



## CODE OF ETHICS POLICY

**REF. NO.**

MMPL/CSR/HR/P 09

**Issue No./Date**

00/30.06.2024

**Page No.**

1 of 4

**Rev No./Date**

00/30.06.2024

This policy is set of guidelines which defines from individuals the ethical standard of conduct within MMPL.

### Policy Brief and Purpose: -

A code of ethics policy aims to set clear standards of principles, values, and **ethical conduct** so that it serves as a guideline for employees to understand what ethical behavior is expected of them so that they can align their actions with the organization's values. It provides a reference point to make informed decisions based on ethical considerations. This policy also states the consequences of violating a code of conduct policy or ethical misconduct. Establishing clear expectations and promoting ethical behavior, it fosters a positive work environment where respect, honesty, and responsibility are encouraged.

### Scope and Applicability: -

A code of conduct policy is applicable to all employees and those the company has business relations with, such as customers, suppliers, contractors, partners, investors, regulators, government, shareholders, and community. This policy defines the way a company interacts and behaves with these stakeholders.

A code of ethics policy covers a wide range of activities to ensure ethical conduct across various business operations. Some common activities include business conduct, compliance with laws and regulations, confidentiality and data protection, conflict of interest, marketing and advertising, environmental and social responsibility, and fair treatment.

### Policy Elements: -

#### Principles and Values: -

Principles and values guide individuals on their actions, behaviors, and decisions within an organization. Principles are fundamental rules and values are deeply held beliefs and ideals. When it comes to a code of ethics policy, there are fundamental principles and values that guide an employee's actions and behavior. They are:

#### 1. Respect

Respect refers to how businesses and professionals treat others with dignity, fairness, professionalism, and courteousness, irrespective of who they are dealing with. This involves listening actively to others and valuing different perspectives to foster mutual respect and avoid any prejudice or discrimination.



## CODE OF ETHICS POLICY

**REF. NO.**

MMPL/CSR/HR/P 09

**Issue No./Date**

00/30.06.2024

**Page No.**

2 of 4

**Rev No./Date**

00/30.06.2024

### 2. Integrity

Acting with honesty, truthfulness, and adherence to ethical standards during all interactions and decisions. Integrity is upheld when adhering to ethical standards despite great pressure from others and losing opportunities to make quick money.

### 3. Responsibility

Responsibility in a code of ethics policy defines a business's expectations towards its employees when interacting with stakeholders. A responsible employee lets the established standards of ethical conduct and values define the way he acts, behaves, and interacts.

### 4. Accountability

Involves taking responsibility for one's actions and decisions and being answerable for one's conduct and the impact it has on stakeholders. It also involves acknowledging mistakes, learning from them, and taking corrective action.

### 5. Honesty

Honesty requires employees to be genuine and candid with coworkers, customers, partners, and others. When organizations communicate clear expectations and are honest with their employees, it helps avoid dishonest business practices and encourages employees to do the same.

### 6. Fairness

Fairness refers to treating all individuals without discrimination or being subjective. Employees and organizations must avoid bias and favoritism and ensure everyone is provided with equal opportunities. This ensures fair treatment of employees, customers, suppliers, and stakeholders.

### 7. Trustworthiness

Trustworthiness is ensured when trust is built through consistent ethical behavior, maintaining confidentiality, conducting business with integrity, and ensuring reliability and credibility in all interactions.

### 8. Compliance

Compliance involves abiding by all applicable laws, regulations, and industry standards. Ethical businesses comply with all laws and regulations. When employees also comply with the code of ethics, it prevents any unethical behavior.



## CODE OF ETHICS POLICY

**REF. NO.**

MMPL/CSR/HR/P 09

**Issue No./Date**

00/30.06.2024

**Page No.**

3 of 4

**Rev No./Date**

00/30.06.2024

### 9. Professionalism

Employees are expected to show professionalism through their competence, professional development, decision-making, respect, and maintaining professional relationships. This ensures mutual respect, integrity, and ethical standards are maintained.

### 10. Ethical leadership

Organizations must lead by example when promoting ethical conduct and integrity. Ethical leaders encourage and support employees to do the same when taking decisions or interacting with stakeholders. Businesses must also foster a work environment that recognizes and rewards ethical conduct.

### Training and monitoring

Periodic training will be given to all existing employees as well as new employees at the time of induction training.

### Complaint Handling

All employees or vendors or suppliers to be informed to complaint related non-ideals of ethics policy or code of conduct by emailing to ethics committee or informing to HR department or using complaint box in various departments.

### Punishment

Upon receiving complaint, ethics committee will take appropriate action which may ensure training to the concern employee, internal or external. Punishment which may include suspension, termination or legal action.

### Audit Committee: –

Whistle Blower can report by writing an e-mail to ethics committee by sending mail to [ethicscommittee@mantrimetallics.in](mailto:ethicscommittee@mantrimetallics.in) or communicating via phone call to any members of ethics committee or via written complaint using complaint box.

Ethics Committee shall be formed regarding whistle blower which will include,

- MD,
- VP - Operations
- Head of HR and administration.
- Any other person recommended by MD.

Ethics committee will form an audit committee to investigate the matter and will submit the report to ethics committee. Ethics committee will take suitable action based on the report.



# MANTRI METALLICS PVT.LTD.

## CODE OF ETHICS POLICY

**REF. NO.**

MMPL/CSR/HR/P 09

**Issue No./Date**

00/30.06.2024

**Page No.**

4 of 4

**Rev No./Date**

00/30.06.2024

### Communication of this Policy: -

1. Training.
2. Notice board.
3. Company Web site.
4. Joining of new employee.

### Committee Members -

Sr. No.	Members Name	Designation	Mail ID	Contact Details
01	Mr. Prasad Mantri	MD	prasad@mantrimetallics.com	9513196555
02	Mr. Milind Kulkarni	HR Consultant	mbkulkarni@mantrimetallics.in	9049008195
03	Mr. Milind Chougale	Prod. Head	milind.chougale@mantrimetallics.com	9823986695
05	Mr. Sunil Bhat	MR	sunil.bhat@mantrimetallics.in	7038175704