



# MANTRI METALLICS PVT.LTD.

## CODE OF CONDUCT POLICY

<b>REF. NO.</b>	MMPL/CSR/HR/P 02	<b>Issue No./Date</b>	00/30.06.2024
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### **Aim: –**

Aim of Code of Conduct (the "Code") is to conduct the business of the Company in accordance with the applicable laws, regulations and the highest standard of ethics and values.

The matters covered in this code are importance to the Company and all employees. MMPL has formulated the following code of conduct as guide. Code of Conduct encourages each and every employee.

Each and Every employee and director are expected to read and understand this code and uphold these standards in their business dealings and activities.

### **Objective: –**

Code of conduct is an official document that clearly defines how a company's employees should behave in the workplace on a day today day basis.

### **Ethical Conduct: –**

Directors and Employees are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct, while working, at the Company's premises, at offsite locations, and social events and /or at any other place where employee represent the Company.

It is considered that honest conduct is free from fraud and/or any deception. Ethical code of conduct is conduct confirming to the accepted professional standards of conduct. It is a conduct which is fair, acted in good faith, responsibility with due care and competence. Ethical code of conduct includes ethical handling of actual or apparent conflicts of interest as specified below between personal and professional relationships.

### **Compliance with Governmental Laws, Rules and Regulations: –**

Directors/Officers must comply with all applicable governmental laws, rules and regulations. Directors/Officers must acquire appropriate knowledge of law relating to their duties so as to enable them recognize potential danger in their areas and to know when to take advice from the appropriate authorities. Violations of applicable governmental laws, rules and regulations may invite criminal and or civil liability to the individual or Company.



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### Confidential Information: –

Any information concerning the Company's business, its customers, suppliers etc. which is not a public domain and to which the Director/ employee has access or possesses such information must be considered as confidential and held in confidence unless authorized to do so and when disclosure is required as a matter of law. No Director/Officer shall provide any information either formally or informally to the Press or any other publicity media unless specially authorized.

### Violations of The Code: –

Directors/employee should be alert to possible violations as it is part of their job and their responsibility to help enforce this code. They must cooperate in any internal or external investigations of possible violations, reprisal threats, retribution, and retaliation against any person who has in good faith reported a violation or a suspected violation of law for example offering or accepting gifts etc. Actual violations of law, this code or other Company policies or procedures should be promptly reported to the reporting authority.

### Rights: –

This Code of conduct is a statement of the principles, values and beliefs of the Company. This Code lays down certain policies and procedures which are to be followed by the Directors/employees of the Company to conduct the business of the Company. The Code does not give any rights in favor of any of its employees, customer, vendor, agents, and service providers or any other person or entity.

### Communication of this Policy: -

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

### Committee Members -

Sr. No.	Members Name	Designation	Mail ID
01	Mr. Milind Kulkarni	HR Consultant	mbkulkarni@mantrimetallics.in
02	Mr. Milind Chougale	Prod. Head	milind.chougale@mantrimetallics.com
03	Mr. Swapnil Kamble	HR Officer	swapnil.kamble@mantrimetallics.in
04	Miss. Shivani Kamble	Trainee HR	shivani.kamble@mantrimetallics.in