



CODE OF CONDUCT

CODE OF CONDUCT AND BUSINESS PRACTICES

All employees of the Manga Textiles (SMC-Private) Limited., hereafter called MANGA TEXTILES, are required to follow a Code of Conduct & Business Practices in all areas of professional conduct. They must abide by the following:

LAWS/ RULES

- All employees shall conform to and abide by the Company rules and obey all lawful orders and directives which may from time to time, be given by any person or persons under whose jurisdiction, superintendence or control they may, for the time being, be placed. They undertake at all times to comply with and observe all applicable laws, regulations and Company's policies, wherever they operate.
- No employee shall bring or attempt to bring political or other pressure / influence directly or indirectly to bear on the authorities / superior officers or indulge in derogatory pamphleteering, contribute, or write letters to the newspapers, anonymously or in his/her own name with an intent to induce the authority/ superior officers to act in a manner inconsistent with rules, in respect of any matter relating to appointment, promotion, transfer, punishment, retirement or for any other conditions of service of employment.

INTEGRITY

- All employees shall conduct their self with the highest standards of ethics, professional integrity and dignity in all dealings with the public, clients, investors and fellow Employees and not engage in acts discreditable to the Company, profession and nation. If he/she becomes aware of any irregularity that might affect the interests of the Company, he/she shall inform the senior management immediately.
- Employees shall maintain all books, data, information and records with scrupulous integrity, reflecting in an accurate and timely manner all transactions/reports.
- Employees shall avoid all such circumstances in which there is personal interest conflict, or may appear to be in conflict, with the interest of the Company or its customers.
- Employee shall not use his/her employment status to seek personal gain from those doing business or seeking to do business with MANGA TEXTILES, nor accept such gain if offered, they shall not accept any gift, favor, entertainment or other benefit the size or frequency of which exceeds normal business contacts from a constituent or a subordinate employee of the Company or from persons likely to have dealings with the Company and candidates for employment in the Company.

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CONFIDENTIALITY

- All employees shall maintain the privacy and confidentiality of all the information acquired during the course of professional activities and refrain from disclosing the same unless otherwise required by statutory authorities of law after consultation with approving authorities, if required in case of any ambiguity about disclosure.
- All such information will remain as a trust and will only be used for the purpose for which it is intended and will not be used for the personal benefit of any individual(s).
- Inside information about Company's customers/affairs shall not be used by them for own gain, or for that of others either directly or indirectly.
- All employees to ensure meticulous compliance of the IT security policy of the Company.

PROFESSIONALISM

- Employees shall serve the Company honestly and faithfully and shall strictly serve the Company's affairs and the affairs of its constituents.
- They shall use utmost endeavor to promote the interest and goodwill of the Company and shall show courtesy and attention in all transactions / correspondence with Other Company's & Financial Institutions, others Establishments dealing with the Company.
- Employees shall disclose and assign to MANGA TEXTILES all interest in any invention, improvement, discovery or work of authorship that he/she may make or conceive and which may arise out of his/her employment with MANGA TEXTILES. If his/her employment is terminated, all rights to property and information generated or obtained as part of his/her employment relationship shall remain the exclusive property of MANGA TEXTILES.

BUSINESS / WORK ETHICS

- All employees will respect fellow colleagues and work as a team. They shall at all times be courteous and not let any personal differences affect their work. They will treat every customer/supplier/vendor/affiliate of the Company with respect and courtesy.

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- Employees shall make sure, good attendance and punctuality and demonstrate a consistently good record in this area. For any absence during working hours, he/she will obtain written permission of his/her immediate supervisor. He/she shall not absent himself/herself from his/her duties, nor leave his/her station over-night, without having first obtained the permission of the Competent Authority. In case of emergency, if it is not possible to obtain prior permission, necessary permission confirmation will be obtained from the Competent Authority within 24 hours.
- Employees shall maintain a standard of personal hygiene and dress appropriately for attendance at work. Their appearance must inspire confidence and convey a sense of professionalism.
- All employees shall, as personal responsibility, safeguard both the tangible and intangible assets of MANGA TEXTILES and its customer(s) that are under their personal control and shall not use Company assets for their personal benefits except where permitted by MANGA TEXTILES. They shall not use any Company facilities including a car or telephone to promote trade union activities, or carry weapons into Company premises unless so authorized by the management, or carry on trade union activities during office hours, or subject Company officials to physical harassment or abuse.
- Employees shall not indulge in any kind of harassment or intimidation whether committed by or against any senior/junior, co-worker, customer, vendor or visitor. They shall not use language, written or spoken in intra-office communication(s) or communication(s) with individual(s) outside the office that may contain any statement or material that is offensive to others. They shall never use the Company's system to transmit or receive electronic images or text containing ethnic slurs, social epithets or anything that might be construed as harassing, offensive or insulting to others.
- Employees shall not indulge in any sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature or sexually demanding attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment.
- Employees to meet their responsibilities to fellow employees, customers and investors they shall help in maintaining a healthy and productive work environment and shall not engage in the selling, manufacturing, distributing, using, any illegal substance or being under the influence of illegal drugs while on the job. Smoking is allowed only in designated areas.
- Employees shall ensure strict adherence to all health and safety policies as may be implemented from time to time by the Company.
- Employees shall not give any interview in the print /electronic media or have his/her photograph displayed or act in television / stage plays or in cinema without having permission from the Competent Authority.

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- Employees shall intimate Human Resources Management of any changes in the personal circumstances relating to their employment or benefits.
- Employees must raise concerns & suspicions, in confidence, about any actual or operational illegal activity or misconduct complying with the Whistle Blowing policy and Sexual Harassment policy. Failure to do so will result in employee being deemed a party to the irregularity.
- All employees shall also not indulge in any of the following activities except with the prior permission of the Competent Authority:
 - Borrow money from or in any way place them self under pecuniary obligation to broker or moneylender or a subordinate employee of the Company or any firm or person having dealings with the Company.
 - Lend money in his/her private capacity to a constituent of the Company or have personal dealings with a constituent in the purchase or sale of bills of exchange, Government paper or any other securities.
 - Guarantee in his/her private capacity the pecuniary obligation of another person or agree to indemnify in such capacity another person from loss.
 - Act as agent for an insurance company, otherwise than as agent for or on behalf of the Company.
 - Engage in any other commercial business or pursuit either on his/her own account as agent for another or others. Accept or seek any outside employment or office whether stipendiary or honorary.
 - Undertake part-time work for a private or public body or private person, or accept fee thereof.