



OUR CODE OF CONDUCT

Our code of conduct is definitive, it is not negotiable



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OUR FRAMEWORK

Yogeshwar Chemicals Limited (YCL) is a multimillion conglomerate and is the forerunner in manufacturing and supplying specialty chemicals. Our product range and versatility have increased exponentially in tandem with our experience and confidence in our own abilities. We strongly emphasized on customer satisfaction, manufacturing technology, global marketing, technical service & application research.

Our company is based on the foundation of values and policies to develop only the innovative and differentiated technologies with a focus on operational excellence, highest quality and most accessible products and services. Our values of safety, quality, integrity, excellence, passion & innovation simply define who we are.

At YCL, social responsibility is a fundamental key to the success of our business. We are dedicated to conduct our business in a way that supports our employees & customers, protects the environment, benefits the government and the neighbouring societies in which we live and work.

YCL's overall framework is code of conduct, which drafts the compliance principles to which YCL and its employees are committed. Our code of conduct defines the organization's nature, core policies and expected employee behaviours that binds all stake holders- employees, executives, customers, board members and third parties to the ideals of the organization.

COMBAT CORRUPTION

Anti-Bribery

YCL has a strong belief that fair objectives and integrity are the most essential assets of the company. This fair policy reflects in all activities as well. It is the responsibility of each employee not to get involved in any kind of corruption. We strictly prohibit bribes, corruption and frauds. YCL takes strong action against bribery and corruption consistent with the anti-bribery laws. This anti-bribery policy is applied to all the dealers, contractors, consultants and any third parties acting on behalf of YCL.

While providing anything of value to a Government official while doing business; one should be aware of any special laws or rules applicable. Need to obtain the required permissions, approvals, liaisons in any third party entertainment, gift, meals or travel policy.

Gifts & Donations

No Director or employee or any other insider is allowed to deal in securities of a company as such dealings can affect the investor's confidence in the morality of management and is harmful for the capital market.

Political Non-alignment

YCL support the constitution and is committed to the Government of India. It is the policy of the company not to support any political party or candidate of a particular political party and to forbid any activity which illuminates any type of dependence with any political party/body or person. No donations for any political campaign, to any candidate or party.

REPORT MISCONDUCT

Employees must report to the management or Human Resource department, if any misconduct is seen at workplace.

Anti-Harassment

We are committed to provide a well cultured, harassment and violence free work place with no tolerance to unlawful discrimination on basis of gender, race, religion, nationality, family background, age, marital status, disability or any kind of verbal, visual or physical abuse or any other factors covered in law. This includes hiring process, recruitment, training, work assignment, promotion / demotion or increment. The code is applicable to everyone linked with the company starting from management personals to labours.

Inhumane Treatment

There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers: nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

Non-Discrimination

Suppliers should be committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be used in a discriminatory way.

Freedom of Association

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues. The rights of workers to associate freely, join or not join labour unions, seek representation and join workers councils as well as right of collective bargaining in accordance with local laws shall be respected. Workers shall be able to openly communicate and share grievances with management regarding working conditions and management practices without fear of reprisal, intimidation or harassment.

PROTECT OUR ASSETS

Every employee, director, shareholder, dealer using company facilities, assets or personal information is responsible for protecting it. Company properties and assets must be protected from loss, theft, misuse or excessive personal use. One should always take care that company assets are used for company's benefits and business purposes only. Resources and assets are provided to employees for company's assignments, projects, daily-routine official work etc. Like, computers, mobiles, telephones, access to internet, vehicles, equipment and machineries, funds and facilities and other company requirements.

Confidential data, in both forms – paper and electronic, have equal importance and must not be disclosed, misused or used by any unauthorized person.

Electronic Data Security:

All electronic data stored with the help of digital resources or similar assets like Internet access, e-mail, instant messaging, telephones, fax machines, laptop, mobile phones and similar technologies or on company computers which supports to work performance of business are the property of company.

Any employee should not expect to have privacy while using company computers or other resources. The company keeps all rights to access any documents or data on its system any time with or without knowledge to the employee.

Computer Data Security:

Integrity of company data refers to ensuring data is recorded correctly as intended and later after retrieval ensuring the same is saved as it was when originally recorded. As data integrity is basically used to prevent un-intentional and unnecessary changes to the original information or data.

Any unintentional changes to data due to storage, retrieval or processing operation, including malicious or doubtful intent, unexpected hardware failure and human error is failure of data integrity. If the changes are made from some unauthorized access, the security of data is also questionable.

Financial Reporting & Records:

YCL maintains and prepare its accounts correctly as per the laws & regulations of the country in which the company conducts its business affairs. For accounting & financial reports YCL has accepted standard principles and guidelines.

Internal accounting and audit procedures reflect fair and accurate picture. All of the company's business transactions and disposition of assets have internal control and audit system. This ensures the accuracy & legitimacy to all the transactions to the company's board and shareholders. It is seen that all required information is accessible to the auditors, any authorised parties and related government officials and even no wilful omission of any transaction from the accounting books & financial records; no hidden bank account and funds.

No employee is allowed to make, abet or authorize an improper payment; material misrepresentation of and /or misinformation on the financial reports & accounting books. In such case appropriate civil or criminal action will be taken under the relevant laws.

Respect People:

YCL respects the uniqueness and value of each employee at each level of management hierarchy.

We strive to provide a comprehensive working environment where each employee must be considered as an individual and should feel valued and respected. They must feel free to make complaints & suggestions. We always treat people with fairness, dignity and respect.

Diversity and Equal Opportunity:

At YCL, diversity is fundamental value. Individual excellence, educational qualifications and required experience is the base of employment in YCL. We are continuously striving to provide an equal opportunity work environment policy and treatment where different people with unique abilities, varied perspectives, talent, ideas and beliefs are welcomed and their privacy, dignity and human rights are respected. We recognize that diversity and equality are valuable assets at workplace and hence we strive to ensure that contributions of employees is well recognized, equally advanced and unbiased consideration is given to them based on their job-related qualification and performance.

Human Rights, Labour & Social Standards:

At YCL, human rights is the most fundamental values, we always strive to respect & promotes human rights by sustaining the guiding principles to our employees, customers, stakeholders, executives and board members. We avoid contributing or causing to adverse human rights impacts.

YCL has maintained a tradition of equality with upholding the human rights of workers as we treat them with respect and dignity as per the meaning by the international community. This is applicable to all temporary & contract workers, students for training & vocational assignments, migrant or direct employees or any other type it may be. For additional information the recognized standards are set in the annexure which can be used for reference, the labour standards are:

1) Freely Chosen Employment:

Forced, bonded (including debt bondage) or indentured labour or involuntary prison labour: slavery or trafficking of persons shall not be used. This includes transporting, harbouring, recruiting, transferring or receiving vulnerable persons by means of threat, force, coercion, abduction or fraud for the purposes of exploitation. All work must be voluntary, and workers shall be free to leave work at any time or terminate their employment. Workers must not be required to surrender any government-issued identification, passports or work permits as a condition of employment. Excessive fees are unacceptable and all fees charged to workers must be disclosed.

2) Child Labour Avoidance:

YCL has prohibited child labour in any stage of its business affairs on part or full time basis. 'Child' as we have understood as any person employed under the age of 18 years. As working under the specific age is harmful to the mental health physical development and is likely to jeopardize the safety of children. We strongly recommend and support appropriate workplace and apprenticeship program as per regulation & law.

3) Working Hours:

Workers stress and strain due to extra / excess working hours always affects the business. It always increases chances of injury and illness. Working hours should not exceed -hours per week, including overtime, except in some unusual conditions or in emergency cases.

4) Wages and Benefits:

YCL is entitled to pay the compensation as per the all applicable laws including those workers who come under minimum wages, overtime hours and legally mandated benefits. Deduction from wages is not permitted as a disciplinary measure. The workers receive wages, on time and without any unauthorized deductions as specified by the law.

5) Families and Relatives (Hiring):

We believe in fair and objective hiring policy and employee development policy. Family, friends & relatives or associates of employees may be hired as employees or consultants only on the basis of qualification, experience, performance & skills. There should not be any direct and indirect reporting relationship between the employee and his/her relatives or partners. These principles of fair employment are applicable to all the aspects of employments, compensations, promotions and transfers. If there is any relationship developed after the respective employee has joined the Company; then they are equally treated as other candidates. Priority may be given to children of YCL employees with respect to employment during educational vacations and similar short-term assignments as well as Internships and training periods.

HEALTH AND SAFETY:

YCL cares and concerned about people working in and associated with the company's direct operations. We are committed to continuously reduce and eliminate hazards at workplace to ensure safety of employees applicable to laws and governmental rules and regulations. We do not permit and strongly prohibit anti-social activities at company premises like

- Distribution, sale, purchase or possession of any kind of illegal drugs.
- Effect on individual's performance, company's work environment and business while under the influence of alcohol.

Employees must report to the management or Human Resource department, if any such violation of the conduct is seen at workplace.