

STBL / HR - 03/ OO / 2018/051

June 9, 2018

Office Order

Ref : **1. Corruption and other Prohibited Business Practices**
2. Gifts, Hospitality and Expenses (Business Courtesies)

We Smart Technologies (BD) Ltd. shall comply with applicable laws and regulations concerning bribery, corruption, fraud, document manipulation and any other prohibited business practices. The organization shall not offer, promise or give any undue advantage, favor or incentive to any public official, international organization or any other third party. This applies regardless of whether the undue advantage is offered directly or through an intermediary.

Also the organization shall not, directly or indirectly, offer gifts to any supplier/partner/client employees or representatives or anyone closely related to these, unless the gift is of modest value. Hospitality, such as social events, meals or entertainments may be offered if there is a business purpose involved, and the cost is kept within reasonable limits. Hospitality, expenses or gifts shall not be offered or received in situations of contract negotiation, bidding or award.

The above acts and omissions on the part of employees shall be treated as **Misconduct**.

Any employee found guilty of **MISCONDUCT** shall be punished in one or more manners out of the **following provisions:**

1. Dismissal from the services of the company without any benefits whatsoever;
2. Discharge from service;
3. Degradation to the lower ranks with or without protection of salary/benefits;
4. Suspension for a period upto 2 (two) months without any pay/benefits;
5. Holding-up/cancellation of Annual Increment for a year or more;
6. The Management may hold up promotion for a year or more.

Managing Director

