

	Corporate Policy
	CODE OF CONDUCT
	Number: CP/HR/07
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Next Review Date: 31/12/2029	

CODE OF CONDUCT

I. PURPOSE:

This procedure for code of business conduct and ethics (the "code") is intended as an overview of the Company's guiding principles. This Code is a statement of goals and expectations for individual and business conduct.

II. SCOPE:

This procedure for code of business conduct and ethics is applicable to all employees including management at Almelo limited.

III. ABBREVIATIONS/DEFINITIONS :

Nil

IV. RESPONSIBILITY:

The responsibility lies with each and every individual working at Almelo Limited including Management to follow and practice this procedure/ policy.

V. PROCEDURE:

1.0. Each employee is responsible for ensuring that his/her work processes are efficient and continually improving. The Management will provide the training and an appropriate motivating environment to foster teamwork both within and across organizational units for employees to improve organizational effectiveness. It's the company's topmost priority to implement and maintain quality assurance and quality control systems with written SOPs to ensure the stated business objectives.

2.0. Therefore, any attempt to short-circuit the laid down systems or an infringement of any nature pertaining to the policy will be viewed seriously. Under any circumstances issues like data fudging, fiddling with data integrity, tampering with data or any such or similar attempt or malpractices threatening the basic core principle of our business and affecting the health and safety of humanity will not be tolerated and the same will be treated as an unpardonable act with strictest of possible measures taken against such employees.

3.0. Obeying the Law:

Almelo strives to be a good corporate citizen in each state and community where it conducts business and will comply with all applicable laws and regulations.

4.0. Business Partners:

Almelo is committed to establishing mutually beneficial relations with customers, suppliers, shareholders, employees and society at large. Each of the directors, officers and employees of the Company shall deal fairly with the business partners of the Company.

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5.0. Customers:

Almelo is committed to providing products and services which are efficacious and safe for their intended use. Products and services will be truthfully and appropriately labeled and communicated.

6.0. Suppliers:

Suppliers and vendors should be treated in a fair and reasonable manner, without undue favor or bias consistent with applicable laws and good business practices.

7.0. Employees confidential information:

The company's trade secrets, proprietary information, and other internal information are valuable assets. Protection of this information plays a vital role in the company's ability to compete. It shall be a breach of ethics for any directors, officers and employees or former directors, officers and employees of Almelo to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any Person.

8.0. Trust and respect:

Almelo is committed to a working environment where there is mutual trust and respect and where everyone feels responsible for the performance and reputation of the company.

9.0. Working conditions:

Almelo is committed to safe, healthy and non-exploitative working conditions for all employees. Specifically, we will not use any form of child labour.

10.0. Working Hours:

All employees who ever work in the Almelo must follow the below mentioned working hours in shift wise.

Shift	Start time	End Time
G-Shift	09:30	18:00
A-Shift	06:00	14:00
B-Shift	14:00	22:00
C-Shift	22:00	06:00

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11.0. Employee Benefits:

The following benefits are provided to employees working in Almelo Limited

Casual leaves: Almelo provides one casual leave for every 60 Days once to all Employees.

Sick leaves: Almelo provides Sic Sick Leaves during the Year to all employees

Earned leaves: Almelo provides earned leaves for all employees based on previous year attendance.

PF, ESI / Medclaim: Almelo provides PF, ESI/Medclaim for all employees.

Canteen Subsidy: Almelo provides a canteen subsidy for all employees.

In addition to all the above benefits Almelo give financial support to people who ever unable to work as a result of a workplace injury (or) Illness.

12.0. Forced labor avoidance:

Forced, bonded or compulsory labor shall not be used and employees shall be free to leave their employment after reasonable notice as required by applicable law or contract. Employees shall not be required to lodge deposits of money or identity papers with their employer. Fair employment conditions – Employees shall understand their employment conditions. Pay and terms shall be fair and reasonable, and comply at a minimum with applicable laws or industry standards, whichever is higher. Working hours shall comply with applicable laws. The normal workweek shall not exceed 48 hours. Hours worked beyond the normal work week shall be voluntary. Except under exceptional circumstances, personnel shall be provided with at least one day off in every seven-day period. One day off shall be interpreted as at least twenty-four consecutive hours. Deduction from wages as a disciplinary measure shall not be permitted. Corporal punishment, physical or verbal abuse or other unlawful harassment and any threats or other forms of intimidation shall be prohibited.

13.0. Conflicts of Interest:

Directors, officers and employees being 'agents' of the shareholders of Almelo have a duty to avoid conflict of interest with the Company.

14.0. Freedom of association:

All employees shall be free to form and to join, or not to join, trade unions or similar external representative organizations and to bargain collectively.

15.0. Elimination of discrimination:

All employees shall be treated with respect and dignity. All kinds of discrimination based on partiality or prejudice is prohibited, such as discrimination based on race, color, gender, sexual orientation, marital status, pregnancy,

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parental status, religion, political opinion, nationality, ethnic background, social origin, social status, indigenous status, disability, age, union membership and any other characteristic protected by local law, as applicable. Employees with the same qualifications, experience and performance shall receive equal pay for equal work with respect to those performing the same jobs under similar working conditions.

16.0. Protection and Use of company Assets:

Company assets including intellectual property and software are valuable resources owned, licensed, or otherwise belonging to the Company. Safeguarding Company assets is the responsibility of all directors, officers and employees.

17.0. Anti-corruption policy for Vendors:

Almelo strives to maintain high ethical standards and has adopted policies to require its employees and vendors to comply with all applicable anti-corruption laws and regulations, both, foreign and domestic. Violations of such laws may include, but are not limited to: (a) Directly or indirectly giving and/or offering, promising, or authorizing the giving of anything of value to government officials, agents, employees or political parties (including political candidates) to influence or induce to influence any act or decision of such individual or entity or to secure any improper advantage in order to obtain or retain business for or with, or direct business to, Almelo, its vendors or agents and (b) Failing to properly, fully and correctly record all expenditures undertaken on behalf of Almelo, its vendors or agents.

18.0. HR Policies:

The Company has developed various HR and administrative policies. Each of the officers and employees will adhere to these policies. HR Policies have been revised every 5 year \pm 3 months.

19.0. Shareholders:

Almelo is committed to conduct its operations in accordance with principles of good corporate governance.

20.0. Society at large:

Almelo is committed to ensure that its operations do not have adverse environmental fallout while pursuing the long-term goal of developing a sustainable business. Almelo will comply with all statutory and other legal requirements relating to the environmental impacts of their business.

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21.0. Safety and health:

Almelo will ensure safety and health of people and the protection of property and the environment in performance of professional duties and exercise their obligation to advise employers, clients, or appropriate authorities of hazards to people, property or the environment.

22.0. Duty to report and consequences:

The company provides employees with access to all the necessary information resources and counsel to prevent violations of the law or company regulations. Every supervisor must organize his or her area of responsibility so as to ensure adherence to company rules and applicable laws. Every director, officer and employee has a duty to adhere to this Code of Business Conduct and Ethics and all existing Company policies and to report to the Company any actual or suspected violations in according to applicable procedures.

VI. FORMATS :

Nil

VII. ANNEXURES :

Nil

VIII. REFERENCES :

Nil

IX. CHANGE HISTORY:

Version	Supersedes	Changes made
00	NA	Newly prepared
01	00	General shift timing has been changed



Anand Tatambhotla
Executive Director - Operations