



JINABAKUL FORGE PVT LTD

Code of Conduct

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Background

This code of conduct outlines the basic guiding principles for all employees of Jinabakul Group, to be adopted in all areas of operations of the company. This code will be part and parcel of the employee's basic approach towards his / her work, interaction with colleagues, reportees seniors , interaction with internal and external stake holders, including work behavior, co-operation and support. It comprises of the highest values of the organization including discipline , ethical behavior, co-operation and Team work.

This code applies to Jinabakul Forge Pvt. Ltd. (Unit – I , II , IV).

Discipline

- ⑤ Jinabakul Employees will demonstrate utmost discipline in all their activities. This includes timely reporting to work, timely presence in required meetings & discussions, all organizational rules & regulations and timely actions to comply with legal requirements.
- ⑤ Jinabakul Employees will carry out their work in an orderly manner, with due prioritization of work, and also adopting the principles of 5S at the work place.
- ⑤ Jinabakul Employees shall report any abnormalities observed to the appropriate individual or department authority for correction.
- ⑤ Jinabakul Employees will ensure good and adequate communication required for effective work , with all fellow employees.

Safety

- ⑤ Jinabakul Employees will conduct their activities with highest priority to Safety of Self & Safety of others who may be affected by his / her work. All Safety Rules & Regulations like use of required PPE , avoiding unsafe acts and elimination of Unsafe conditions shall be followed.
- ⑤ Jinabakul Employees will immediately report any unsafe act / condition to concerned authority who shall attend and set right without delay.



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Ethical Behaviour

- ⑤ Jinabakul Employees shall demonstrate the highest standards of behavior during work at all times. This includes cordial interactions with colleagues , seniors , reportees and external agencies.
- ⑤ Jinabakul Employees shall transact with all, with the objective of achieving the desired end result beneficial for the organization , and shall not engage in any unparliamentary language which may harm the organization's image and goodwill amongst employees and external agencies.
- ⑤ Jinabakul Employees shall treat all fellow employees , customers , suppliers & external agencies with respect, and without hurting the dignity of the individual.
- ⑤ Jinabakul Employees shall conduct all interactions within the scope of the subject, and without personalizing any fellow employee or victimizing him / her.
- ⑤ Jinabakul Employees shall strive to resolve disputes with the respective forums with a healthy approach, and with due respect to individual views , and within the framework of the Organization.
- ⑤ Jinabakul Employees shall not carry out any activities which conflict the interest of the organization in any way.
- ⑤ Jinabakul Employees shall not take any favors from any individuals including suppliers, customers , vendors or other external agencies.
- ⑤ Jinabakul Employees shall not engage in any illegal activities whatsoever. Jinabakul Employees shall adhere to the Organizational hierarchy , for all activities & decisions.



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- ⑤ Jinabakul Employees shall not indulge in any kind of groupism or lobbying for taking undue advantage against any employee, supplier or other agencies .
- ⑤ Jinabakul Employees have freedom to take appointment of the management to brief about their grievances in a peaceful manner.
- ⑤ Jinabakul Employees shall involve concerned colleagues and authorities for decision making , depending on the nature of the decision.

This policy is communicated to all employees of the company.

Sd/-

Balachandra D Badan
Executive Director

Sd/-

Kiran C Jinagouda
Executive Director

2nd May, 2018