

Code of Conduct

Our Commitment Integrity and Responsibility

Approved By	Virendra Ponkshe	
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Business Principles and Code of Conduct

TCIPL formation to define how we want to work together to meet our commitments .

We Believe:-

- a) Be Transparent and ethically responsible in the way we do business
- b) Implement Health, Safety and Environmental Policy
- c) Set the standards that become benchmarks
- d) Develop and implement the policies that provide fair treatment for all employees.

Purpose and Aims of the Code

TCIPL takes its ethical, social and environmental responsibilities seriously. The trust of TCIPL's employees, Customers, Suppliers, Service Providers, communities as well as government and regulatory authorities in which TCIPL operates will only be sustained if the company acts in accordance with the standard of honesty and integrity.

Scope and Relationship to Other Policies

This Code of Conduct applies to all TCIPL employees and related business activities. It forms the basis for the detailed policies, guidelines and rules.

The Code of Conduct addresses certain issues:-

- Compliance with Laws
- Competition
- Bribery and Corruption
- Offering and Accepting Gifts and Services
- Contracts and Agreement
- Protection of Business Assets and Information
- Health, Safety and Environment
- Discrimination and Harassment
- Employee and Labour Practices

Compliance with Laws

TCIPL and its employees must comply with the laws of the Government of India that are applicable to our work.

Competition

TCIPL and its employees shall respect the principles and rules of fair competition and business ethics for all where business conduct.

Bribery and Corruption

- A. TCIPL and its employees not allowed to make any unlawful payment, Bribe or valued item directly or through third parties to obtain the business or services.
- B. No gifts or any monetary benefit in terms of cash or kind should be offer to government official for violating the laws.

Offering and Accepting Gifts, Services

- A. Employee of the TCIPL shall not offer any gifts and services to any government authorities.
- B. Employee of the TCIPL shall not accept the any gift , monetary benefit in terms of cash or kind, any service or things come into the bracket of entertainment from local bodies, supplier, any type of service provider.

Contracts and Agreement

- A. TCIPL carries out its contract and agreement obligations in timely manner and is not in breach of contract or agreement.
- B. No employee shall commit on behalf of TCIPL which are beyond the scope of that employee's authority.
- C. Improper accounting and documentation and fraudulent financial reporting are not only contrary to TCIPL policy but also may be in violation of laws or government regulations. Such violations potentially involve personal liability, both civil and criminal, as well as sanctions against TCIPL. Employees are expected to maintain and comply with established internal control standards and procedures to ensure that financial records and reports are accurate and reliable.

Protection of Business Assets and Information

- A. Good business practice dictates the careful use and protection of TCIPL business assets.
- B. Information generated within TCIPL, including research and development, manufacturing data, costs, prices, sales, profits, markets, customers and methods of doing business, is the property of TCIPL. It must not, unless legally required, be disclosed outside TCIPL without proper authority.
- C. All the employees must adhere the Statement of Confidentiality and Non-Disclosure .

Health, Safety and Environment

We aim :-

- A. to protect the environment and ensuring the health and safety of its employees and others potentially affected.
- B. to provide a healthy and safe work environment for all those who work in TCIPL premises.
- C. To train and develop the practice which encourage employees to take initiative and responsibility for HSE.
- D. To promote the best operating practices and maintain a commitment to continuous improvement;
- E. To encourage employees to participate actively in HSE training program and activities.
- F. To encourage employees demonstrate in behavior and attitude that HSE issues are among the top priorities.
- G. To follow all the norms set by government by Maharashtra Pollution Control Board.

Discrimination and Harassment

- A. TCIPL will not tolerate any discrimination on the based on sex, race, religion, disability, age, physical or mental disability, family status and financial status.
- B. We forbid any type or kind of harassment (i.e. in form of verbal, physical, mental, and visual harassment).
- C. Every employee shall respect their subordinates and colleagues to work freely from any type discrimination or harassment in workplace.

Employee /Labour Practices

- A. We abide to have the fair and legal labour practices in the company.
- B. We do not use forces, bonded or compulsory labor and refrain from any form of exploitative child labor practices.
- C. We comply all the labour laws applicable to us as per government law and market practices.
- D. We will make the decision for the purpose of the recruitment, promotion or development purely on the basis of their ability, potential and performance.

Conclusion

This Code of Conduct sets out the standards of behavior that will enable TCIPL and its employees to sustain their good standing and the confidence of Customers, Employees, Suppliers, Communities and Service Providers.

Compliance with the Code by all employees is essential to TCIPL's future success.