

<b>KAIZEN ENGINEERS</b>	<b>QUALITY MANUAL</b>	<b>Doc. No.: Annexure - F</b>
		<b>Rev. No.: 00</b>
	<b>Title: Corporate Responsibility</b>	<b>Eff. Dt.: 01.04.2018</b>
		<b>Page: 1 of 2</b>

**CORPORATE RESPONSIBILITY  
CODE OF CONDUCT FROM KAIZEN ENGINEERS**

**IATF Clause No. 5.1.1.1**

**Clause 1: GIFTS AND DONATIONS**

A Kaizen Engineers and its employees shall neither receive nor offer or make, directly or indirectly, any illegal payments, remuneration, gifts, donations or comparable benefits which are intended to or perceived to obtain business or uncompetitive favours for the conduct of its business. However, Kaizen Engineers and its employees may accept and offer nominal gifts, which are customarily given and are of commemorative nature for special events.

**Clause 2: GOVERNMENT AGENCIES**

A Kaizen Engineers and its employees shall not offer or give any company funds or property as donation to any government agencies or their representatives, directly or through intermediaries, in order to obtain any favourable performance of official duties.

**Clause 3: HEALTH, SAFETY AND ENVIRONMENT**

‘Kaizen Engineers’ shall strive to provide a safe and healthy working environment and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territory it operates in. A ‘Kaizen Engineers’ shall be committed to prevent the wasteful use of natural resources and minimise any hazardous impact of the development, production, use and disposal of any of its products and services on the ecological environment.

**Clause 4: QUALITY OF PRODUCTS & SERVICES**

A Kaizen Engineers shall be committed to supply goods and services of the highest quality standards backed by efficient after-sales service consistent with the requirements of the customers to ensure their total satisfaction. The quality standards of the company's goods and services should at least meet the required national standards and the Company should endeavour to achieve international standards.

**Clause 5: ETHICAL CONDUCT**

Every employee of a ‘Kaizen Engineers’ which shall include Whole-time staff & managers, shall deal on behalf of the Company with professionalism, honesty, integrity as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.

Every employee shall be responsible for the implementation of and compliance with the Code in his professional environment. Failure to adhere to the Code could attract the most severe consequences including termination of employment.

<b>Prepared by</b>	<b>Reviewed and Approved by</b>
<b>QMS Representative</b>	<b>Proprietor</b>

<b>KAIZEN ENGINEERS</b>	<b>QUALITY MANUAL</b>	<b>Doc. No.: Annexure - F</b>
		<b>Rev. No.: 00</b>
	<b>Title: Corporate Responsibility</b>	<b>Eff. Dt.: 01.04.2018</b>
		<b>Page: 2 of 2</b>

#### **Clause 6: CONFLICT OF INTEREST**

An employee of a Kaizen Engineers shall not engage in any business, relationship or activity which might detrimentally conflict with the interest of his Company.

A conflict of interest, actual or potential, may arise where, directly or indirectly, (a) an employee of a Kaizen Engineers engages in a business, relationship or activity with anyone who is party to a transaction with his Company, (b) an employee is in a position to derive a personal benefit or a benefit to any of his relatives by making or influencing decisions relating to any transaction, and (c) an independent judgement of the Company's or Group's best interest cannot be exercised.

**Date: 01.04.2018**

**Proprietor**

Note: Corporate responsibility / code of conduct is communicated through training & personal interaction with each employees.

<b>Prepared by</b>	<b>Reviewed and Approved by</b>
<b>QMS Representative</b>	<b>Proprietor</b>