

ENVIRO RECYCLEAN

Code of Conduct

Name of the Document	Code of Conduct
Version	1
Issuing Authority / Document owner	Human Resources
Last Revision Date	01 Dec 2022



Code of Conduct

The Code of Conduct of an employee is the first step to ensure clarity on questions relating to ethical conduct. Our core values, shared responsibilities, individual commitments, and general guidance about the Company's expectations are enumerated in the Code of Conduct. It must be noted that the Code cannot address all situations at the workplace and hence this Code is not meant to be a substitute for good and unbiased judgement.

Applicability

This Code applies to all employees of Enviro Recyclean in India including trainees, permanent and temporary staff. Enviro Recyclean has been referred to as ENVIVRO / The Company in this document.

General Standard of Conduct

All employees are expected to be punctual and report to work at designated time and place. Any delay should be communicated to the reporting manager/ Human Resources at the first available opportunity.

All employees are expected to conduct their business dealings in an honest, open, fair manner. They should be always diligent and courteous, in a manner that enhances the image of the Group/ Company.

All employees are expected to be always presentable. Clothes suitable for office are to be worn. Wearing of torn/ faded jeans is not permitted. Employees are expected to dress appropriately, shorts/ skimpy/ party wear will not be permitted in offices/ factory premises.

All employees are expected to keep their work area neat and clean to prevent injuries, to promote an organized workflow and to maintain an attractive office facility.

Implementation Process

Compliance. All employees are expected to comply with this Code of Conduct Policy, principles, and all applicable legal requirements.

Notify Violations. If you notice or come across or are in the knowledge of a possible violation by any individual of any policies, or legal or regulatory requirements, you must notify either manager Human Resources, Legal, Finance, or reporting manager.

Equal Opportunities

Unless mandate by laws or regulations to do otherwise, ENVIRO will recruit employees based solely on merit. Their rewards and remuneration will be based on their performance and potential without any discrimination on grounds of race, age, caste, ethnic origin, religion, political or other opinion, sexual orientation, gender, marital status, or disability/disease unrelated to the role. Employees of ENVIRO will not

discriminate individuals based on any of the above or based on any other personal prejudices or biases.

Discipline

All employees are expected to reach the office on time. Any delays/ absence should be notified to the reporting manager and Human Resources at the earliest opportunity.

Smoking and Alcohol

Smoking is not permitted in offices and factory premises, or common areas adjacent to the offices. Consumption of alcohol, chewing tobacco and use other psychotropic substances is not permitted within office premises.

Gambling

Gambling, card games and other such activities are not permitted within office premises.

Violence at Workplace

Violence of any kind, either verbal, physical or virtual is not expected from any employee. Employees resorting to any kind of violence may be terminated immediately and ENVIRO reserves the right to refer the employee to law enforcement agencies.

Food

Employees may get their lunch/ food along. A dining room is provided for employees to have food. Consumption of non-vegetarian food is discouraged, and employees are expected to respect sentiments of fellow employees and desist from consumption of non-vegetarian food within the office premises.

Utilization of Company Assets

While all employees are permitted to use assets of the company like stationary, telephone, internet, etc. such use is permitted only for professional purposes pertaining to their work in ENVIRO.

Use of these assets for personal or any work unrelated to ENVIRO is not permitted.

Employees are mandated to report loss/ theft/ damage, of issued assets, to the reporting manager at the earliest opportunity. The Company reserves the right to recover appropriate cost, based on book value, of damaged/ lost assets will be recovered from employee.

All Company assets issued for use by the employee are to be returned to the Company on cessation /termination/ resignation form employment.

Bribes and Gratification, Gifts and Entertainment

No employee shall demand or accept any kind of bribe/ gratification in cash or kind from any employee, client/ potential client, customer/ potential customer. Employees found to be indulging in such activities may be terminated from employment. Employees will not gift/ receive gift from other employees, clients, customers without the express permission of the management. Similarly, entertaining of any person(s) on company premises/ expenses shall be only subject to authorization from the management.

Anti-Bribery and Anti-Corruption Policy

The Anti-Corruption and Anti-Bribery Policy has been promulgated and all employees are expected to be conversant with the same.

Receipts on Behalf of ENVIRO

Only those employees who are specifically authorized shall receive, money, gifts, parcels, letters on behalf of the company. No other employee is permitted to accept any material, monies, gifts on behalf of the company.

Purchase on behalf of the Company

Employees may not purchase stores, goods, stationary, etc., or incur any liabilities on account of the Company without express written permission from the competent authority. All the orders for purchase of stores or goods rendering the Company to any financial obligations must be signed by the competent authority.

Confidentiality

All employees shall maintain the strictest confidentiality regarding Company's affairs. Information gathered by an employee during employment in the company, whether about the Company business, trade, manufacturing operations or otherwise, whether confidential or not, shall not be disclosed to any other person, not being an employee of ENVIRO, nor utilised for any purpose other than that intended for in the course of employment, either directly or indirectly.

Visitors at Workplace

To ensure safety of fellow employees and assets in the workplace, only authorized visitors will be permitted within office premises. Further, visitor meetings are to be conducted in designated office areas. Visitors are to be escorted by the employee receiving, at all times when within the office premises. It will be the responsibility of the employee interacting with the visitor(s) to ensure that they do wander off within the office/ factory without escort.

Other Employment and Personal Business

Employees of ENVIRO will not take employment with any other company, organization or business. Further, employees will also not be involved in other business either as an employee/owner/ proprietor/ director, etc. Personnel who are involved in any

other business/employment may be terminated from ENVIRO without any notice period.

Conviction or arrest of an employee

An employee convicted by court of law or arrested shall promptly report the facts of conviction or arrest to reporting manager / HR. Failure to do so shall render him / her liable to disciplinary action/ immediate termination from employment.

Anti -Harassment Policy & Grievances Redressal

ENVIRO is committed to maintaining a workplace free from sexual harassment and take measures to ensure a professional and non-discriminatory work environment. ENVIRO does not tolerate any kind of harassment of its employees and is committed to ensuring a workplace free of any such behaviour which might diminish a person's integrity and self - esteem. The detailed Anti-Harassment and Grievance Redressal Policy and Prevention of Sexual Harassment policy at workplace have been promulgated. Employees are expected to be conversant with the same.