themselves towards the attainment of Corporate Vision
- Employees shall strive to attain excellence in their work assignments
- Employees shall discharge their work and duties with a sense of commitment, honesty, sincerity, and loyalty
- Employees are expected to take additional responsibilities for the continuous growth of the Company
- Employees shall deal with the external customer with utmost courtesy and respect
- Employees shall work as a cohesive team and promote self-discipline amongst team members
- Employees shall take initiative to communicate timely with concerned people about their departmental activities
- Employees must strive to continuously invest in their individual self-learning
- Employees are expected to maintain a cordial relationship with superiors, peers, and subordinates
- Employees shall pursue an objective approach in their area of work
- Employees must always uphold the organization’s values and culture
- Employees shall take due care for upholding the reputation and goodwill of the Company
- Employees shall apply due diligence while dealing with the money, assets, or property belonging to the Company
- Employees shall desist from carrying on or engaging in any other work, business, or occupation without prior permission from the Company



- Employees shall protect information, which may come to their possession or knowledge. They shall not make public any information which is intended to be internal to the Company.
- Employees shall undertake the safe custody of records, documents, designs, formulae, or any other proprietary information and shall not pass on, reveal, take copies or carry the same outside Company premises without permission
- Employees shall endeavour to maintain discipline throughout the organization
- Employees shall make judicious use of time while on duty and refrain from unproductive activities
- Employees shall refrain from misuse or abuse of the privileges provided by the Company

2. Anti-corruption and Anti- bribery

- Employees shall ensure that any gifts or hospitality received from, or given to, our external stakeholders comply with our company's gifts and hospitality policy
- Employees shall report any unethical activity through the Whistleblower mechanism

3. Anti-discrimination

- V-Guard employees shall act in adherence to V-Guard's Equal Opportunity and Anti-discrimination policy

4. Confidentiality of information

- Employees are bound to maintain confidentiality of Company information including but not limited to personal data, customer, supplier, or business associate, except when authorized or legally mandated.
- Use of confidential information for his/her own advantage or profit is strictly prohibited

5. Avoid conflict of interest

- Conflict of interest refers to any personal, professional, financial, or other similar types of interests which adversely impact the ability of employees to make sound and independent business decisions on behalf of the Company. Employees shall avoid conflict of interest situations.
- In case of a likelihood of a conflict of interest, the employee shall make full disclosure of all facts and circumstances and take approval from Vice President- HR and respective Head of Departments.

6. Anti-trust/anti-competitive practices

- V-Guard supports fair competition and is committed to full compliance with laws of the land.
- Employees shall not engage in any activity which constitutes an anti-competitive behaviour.

7. Anti-money laundering and anti-corruption

- Employees shall comply with all applicable anti-money laundering and anti-corruption laws.
- Any violation of such laws observed by an employee should be disclosed via the Whistleblower mechanism.

8. Environment, health and safety

- V-Guard is committed to the thoughtful design and manufacturing of products in an environmentally sound and responsible manner while ensuring the health and safety of all our stakeholders. Refer to V-Guard's Environmental, Occupational Health And Safety Policy and IMS Manual for details.

**Whistleblowing**

V-Guard has a robust Whistleblower mechanism. Refer to the Whistleblower policy available on the V-Guard website for more details.

Administration of the code

V-Guard shall provide this Code of Conduct to each employee. In addition, employees are trained on this Code of Conduct as part of the onboarding process and on annual basis.

Every employee has an obligation to comply with this Code and applicable laws. Failure to adherence to this code could have disciplinary consequences including legal action or termination of employment.