Approval

The signatures below certify that this management system procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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|  | Name | Signature | Position | Date |
| Prepared by | Dhairyasheel Ashok Mulik Patil |  | Quality Manager |  |
| Reviewed by | Dr Prveen Bidare |  | Senior Engineer |  |
| Approved by | Joyti Bidare |  | CEO |  |

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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Company Proprietary Information

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

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**Ethical Policy** **Manufacturing Made Easy Ltd**

1. ***Purpose*** Manufacturing Made Easy Ltd is committed to conducting business with integrity, honesty, and fairness. This policy ensures that all employees, partners, and stakeholders uphold ethical standards in all aspects of their work.
2. ***Who This Policy Applies to*** This policy applies to all employees, suppliers, and stakeholders. Everyone is expected to act responsibly and ethically in all business dealings.
3. ***Our Commitment*** We are committed to:

* Acting with honesty, fairness, and transparency in all business operations.
* Treating all employees, customers, and partners with respect and dignity.
* Avoiding conflicts of interest and disclosing any potential ethical concerns.
* Protecting confidential information of the company and clients.

1. ***Employee Responsibilities*** All employees must:

* Follow this ethical policy in their daily work.
* Report any unethical behaviour or concerns to management.
* Avoid discriminate on, harassment, or any form of unfair treatment.
* Always conduct business legally and fairly.

1. ***Company Responsibilities*** Manufacturing Made Easy Ltd will:

* Lead by example in ethical business practices.
* Provide a safe and respectful working environment.
* Ensure compliance with all relevant laws and regulations.
* Act against any violations of this policy.

1. ***Reporting and Enforcement*** If an employee or stakeholder suspects unethical behaviour, they should report it to their Senior Engineer or CEO. All reports will be handled confidentially, and necessary actions will be taken to address concerns.
2. ***Policy Review*** This policy will be reviewed annually to ensure it remains relevant and effective.

**Approval and Implementation** This policy is approved by the Top management of Manufacturing Made Easy Ltd and takes effect immediately.