



Code of Conduct

The policy highlights standard of conduct and ethics expected from all employees. The code is in alignment with the company's vision, promise and values.

Policy details

The policy is applicable to all the employees of the company with the exception of Directors and Senior Management.

Conduct & discipline

1. Every employee is expected to undertake and perform his/her duties in such capacity and at such places as may be directed.
2. Every employee shall maintain good conduct, discipline, punctuality and show courtesy and attention to all persons in his/her transactions or dealings.
3. Every employee shall obey the orders and instructions of his/her seniors and shall adhere to the policies, rules and regulations of the company.

Integrity

4. Every employee is expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct.

Quality of service

5. Every employee shall totally commit himself/herself to the initiatives taken by Rajgreen for the improving quality of products and service and shall ensure successful implementation of these initiatives.

Confidentiality

6. Every employee shall maintain highest standards of confidentiality during his/her tenure of service with Rajgreen and thereafter. he/she shall not disclose or disseminate any data or information (including soft copies) concerning Rajgreen or its business plans, strategies or policies or concerning its associates or contracting parties, which is received by him/her during the course of discharge of his/her functions, duties and responsibilities by any means of communication and which has not been disclosed to the press or public. Such information shall be used only for the business purposes of Rajgreen.

Equality

7. No employee of Rajgreen shall discriminate or harass any person on the basis of nationality, race, caste, creed, religion or gender nor shall he/she tolerate racial, sexual or any other kind of harassment. In particular, no employee shall indulge in sexual harassment which includes unwelcome sexually determined behavior whether directly or by implication.



Compliance with laws

8. Every employee shall ensure compliance of all the applicable laws, rules and regulations in discharge of his/her functions.
9. No employee shall indulge himself/herself in a conduct or behavior that is against law or is dangerous or offensive to other employees.

Insider trading

10. Every employee shall strictly observe the guidelines in respect of insider trading.

Concurrent employment

11. No employee shall, without the prior approval of the appropriate authority, accept any employment or a position of responsibility with any other company, authority or person whether with or without remuneration.

External communications

12. No employee shall give any interview or make statements to any external agency including the media and investors concerning the Company, its policies, business or matters directly or indirectly related to the Company.

Dealings

13. Every employee of Rajgreen has a responsibility to take decisions on merits in consultation with the appropriate authority. He/she is in a position of a trust. He/she must not use his/her official position to influence any person to enter into financial or other arrangements with them or with anyone else. He/she must not abuse his/her official position to obtain a benefit or business opportunity for himself/herself or for someone else, in financial or some other forms.
14. No employee shall compete with Rajgreen or its group companies.

Company assets

15. Every employee is expected to use company's assets only for the legitimate business purposes and is prohibited from using company's assets for personal gain, except in accordance with policy or by specific permission. While using the company's assets, he/she shall take care that costs are reasonable and there is no wastage. Ostentation in company expenditure should be avoided.
16. Protecting the physical and intellectual assets of Rajgreen is the responsibility of every employee. Any suspected loss, misuse, theft, waste or carelessness should be reported to the seniors.



Gifts

17. No employee shall accept any gifts in cash or kind nor take any loans from any person or entity who has business dealings with Rajgreen including its customers, suppliers or business associates excepting small gifts which are of nominal value and are customary in nature cannot reasonably be expected to affect the relationship between the company & the third party in any way. Also, no gifts or loans shall be accepted or taken from the competitors of Rajgreen.

Politics

18. No employee shall take an active part in politics and/or stand for elections, except with the prior approval of the Directors.

Penalty for breach


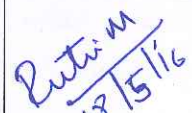
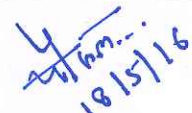

19. Non-compliance with these policies can result in disciplinary action, up to and including termination of employment.

Improvements

20. This Code of Conduct is intended to be a living document. Suggestions for improving the code may be sent by employee to the Director of Human Resources. The Board of Directors may from time to time, modify this Code of Conduct.

Interpretation

21. Any question relating to how this code should be interpreted or applied should be addressed to the Director of Human Resources.

| Prepared by | Reviewed & Recommended by | Approved by |
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|  18/5/16 |  18/5/16  18/5/16 |  23/5/16 |