



Employee Code of Conduct

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At LSKB Aluminium Foils Pvt. Ltd., we are committed to fostering a positive and productive work environment. This Statement of Purpose outlines the expectations and guidelines for all employees, ensuring a harmonious workplace and upholding the values of our immigration consultancy. By adhering to these standards, we collectively contribute to the success and reputation of our organization.

1. RESPECT IN THE WORKPLACE

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment, or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

2. COMPLIANCE WITH LAW

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

3. PROTECTION OF COMPANY PROPERTY

All employees should treat our company's property, whether material or intangible, with respect and care. Employees:

- Shouldn't misuse company equipment or use it frivolously such a transfer/modification/deletion of data present in the assets.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect company facilities and other material property (e.g., company cars) from damage and vandalism, whenever possible. Additionally, the use of our assets for individual profit or any unlawful, unauthorized personal or unethical purpose is prohibited.

4. OFFICE TIMINGS

Standard office timings are:

- 9:00 AM to 5:30 PM [General Shift]
- 7:00 Am to 3:00 PM [A-Shift]
- 3:00 PM to 11:00 PM [B-Shift]
- 11:00 PM to 07:00 AM [C-Shift]

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- Punctuality is essential, and employees are expected to arrive on time and complete their designated working hours. Any deviation from standard office hours requires prior approval from the supervisor.
- While exceptions may be made for circumstances that prevent adherence to regular working hours or days like ill health (with evidence), employees are generally expected to follow their schedules and maintain punctuality when arriving at and leaving the workplace.

5. OFFICE DECORUM

- Maintain a professional appearance and attire that aligns with the nature of our business.
- Respect your colleagues' personal space and maintain a clean and organized workspace.
- Be mindful of noise levels to ensure a focused and productive work environment.
- **Workplace Etiquette:** Employees should respect colleagues' personal space, maintain a clean and organized workspace, and be mindful of noise levels to support a focused and productive environment. They are expected to be friendly and collaborative, avoiding any actions that could disrupt the workplace or hinder others' work.
- **Personal appearance & Cleanliness:** Employees are expected to maintain a professional appearance that aligns with the nature of our business. All employees must be well-groomed and adhere to personal appearance guidelines, avoiding unprofessional attire such as workout clothes, nightwear, shorts, or excessively ripped jeans. Additionally, maintaining cleanliness around workstations and the workplace is mandatory.
- **Job duties and authority:** All employees should fulfil their job duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout our company.

6. LEAVES AND TIME OFF

All leave requests must be submitted through the official leave application form (attached in mail) at least 1 day in advance and the form must mention the name of the person on backup (handling the leads for the day as your backup). Employees are entitled to leaves per month (as per leave policy) for vacation, personal, or family-related reasons. Any leave taken should be informed to the Manager and HR, and must be approved by the Manager in the system as per company leave policy. Leave communicated but not updated in the system will be treated as an act of indiscipline. Sick leave requires a medical certificate for absences exceeding 3 consecutive days. Additionally, employees may request unpaid leaves or utilize any accrued sick leave (with medical proof) as per the company's policies. Vacation leave must be planned in consultation with the supervisor/Senior at least one week before to ensure smooth workflow. All leave requests are subject to approval from the respective supervisors.

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7. STRICT POLICIES

- Confidentiality: Employees must adhere to strict confidentiality regarding client information, company strategies, and any sensitive information.
- Code of Ethics: Uphold ethical standards in all interactions, both within the organization and with clients.
- Employees are obligated to protect client information, company strategies, and sensitive data, including employee records and unpublished financial information. Non-compete and non-disclosure agreements (NDAs) are part of the employment contract.
- All salary information is confidential and should not be disclosed except as required for appropriate financial reporting. Employees are expected to keep details about their wages/salary, benefits, bonuses, and other forms of compensation confidential, avoiding discussions with colleagues or third parties who lack a legitimate need to know.
- Employees must maintain a high level of maturity and confidentiality regarding all matters related to the company and its business. Conversations among employees, managers, HR, and management are to be kept confidential, and all such information regardless of how trivial shall not be disclosed to outsiders or unauthorized individuals, including ex-employees. Any violation of this policy will be considered a serious breach and may result in strict actions by the company, including potential legal proceedings (civil and criminal).
- Unauthorized disclosure of confidential information may hinder the company's ability to compete for talent, create unnecessary conflict, and could lead to disciplinary action, including termination of employment. Employees are encouraged to share any concerns or issues with HR immediately. Furthermore, employees must uphold ethical standards in all interactions, both within the organization and with clients.
- Anti-Harassment and Violence: The company has a zero-tolerance policy for harassment, and all employees are expected to treat each other with respect and professionalism. To foster a happy and productive workplace, everyone must contribute to creating a safe environment by treating others well and preventing harassment and workplace violence. Workplace violence, which is a serious form of harassment, includes physical and sexual assault, destruction of property, threats to harm a person or property, and verbal or psychological abuse. We aim to avoid such incidents altogether while ensuring we are prepared to respond effectively if they occur.

8. PERFORMANCE EXPECTATIONS

- Employees are expected to perform their duties with diligence, accuracy, and commitment. Regular performance evaluations will be conducted.
- Employees are expected not to abuse their employment benefits, including time off, insurance, facilities, subscriptions, or any other offerings provided by the company.

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9. COMMUNICATION

All employees must be open to communication with colleagues, supervisors, and team members. Open and transparent communication is encouraged, and all official communication should be conducted through company-provided channels.

10. CONTINUOUS LEARNING AND TRAINING

Employees are encouraged to participate in training and development programs to enhance their skills.

11. CONFLICT OF INTEREST

There can be situations of Conflict of Interest, where there may be fine line between inclination towards personal interest over company interest. This can happen during customer/ partner/ other stakeholder's engagements. This conflict of interest may arise knowingly or unknowingly, by design or by chance, immediate or later realization, direct or indirect, and mostly benefit of conflict would be direct or indirect and materialistic and/or financial in nature. Such conflict of interest causes compromising situations in action towards such partners/ customers that leads to undue favours.

Such conflict-of-interest situations are considered very serious under this Code of Conduct, and subject to strict actions including immediate termination from job and appropriate legal action.

It is important to be consciously vigilant of such situations around. If you experience an ethical dilemma, talk to your manager or HR and we will try to help you resolve it.

We must avoid situations involving an actual or potential conflict of interest so that even the slightest doubt about our integrity is not raised. To avoid conflicts of interest and any appearance of favoritism, ensure that you do not work directly for, supervise, or make employment decisions about a family member. Personal or romantic involvement with a competitor, supplier, or another employee of the Company might affect your ability to exercise good judgment on behalf of the Company. This could lead to a conflict of interest. Personal relationships and romantic liaisons between employees who are in a manager-employee reporting structure may lead to team management challenges and reduced morale. Such relationships must be disclosed to the manager immediately who may take appropriate corrective action. As an employee, you can refer your relatives to work with our company. Here are our only restrictions:

- You must not be involved in a supervisory/reporting relationship with a relative.
- You cannot be transferred, promoted, or hired inside a reporting relationship with a relative.
- You cannot be part of a hiring committee when your relative is interviewed for that position.

12. SOLICITATION AND DISTRIBUTION

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company (e.g., religious proselytise, asking for petition signatures.) is prohibited.

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13. WORKPLACE SAFETY & HEALTH

The Company is committed to fostering a healthy and safe workplace for all employees, which includes promoting overall physical and mental health as well as responsible energy consumption practices. Every employee is expected to contribute to this environment by adhering to health and safety regulations, engaging in wellness initiatives, and reporting any unsafe conditions or practices. Employees are required to inform the Company if they are suffering from any contagious diseases and must take leave as necessary to protect the health of their colleagues. By promoting a culture of respect and inclusivity, employees can help ensure that the workplace remains conducive to productivity and collaboration while being mindful of energy use to support sustainability initiatives.

LSKB, is a smoke-free and drug free workplace. You can smoke in designated smoking areas. Any other area in our workplace (like restrooms, lobby, offices, staircases, warehouses) is strictly smoke-free to protect non-smokers. Setting off fire alarms and causing fires by smoking are serious offenses. Whether you are an employee, contractor or visitor, you must not bring, use, give away or sell any drugs on company premises. If you are caught with illegal drugs or show that you are under the influence of substances, you will face disciplinary action up to and including termination.

14. INTERNET USAGE

Our corporate internet connection is primarily for business. But you can occasionally use our connection for personal purposes (with prior approval from your superior/manager/management) as long as they (personal purposes) don't interfere with your job responsibilities. Also, we expect you to temporarily halt personal activities that slow down our internet connection (e.g. uploading photos) if you're asked to.

You **must not** use our internet connection to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and gain access to sensitive information.
- Download or upload pirated movies, music, material or software.
- Visit potentially dangerous websites that can compromise our network and computers' safety.
- Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

15. CELL PHONE USAGE

We allow use of cell phones at work. But we also want to ensure that your devices won't distract you from your work or disrupt our workplace & its decorum. We ask you to follow a few simple rules:

- Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars.)
- Keep personal calls brief and use an empty meeting room or common area so as not to disturb your

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colleagues.

- Avoid playing games on your phone or texting excessively.
- Don't use your phone for any reason while driving a company vehicle.
- Don't use your phone to record confidential information and private information/pictures etc.
- Don't download or upload inappropriate, illegal or obscene material using our corporate internet connection.
- Clicking any pictures or recording any videos at the office premise during office hours should be done only with the written consent of Management & people involved have been explicitly taken.

Also, you must not use your phone in areas where cell phone use is explicitly prohibited.

16. CORPORATE EMAIL

Email is essential to our work. You should use your company email primarily for work, **Work-related use**. You can use your corporate email for work-related purposes without limitations. For example, you can sign up for newsletters and online services that will help you in your job or professional growth.

17. OUR GENERAL EXPECTATIONS

No matter how you use your corporate email, we expect you to avoid:

- Signing up for illegal, unreliable, disreputable, or suspect websites and services.
- Registering for a competitor's services, unless authorized.
- Sending insulting or discriminatory messages and content.
- Forward any email to an unauthorized or personal email address without written permission from the management.

In general, use strong passwords and be vigilant in catching emails that carry malware or phishing attempts. If you are not sure that an email you received is safe.

18. DISCIPLINARY ACTIONS

Our Company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement, or other unlawful behaviour.

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19. VIOLATION

Our Company shall investigate any violations or incidences observed. The Company shall then after thorough investigation will take corrective action on the same.

20. POLICY UPDATES AND REVIEW

The company reserves the right to update or modify these policies, and employees will be informed of any changes in a timely manner. All employees are expected to read and follow company policies and should consult their managers or the Human Resources (HR) department with any questions. The Code will be reviewed periodically for updates, and any variations or waivers from its provisions must be approved by the Board.