



EXPECTED ETHICAL AND BUSINESS STANDARDS

All employees shall conduct themselves in a professional, ethical, responsible, and respectful manner during all work-related activities and interactions.

Employees shall perform their duties honestly, fairly, and responsibly and shall avoid any conduct that may negatively affect the company's reputation, workplace environment, customer confidence, or business integrity.

Employees shall comply with all company policies, procedures, work instructions, legal requirements, safety requirements, and operational controls applicable to their work activities.

Employees shall maintain integrity in all communications, reporting activities, records, operational practices, and business interactions.

Employees shall not engage in any activity involving dishonesty, fraud, corruption, falsification of records, bribery, theft, misuse of company property, or unethical conduct.

COMPLIANCE WITH LAWS AND COMPANY REQUIREMENTS

All employees shall comply with applicable local, regional, and national legal requirements relevant to their work activities including labour laws, environmental requirements, safety requirements, information security obligations, and operational controls.

Employees shall follow all company policies, procedures, work instructions, and management system requirements established by Telema Electricals Private Limited.

Employees shall immediately report any known violation of legal requirements, company policies, unsafe conditions, unethical conduct, or non-compliance observed during work activities.

RESPECTFUL WORKPLACE BEHAVIOR

The company is committed to maintaining a professional, respectful, inclusive, and harassment-free workplace environment and expects all employees to treat others with dignity, fairness, and respect. Employees shall not engage in physical harassment, verbal abuse, psychological harassment, intimidation, humiliation, threats, bullying, discrimination, retaliation, or any inappropriate workplace behavior.

Employees shall maintain professional conduct during communication with coworkers, supervisors, customers, suppliers, contractors, and visitors.

The company shall not tolerate any form of abusive, offensive, discriminatory, or threatening behavior within the workplace.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The company shall provide equal employment opportunity and employees shall not discriminate against any person on the basis of gender, religion, race, nationality, disability, age, marital status, social background, political opinion, union participation, or any legally protected status.

Employment-related decisions including recruitment, training, promotion, transfer, compensation, and disciplinary actions shall be based on competence, qualifications, skills, experience, and job performance.



Employees shall contribute towards maintaining a workplace environment that promotes equality, diversity, inclusion, and mutual respect.

HEALTH, SAFETY, AND WELLBEING

Employees shall comply with all health and safety requirements established by the company and shall work in a manner that protects their own safety as well as the safety of others.

Employees shall properly use personal protective equipment, follow machine safety requirements, and comply with emergency procedures and safe work practices.

Employees shall immediately report accidents, unsafe conditions, near misses, hazards, or safety concerns to appropriate authority.

Employees shall not engage in unsafe acts, negligent behavior, unauthorized operation of machinery, or activities that may create safety risks.

The company is committed to protecting both physical and psychological health of employees and shall support workplace practices that promote stress prevention, wellbeing, and safe working conditions.

CHILD LABOUR, FORCED LABOUR, AND HUMAN RIGHTS

The company strictly prohibits child labour, forced labour, bonded labour, trafficking, involuntary employment, or any form of exploitation.

Employees shall respect human rights principles and shall not engage in or support any activity that may result in exploitation, abuse, unsafe treatment, discrimination, or violation of human dignity.

Employees shall immediately report any suspected human rights violation, child labour concern, forced labour concern, or unethical treatment observed within company operations or business activities.

WORKING HOURS, WAGES, AND FAIR TREATMENT

Employees shall comply with working hour requirements, attendance procedures, and operational schedules established by the company.

The company shall ensure fair wages, lawful overtime compensation, statutory benefits, and fair treatment of employees in accordance with applicable legal requirements.

Employees shall maintain discipline regarding attendance, punctuality, and responsible work behavior.

ENVIRONMENTAL RESPONSIBILITY

Employees shall conduct all work activities in an environmentally responsible manner and shall comply with company environmental policies, procedures, operational controls, and applicable environmental legal requirements.



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CODE OF CONDUCT

Employees shall actively support company commitments related to environmental protection, sustainability, climate responsibility, pollution prevention, biodiversity conservation, responsible resource management, and reduction of environmental impact arising from company operations.

Employees shall ensure proper segregation, handling, storage, and disposal of waste generated during operational activities and shall comply with requirements related to hazardous waste, non-hazardous waste, scrap materials, batteries, electronic waste, chemicals, packaging waste, and recyclable materials.

Employees shall avoid unnecessary wastage of raw materials, water, electricity, fuel, paper, packaging materials, consumables, and other resources during work activities and shall support efficient utilization of resources.

Employees shall ensure that waste streams are segregated into defined categories including organic waste, paper, plastics, metals, glass, and hazardous waste in accordance with company waste management practices.

Employees shall support company initiatives related to reduction of energy consumption, efficient use of utilities, reduction of greenhouse gas emissions, and implementation of climate-related improvement measures.

Employees shall ensure that electrical equipment, lighting systems, air conditioning systems, machines, computers, and utilities are operated responsibly and switched off when not required in order to minimize unnecessary energy consumption.

Employees shall immediately report any environmental incident, leakage, spill, excessive smoke, unusual emissions, improper waste disposal, chemical release, water leakage, environmental hazard, or pollution-related concern observed during work activities.

Employees shall not discharge chemicals, oils, hazardous substances, wastewater, or waste materials into drains, open areas, soil, or surrounding environment in an unauthorized manner.

Employees shall handle chemicals, oils, paints, solvents, cleaning agents, and hazardous substances in accordance with defined safety and environmental requirements in order to prevent environmental contamination and health risks.

Employees shall support company initiatives related to water conservation, water reuse, rainwater awareness, reduction of water wastage, and responsible use of water resources.

Employees shall support biodiversity and nature conservation initiatives implemented by the company including plantation activities, maintenance of green areas, prevention of environmental damage, and protection of surrounding environmental conditions.

Employees shall cooperate during environmental inspections, audits, investigations, environmental monitoring activities, sustainability assessments, and implementation of environmental corrective and preventive actions.

Employees shall immediately report any non-compliance related to environmental laws, permits, operational controls, or company environmental requirements.



SUSTAINABILITY, ETHICAL SOURCING, AND SOCIAL RESPONSIBILITY

Employees shall support the company’s sustainability objectives and shall conduct activities in a manner that promotes responsible business practices, environmental responsibility, ethical conduct, and social accountability.

Employees involved in procurement, vendor management, sourcing, or supplier interactions shall ensure that suppliers and contractors are treated fairly and are encouraged to comply with company expectations related to ethics, environmental responsibility, labour practices, human rights, and legal compliance.

Employees shall avoid engagement in activities that may directly or indirectly contribute to human rights violations, unethical sourcing, corruption, unsafe labour conditions, environmental damage, or exploitation within company operations or supply chain activities.

Employees shall support company commitments related to responsible sourcing, conflict minerals compliance, sustainable procurement, and supply chain due diligence requirements wherever applicable.

Employees shall ensure that customer health and safety considerations, product quality requirements, and operational controls are followed during manufacturing, inspection, packaging, storage, and dispatch activities.

Employees shall immediately report any condition that may negatively impact product safety, customer safety, environmental compliance, legal compliance, or company reputation.

INFORMATION SECURITY AND CONFIDENTIALITY

Employees shall protect confidential information belonging to the company, customers, suppliers, employees, and other stakeholders and shall not disclose such information without authorization.

Employees shall comply with information security requirements related to passwords, system access, records protection, electronic communication, and handling of confidential information.

Employees shall not misuse company systems, data, intellectual property, or confidential business information.

Employees shall immediately report any information security incident, data breach, unauthorized access, or cybersecurity concern.

CONFLICT OF INTEREST

Employees shall avoid situations where personal interests, financial interests, relationships, or external activities may conflict with company interests.

Employees shall disclose any actual, potential, or perceived conflict of interest to management for review and appropriate action.

Employees shall not misuse their position for personal gain or unauthorized benefit.



ANTI-BRIBERY AND ANTI-CORRUPTION

Employees shall not offer, accept, request, authorize, or participate in bribery, corruption, kickbacks, facilitation payments, or unethical business practices.

Employees shall ensure that all business dealings are conducted honestly, transparently, and in compliance with legal and ethical requirements.

Employees shall immediately report any suspected bribery, corruption, fraud, or unethical business conduct.

COMPANY PROPERTY AND ASSETS

Employees shall use company property, equipment, systems, tools, materials, and resources responsibly and only for authorized business purposes.

Employees shall not misuse, damage, steal, or intentionally waste company property or resources.

Employees shall immediately report any loss, damage, misuse, or unauthorized use of company assets.

WHISTLEBLOWER AND GRIEVANCE MECHANISM

Employees shall have the right to report concerns, grievances, unethical conduct, harassment, discrimination, safety concerns, or policy violations without fear of retaliation.

The company shall maintain confidential grievance and whistleblower mechanisms and shall ensure protection of employees reporting concerns in good faith.

Employees shall cooperate during investigations and provide truthful information wherever required.

DISCIPLINARY ACTIONS

Violation of this Code of Conduct, company policies, legal requirements, or ethical expectations may result in disciplinary action including warning, suspension, termination of employment, legal action, or any other action considered appropriate by management.

Disciplinary actions shall be implemented fairly, consistently, and in accordance with company procedures and applicable legal requirements.

ACKNOWLEDGEMENT

All employees are required to read, understand, and comply with the requirements defined in this Employee Code of Conduct.

Failure to comply with this Code may result in disciplinary action in accordance with company procedures.

(Director)
TELEMA ELECTRICALS PRIVATE LIMITED.