

Code Of Conduct for POLYCAB Group of Companies

1. Customer Focus:

In order to provide the best service to our customers, we actively seek potential employees who share our customer philosophy. We then do our best to establish an environment where we all can work independently and creatively and enjoy our time at the office. In support of that environment, we have a commitment to competitive compensation, open communications and employee involvement in the business. Within our industry, POLYCAB Group has earned a reputation for high quality service. This often differentiates us from our competitors. Our reputation is a direct result of the commitment, loyalty and continuing efforts of each of us at POLYCAB.

It is the responsibility of every employee to treat our customers with respect and consideration. Each Customer should be handled with the same care, although priorities may dictate that certain time-sensitive situations are addressed first on any given day. Any difficult issue with a customer or supplier can be handled calmly and civilly. Also it is our responsibility to treat each other with empathy and respect.

2. Ethical Conduct;

Integrity, both personal and professional, is crucial to our business success. As an organization, we prosper or fail based in large part on our reputation for being honest, ethical and trustworthy, whether with our clients or our suppliers. Our organizational integrity depends on the ethical conduct of each team member and must be carefully safeguarded.

Employees must project the true image of the company in its dealings with suppliers, vendors and other service providers. Gifts and favours should not be accepted from any businessmen or organizations or vendors or any other party which has direct or indirect interest in the business of company.

No employee shall undertake directly or indirectly any business activity which directly or indirectly involves the company, and if it is in the interest of the Company, it should be done with the express consent of the Directors.

3. Citizenship:

The involvement of company employees in civic or public affairs shall be with express approval from the Directors, subject to the condition that this has no adverse impact on the business affairs of the company.

4. Government agencies:

Polycab Company shall comply with all the government regulations and shall be transparent in all its dealings with the government agencies.

5. Equal Employment Opportunity:

We are committed to providing equal opportunity in all of our employment practices, including hiring, promotion and compensation, to all applicants and employees without regard to race, color, religion, sex, sexual orientation, national origin, citizenship status, marital status, age or disability.

No Employee of POLYCAB Group will indulge in discrimination on the basis of any such criteria's.

6. Harassment at workplace:

POLYCAB Group seeks to create and support an environment in which all of us (including those seeking to join the company), our customers and suppliers are free from any type of harassment. Any form of harassment related to race, color, sex, religion, national origin, citizenship status, age or disability is antithetical to the direction of our company.

No Employee will indulge in slurs or offensive remarks, jokes, or other verbal, graphic or physical conduct, sexual advances, requests for sexual favors, unwelcome or offensive touching and any conduct of a sexual nature.

7. Drug and Alcohol abuse:

The use of alcohol during the workday is neither allowed nor do we come to work under the influence of alcohol. If you are suspected of being under the influence, you may be subject to medical testing.

Likewise, we do not tolerate the possession or use of illegal drugs. If you are suspected of violating this policy, you may be required to submit to drug screens, blood tests or other medical examinations, and may be terminated if you refuse to comply or test positive for illegal drugs. Because off-premises possession, use or sale of illegal drugs may reflect unfavorably on the Company's reputation, such conduct would also be considered a violation of Company policy.

To protect the safety and property of all of us, the company reserves the right to inspect any property that you bring on the premises, including your automobile.

Medication prescribed by a physician is acceptable as long as it is not misused or abused. If you are taking a prescription drug that may affect your ability to perform your job, you should notify the HR Manager

8. Smoking:

To ensure a healthy, clean and productive work environment, smoking is prohibited in the office. If you smoke outside the premises, please dispose of your cigarette butts and wrappers properly (totally extinguished and ultimately placed in a garbage receptacle). Any smoking must be done before, after work hours, or at Lunch time.

9. Attendance :

All employees are required to record their attendance in their respective shifts either electronically or manually whichever is applicable to them. All employees should punch their card IN when they come to work and punch OUT when they go out at the end of the day. The first punch will be considered as the time the employee has come in and second punch as the time the employee has gone out. In case of only one punch the system will not be able to determine whether it is IN or OUT and the duration the employee has been working. Therefore if there is only one punch the employee gets marked as ABSENT. Therefore if an employee forgets to Punch the card then he should immediately inform the HR department with objective evidence of his presence otherwise he will be considered absent form the place of work.

10. Identity Card :

Employees are issued with an ID card which must be retained for use and carried by the employees at all times when they are on official duty.

The card must be produced on request by a superior, security officer or other person having the requisite authority.

The card shall be used by the employee himself and it is a serious misconduct to allow any other person to use his / her card.

If the card is lost or stolen employee must report it immediately to the HR Department.

When leaving the employment of POLYCAB Group, it is the responsibility of the employee to return his / her ID card to the Personnel department.

11. Working Hours :

All employees of POLYCAB are expected to work as per the prevailing law / as per the timings and shifts applicable to them.

12. Lunch / Dinner Timings :

Lunch / Dinner timing permitted for all employees is half an hour as per the schedule allotted to them. Employees are expected to return to their places of work in time. Any overstaying beyond the allotted time will result in deduction of wages proportionately. Also employees will take Lunch at the designated places provided for this purpose.

13. Outdoor Duty :

Employees who are required to go out for official work during their working time should take prior authorization from the HOD in the outdoor duty form. They should submit this form to the HR department before they leave the workplace. This is required to record attendance and to contact the person in case of exigency.

When employees go on outdoor duty directly from residence or from any place which is outside the place of work they have to submit the outdoor duty form one day in advance. However because of last minute exigencies and customer commitments if one is proceeding on outdoor duty from his residence or any place which is outside his place of work and it is not possible to fill the OD form in advance then he will submit the duly authorized OD form immediately after returning back to the place of work.

14. Leave :

Employees are eligible for different types of leaves to attend to their personal and social needs. It is necessary that the employee plan his leave and gets prior sanction from the HOD so that the HOD can plan the departmental work accordingly.

15. Unplanned absence from work :

If you are unable to attend work for any unplanned reason, you must contact your HOD at the earliest opportunity to advise him / her of the reason for your absence and the likely duration. If your absence continues you must keep your HOD and immediate superior informed about when you are likely to return.

Immediately after resuming duty you will fill the leave card get the signature of the HOD and submit it to the HR department failing which you will be marked absent during those days.

16. Communication :

Employees are expected to choose the media which is effective as well as cheap.

a. **Notice Boards:** In order to be aware of the day to day happenings and important events employees are expected to go through the Notice boards regularly.

b. **E-Mail and Internet:** As far as possible the use of E-Mail and Internet should be restricted to the official work. E-Mail is faster and cheaper. As far as possible one should make use of E-Mail for communication as it is faster and cheaper.

c. **Telephones:** The telephones in the company are meant to be used for official business of the company. It should be used effectively and efficiently. Conversation should be brief and to the point.

Employees should not encourage outside parties to call them in the office for personal work unless it is very urgent.

As far as possible one should speak politely and softly on the phone so that others do not get disturbed.

Mobile phones should either be switched off or kept in silent mode during the meetings.

As far as possible internal extensions should be used for communication within the workplace and calling any employee on mobiles (when he is at the place of work) should be discouraged.

d. **Fax:** Facility of sending fax is available at all group companies. It should be used judiciously and in case of exigencies. For example if the communication can be made with E-Mails then the use of fax should be discouraged.

e. **Photocopying:** Photocopy machines are available at all group companies. However it should be used judiciously and wherever E-Mail can be used one should avoid taking printouts and making photocopies.

f. **Communication:** The employees shall not communicate any business/company related matters to outsiders and on hearing any information from outsiders on the matters which are a concern to the company shall be immediately be reported to corporate head of HR. This communication includes both verbal and non-verbal types.

17. Material to go out only with proper Gate pass :

No employee will carry company property out except that which have been officially issued should be carried outside the premises without proper documents and permission in writing.

18. Locker / Change rooms should be used only to keep personal belongings :

Lockers in Change rooms are meant for keeping the personal belongings. No company property should be kept in those lockers.

19. Confidentiality :

Employees should not disclose any confidential information except to the employees of other group companies or clients who have valid reasons to receive such information in order to serve the business purpose of the company or its clients.

At Polycab we encourage employee to think out of box and come up with innovative ways of doing the business productively and cost effective manner.

Employees should neither disclose their remuneration nor enquire from others, as this is private and confidential to them. Violation of this could lead to serious repercussions.

20. Environment ,Health & Safety:

At Polycab we shall strive to provide a safe, healthy, clean working environment for our people. We shall prevent the wasteful use of natural resources and be committed to improving the environment. We encourage employees to come up with ideas to reduce the use of natural resources and reward them suitable for the same.

Employees will use all the safety gears given to them and shall not resort to methods which can result in untoward accidents and whenever an accident however small the incidence, the information should be given to the HR department.

21. Children in the workplace:

We shall not employ anybody below 18 years of age in accordance with the Law of Land. Due to liability issues and in the interest of a professional work environment, we cannot allow children in the office for any reason other than a short visit. If your child is visiting the office, please keep the visit brief and make sure your child is under your supervision at all times. Children are never allowed in the storage area.

22. Collective bargaining:

The company encourages employees to put forth their grievances or any related matters either individually or collectively to the management and the management takes due cognizance in following this in true spirit within the applicable laws.

23. Security Inspection:

The Company wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the company prohibits the possession, transfer, sale or use of such material on its premises. The company requires the cooperation of all employees in administering this policy.

Desks and other storage devices may be provided for the convenience of employees but remains the sole property of the company. Accordingly, any agent or representative of the company can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

The Company likewise wishes to discourage theft or unauthorized possession of the property of employees, of the company, visitors, and customers. To facilitate enforcement of this policy, the company or its representative may inspect not only desks, but also persons entering and / or leaving the premises, and any packages or other belongings. If you wish to avoid inspection of any articles or materials, do not bring such items onto the company's premises.