

Circular on Ethical Code of Conduct for IMP/ IEL Employees:

This “Ethical Code of Conduct (the “Code”) has been formulated for all the employees of the Company and of its subsidiary(ies) Company. Employees are therefore, expected to maintain the highest standards of conduct and integrity in the performance of their duties and responsibilities. Any breach of this Code will have serious implications for the employees and therefore should be adequately understood and strictly followed. In addition to referring to this Code, employees may contact the HR Head for any further clarifications, regarding this Code.

This Code is applicable to all the Employees of the Company and of its subsidiary(ies). An employee shall mean all individuals on full-time or part-time employment or with permanent, probationary, trainee, retainer, temporary or contractual appointment.

Some of the Clauses in the Code are as follows:

Integrity, Ethics and Transperancy

All employees of the Company shall deal with professionalism, honesty, integrity as well as high moral and ethical standards. Each employee is expected to deal with other colleagues in an honorable and respectful manner, without any gender bias/ harassment.

Fair Dealings and Equal Opportunities

Each employee shall be treated with dignity and respect in order to maintain a healthy work environment. There shall be no discrimination on grounds of race, religion, gender, place of origin or caste.

Interpersonal Relationship:

Treat co-workers with respect, courtesy, honesty and fairness.

An Employee should value the contribution of the people they work with, and work co-operatively not bully, intimidate, harass or discriminate, use of abuses, against other co-employees.

Company Property/ Resources

All the assets of the Company (both tangible and intangible) shall be deployed for the purpose of conducting the business for which they are duly authorized for. None of these should be misused or diverted for any personal commercial use or benefit, unless such use is allowed under the terms of employment.

Whole Time and Attention to the Employment

Outside employment during normal work hours or using Company name, premises, supplies, or equipment is strictly prohibited.

Attendance and Punctuality

Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.

Habitual late attendance or late attendance on more than 3 occasions in a month.

Habitual absence from work without sanction of leave or absence without sanction of leave for more than 8 working days.

Logging attendance of any other workman / employee or to falsify the records in any manner in respect of attendance or Payment of Wages.

Corporate Opportunities

All employees should ensure that Company does not lose any benefit accruing to it by negligence or delay in action. Any benefit accruing to the Company should be used only for Company purposes.

Dress Code and Personal Appearance

Since each of us is a representative of the Company, we must pay attention to personal grooming and adhere to the recommended dress code. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

Alcohol & Substance Abuse

The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace and being under the influence of these substances on the job and during working hours is strictly prohibited.

Health, Safety and Environment

All Employees shall comply with the company's health and safety norms as communicated to them from time to time. Employees shall bring to the management's attention any workplace safety or health hazard.

MISCONDUCT AND NON-CONFORMANCE WITH THE CODE

The following are considered acts of misconduct and the employees will face disciplinary action if found indulging in any of the following:

- a) Willful in subordination or disobedience, whether alone or in combination with others to any of the lawful and reasonable order or orders of the superiors.
- b) Habitual negligence or neglect of work.
- c) Sleeping while on duty.

- d) Absenting from work spot without proper authority and/ or permission during duty hours or idling away.
- e) Smoking and / or spitting within the premises of the company other than at the place where permitted.
- f) Refusal to work overtime due to exigencies of work.
- g) Collection of any money within the premises for purpose not sanctioned by the management eg. Taking bribe.