

ROOP	ROOP AUTOMOTIVES LTD.	Code of Conduct	DATE : 12/01/2018 PAGE : 01 of 02
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“It is expected that all employees shall uphold highest standards of ethical, professional and legal behaviour within the organization and continue to uphold them anywhere and everywhere as an employee or as an individual.”

All employees are expected to safeguard core values of integrity and high performance adopted by the organization. The basic requirement is that employees conduct themselves in a responsible manner and be good corporate citizens. They are expected to act in the best interest of the company and promote and protect its good name and reputation.

GUIDELINES FOR BUSINESS CODE OF CONDUCT:

- The employees must conduct business affairs, keeping in mind the norms and culture of the Organization and taking into consideration the sentiments of his/her colleagues as well as the general public.
- The employees must follow the principles and rules laid down by the regulatory bodies.
- The employees must act in such a manner so as to uphold and enhance personal honor, integrity and dignity of their profession.
- It is mandatory for all employees to attend office in company provided uniforms.
- An employee does not have the right to intimidate his/her subordinate to carry out his/her personal work.
- Employees must not indulge in or appear to be engaged in any activity involving a conflict between personal interests and those of the company's
- The employee shall not use any of the designs, drawings, software, literature, machines, etc. of the Company for any purpose other than Company's business.
- Any confidential and proprietary information belonging either to the company, vendor, supplier or any third party shall not be disclosed, except to those individuals who are authorized to use it.
- The use of the company's assets and resources for any purpose other than conducting the company's business requires express authorization from the appropriate authority.
- The possession, purchase, sale, transfer or use of illegal drugs (other than those medically prescribed for the employee), alcohol, or controlled/ intoxicating substance by any employee while on company premises, engaged in company business, or while operating company vehicles or equipment is strictly prohibited.
- Even outside the Company premises, the employees shall conduct themselves in such a manner as to ensure that the credibility of ROOP is always maintained to the highest order.
- The employee shall also be required to abide by terms and conditions in addition to those mentioned above, which are in force for the time being, or may be framed from time to time by the Management.

ROOP	ROOP AUTOMOTIVES LTD.	Code of Conduct	DATE : 12/01/2018 PAGE : 02 of 02
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HOW TO REPORT MISCONDUCT?

- in case you are at the receiving end of misconduct, please report the same to your head of department (HOD) who is mandated to escalate the issue with HOD HR.
- if you are witness to act of misconduct, please report to HOD HR. Evidential information may be sought from you, following which an enquiry will be arranged to find out details about the same.

WHAT HAPPENS IF I BREAK CODE OF CONDUCT?

- in case misconduct by an employee is committed, it will lead to suspension.
- if the misconduct is found true, termination of services without any pay, compensation and notice.

P. K. SALHOTRA

MOHIT OSWAL

GAURAV JAIN