



HPL ADDITIVES LIMITED

CODE OF CONDUCT POLICY





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Document No.: HPLA/HRM/POL/24

Issue Date: 06/09/2018

Issue No.: 00

Revision No.: 00

Social & Ethical Requirements:

HPL Additives Ltd (HPLA) has future plans for identify all the national & international requirements for social & ethical standards. HPLA has adopted several standards like

- Ethical Trade Initiatives (ETI),
- Business Social Compliance Initiatives (BSCI),
- Social Accountability (SA8000) standards,
- country regulations and international Health, Safety and Environment requirements.

Highly Experienced COC Team:

HPL Additives Ltd (HPLA) has assigned a senior member of Top Management, who is responsible for strict compliance of Ethical Trade Practices..

CODE OF CONDUCT:

HPLA has developed its own Code of Conduct i.e.

1. No Child Labour

HPLA does not engage Child Labour (below 18 years of age).

2. No Forced Labour

HPLA does not use any prison, slave, bonded or forced labour.

3. No Discrimination Practiced

4. There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation or any other condition that could give rise to discrimination.

5. Hours Of Labour & Day's Off

HPLA maintains reasonable employee work hours based on the limits on regular and overtime hours allowed by local law. Overtime, when necessary is fully compensated according to local law. Employees are permitted reasonable day off (at least one day off in every seven day period) and leave privileges.

6. Treatment Of Employees And Employee Communication

HPLA acknowledges the value of its employees and treat each employee with dignity and respect, Corporal punishment, physical, mental or verbal abuses sexual harassment or other forms of intimidation, harsh or inhumane treatment is strictly prohibited.

7. Compensation

HPLA fairly compensates all employees by complying with all applicable laws, including minimum wages.



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8. Health & Safety Standard

HPLA maintains a safe, clean and healthy environment in compliance with all applicable laws and regulations, HPLA provides adequate medical facilities, clean restrooms, and reasonable access to potable water, well lit and ventilated work stations and protection from hazardous materials or conditions.

9. Fire Safety / Evacuation Procedures

Evacuation Procedure:

Evacuation plan including procedure and lay out is posted in prominent areas.

Emergency drill is conducted at regular intervals in the plant.

Walkways, stairs & exits, Fire exits are signed, well maintained, free from obstruction and easily opened.

Stairs have adequate and secure handrails.

Fire Protection Equipment:

Fire alarms on all floors are provided to warn employees for evacuation.

Fire protection equipment is immediately accessible and is free from obstruction,

Fire extinguishers, emergency lights and fire alarms are inspected on regular basis for damage and obstruction

10. Medical Program

HPLA provides adequate appropriate first aid facilities for all Employees in case of injury or illness at work.

Accidents are reported, investigated, documented and reviewed

11. Environmental Protection Standard & Pollution Control

HPLA cares for the environment by complying with relevant environmental legislation & regulations: Rigid complying standards to meet all air, water and land pollution control measures, Use of eco-friendly colors & chemicals only.

Regular maintenance and audits of plants and machines.



(Umesh Anand)

Managing Director



Date: Thursday, 6th September 2018

Place: Faridabad, Haryana, India