	<b>CODE OF CONDUCT</b>	<b>Document No: PCPL/POL/002/00</b>
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**Purpose:**

Piyanshu Chemical Pvt. Ltd is committed to the Piyanshu Group Values of Integrity, Commitment, Seamlessness, Passion and Speed. These Values set the standards for the conduct of each and every employee of the Company, thus ensuring that there is a common minimum standard of professional behaviour amongst all employees. These minimum standards of behaviours are captured in this document which is called as 'Code of Conduct' and is applicable to all the employees of Piyanshu Group.

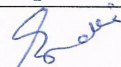
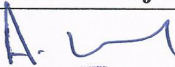
**Scope:**

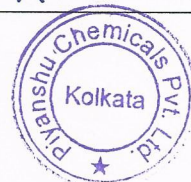
Code of Conduct applies to all employees direct or indirect of our operations activities

**Policy:**


Code of conduct is compulsory and binding on all employees:

- a) Piyanshu Group staff members are expected to be in Business/formal dress from Monday to Friday.
- b) While we do not wish to limit one's expressions of taste and individuality, we must all be aware that what we wear to work is a reflection of our own professionalism and that of the organization.
- c) All the employees shall be expected to observe strict moral and ethical standards in their work and personal life.
- d) All the employees shall be expected to protect company property and keep the company information confidential wherever required.
- e) No Employee shall either consume or bring drugs or alcohol inside the office premises / workplace nor shall he or she enter the office premises /workplace in an alcoholic state after consuming any kind of alcohol.
- f) No Employees shall smoke inside the office premises/workplace, except in designated areas reserved for the purpose.
- g) All employees must be treated with respect, dignity, and courtesy.
- h) There shall be no discrimination or harassment against any person on the grounds of race, color, religion, national origin, disability, age, sex, marital status, sexual orientation or citizenship.
- i) No theft fraud or dishonesty in connection with the employer's business or property or the theft of property of another workman within the premises of the establishment.
- j) No taking of bribes or any illegal gratification.
- k) No habitual absence without prior sanction of leave, or absence without leave for more than ten consecutive days or overstaying the sanction leave without sufficient grounds or proper or satisfactory explanation.
- l) No late attendance on not more than four occasions within a month.
- m) No Non-swiping of Card at the time of reporting for duty and/or leaving the workplace.

Date Of Issue	Prepared By Swapn Dutta	Checked By Netai Mahalanabis	Approved By Anshu Kejriwal
03.04.2023		N. Mahalanabis	





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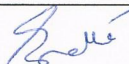
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- n) No habitual breach of any statutory compliance or any law applicable to the establishment or any rules made there under.
- o) No collection, without the permission of the Manager, of any money within the premises of the establishment except as sanctioned by any law for the time being in force.
- p) No willful damage to work in process or to any property of the establishment.
- q) Failure to observe safety instruction notified by the employer or interference with any safety device or equipment installed within the establishment is condemned.
- r) All eligible New Entrants shall be given Workstations equipped with the necessary software/ hardware. Additional software/ hardware can be requested and shall be allocated once the relevant authorities/ manager approves the 'need'. All information shall be shared on a need-to-know basis. Each user shall be given necessary (and restricted) access to the computers/ shared network. It shall be mandatory to follow the access limits strictly.
- s) Employees shall be held responsible for inappropriate use of information, which they have access to. All passwords must be kept confidential and computers shall be locked/ logged out from while away from them.
- t) Employees are expected not to use company's technology for personal financial gain or profit.
- u) Employees are expected to use their discretion and judgment while making personal calls during office hours.
- v) Company holds the authority to check any individual and vehicle entering or
- w) Exiting the office / Project site at any point of time on account of security & vigilance.
- x) Any unknown person (individuals other than employees, trainees, contractual workmen & workwomen) while entering the company premises must presents any authentic document(s) and/or telecon with person-to-be visited in the company for security purpose. The same shall be treated as a proof to Support his or her identity and purpose of visit.

Non-observation or breach of code of conduct shall make the employee liable for immediate disciplinary action leading to imposition of major or minor penalty or with adverse impact on their career including termination/ dismissal.

The above policies are subjected to the management decision. The decision of management is full and final. The management is not liable to cite any reason/ show cause to anyone for its exercise of its discretionary power regarding the above policy decisions.

*We strive to work as a family and look forward to a fruitful association together.*

Date Of Issue	Prepared By Swapan Dutta	Checked By Netai Mahalanabis	Approved By Anshu Kejriwal
03.04.2023		M. Mahalanabis	