



1.2 CODE OF CONDUCT FOR EMPLOYEES

SSEL

CODE OF CONDUCT FOR EMPLOYEES

Version 1.0 Dated 16.12.2024

No. of Pages 3

Developed by: ESG Department

Owner Department: HR Department

Approved by : Group CEO

Policy Purpose:

Employee Code of Conduct policy outlines expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

All the employees should follow code of conduct.

They should avoid offending, participating in serious disputes and disrupting workplace, foster a well-organized, respectful and collaborative environment.

Scope:

This policy applies to all employees and consultants of Shirdi Sai Electricals Limited regardless of nature of employment, or designation.

Policy Elements:

Employees are bound to follow Employee Code of Conduct while performing their duties.

Compliance with Law:

Employees should comply with all environmental, safety and fair dealing laws and adhere to ethical and responsible behavior when dealing with company's finances, products, partnerships and public image.

Respect in the Workplace:

Employees should respect their colleagues. Company ensures equal opportunity in all aspects of their work, from recruitment to performance evaluation to interpersonal relations and does not encourage discrimination, harassment or victimization at workplace.

Protection of Company Property:

All employees should treat company's property, whether material or intangible, with respect and care.

- Employees should not misuse company equipment or use it frivolously.
- Employees should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.).
- Employees should use them only for their on-job deliverables.
- Employees should be cautious about Company assets; they should put-forth efforts to protect the office infrastructure and other material property (e.g. company cars) from damage and vandalism in possible situations.

Personal Appearance:

All employees must follow Company dress code and personal appearance guidelines. As a representative of the Company, every employee must report to work properly groomed, wearing appropriate clothing. Employees (including agents/consultants representing the Company) are expected to dress neatly and in a manner consistent with the nature of the work performed. When visiting or working a client location, they will have to adhere to the dress standards maintained at that particular client site as well, adhering to whichever is stricter.

Clothing: Our company's official dress code is Business/ Business Casual. All employees must be clean, well-groomed and clothes must be work-appropriate. Employees might be required to wear semi-formal attire for an event.

Conflict of Interest: A conflict of interest or the appearance thereof can arise when your interest in, association with, and/or employment by a competitor/supplier/customer is such that your ability to act in the best interest of the company may be questioned.

Employees should not: -

- Work for or receive compensation for services from any supplier, customer or competitor without the approval of CMD Office.
- Own any substantial financial interest in a supplier, customer or competitor.
- Accept, solicit or give gifts, gratuities, entertainment or any personal benefit or favor from or to a supplier, potential supplier or key customer or competitor.

Employees May:

- Accept or give gifts of relatively minor value (not exceeding Rs10,000/ annually totally from single or multiple sources) or advertising and promotional materials clearly marked with company or brand names of reasonable value in comparison. No cash gifts allowed except on retirement or separation and that too as per Gift Policy not exceeding Rs3000/.
- Accept or offer entertainment if it arises out of the ordinary course of business, involves reasonable, not lavish expenditures and takes place in settings that are reasonably appropriate and fitting to you, your host and the business at hand, job duties and responsibilities.
- All employees should fulfil their duties with integrity and respect toward customers, stakeholders and the community.

Supervisors and Managers must not abuse their authority.

- Managers are expected to delegate duties to their team members taking into account their competences and workload.
- Likewise, team members should follow team leaders' instructions and complete their duties with skill and in a timely manner.
- Observe strict confidentiality of information acquired in the course of discharge of duties and not use the same for any personal purpose or advantage.

Absenteeism and Tardiness:

- Employees should follow their schedules and be punctual at work.

Collaboration:

- Employees should be friendly and collaborative.
- They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Facilities:

- Employees should not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

Policies:

Employees should read and follow company policies. If they have any questions or clarifications, they should ask their managers or Human Resources (HR) department.

Disciplinary Actions:

- Company may take disciplinary action against employees who are habitual offenders or intentionally fail to adhere to the Code of Conduct.
- Disciplinary actions will vary depending on the violation.
- Possible consequences include – Demotion, Reprimand, Suspension or Termination for more serious offenses, Detraction of benefits for a definite or indefinite time. Company may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

Validity: The policy shall be reviewed annually, and Management reserves the right to make any changes to the same, at any point of time. In the event of an exceptional circumstance in a business exigency, or when in doubt on the interpretation of the policy, the General Counsel can be approached for clarifications.

