

INTERARCH BUILDING PRODUCTS PRIVATE LIMITED

ETHICS AND VALUES POLICY

HUMAN RESOURCES

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Process Owner

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Approved By:

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ETHICS & VALUES

Background:

Interarch as a part of its corporate philosophy believes in being the ethical and value driven company. Interarch relies on its employees to conduct its business efficiently and economically to protect its interest and up hold its image as an ethical organization. Therefore, all employees need to be familiar with the code of ethics and values that regulate their behavior and ensure compliance in letter and spirit.

Objective:

Interarch is one of the fastest growing organization in the field of PEB sector and this policy emphasizes to build a global brand of ethical organization.

Eligibility/Applicability:

Applicable to all roll employees of the company.

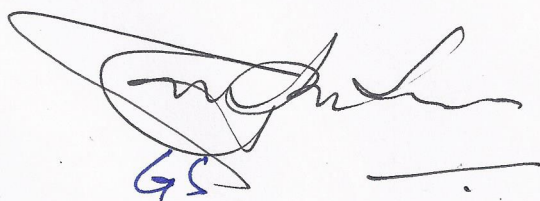
Guidelines:

Each employee of Interarch should:

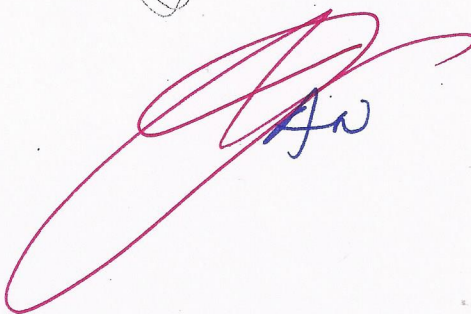

- Uphold the service condition rules and regulations as applicable.
- Regard service to the customer (internal & external) as his/her mission and always place service to the customer, higher than service to roll.
- Treat all employees with respect, courtesy, empathy, concern and responsiveness, and never discriminate by dispensing special favors or privileges to anyone on the basis of caste, religion or gender.
- Give a full day's work for a full day's pay, and give earnest effort to the performance of assigned duties as efficiently and economically as possible.
- Accept no special favors, privileges, benefits or gifts offered by vendors, suppliers, and customers etc. doing business with Interarch or seeking to do business with Interarch. However, on certain occasions acceptance of gifts e.g. Pens, Diaries, Sweets and other small gifts (for values not exceeding Rs. 500/-) may be considered as exception. Refuse gifts politely and gracefully.
- Use no company property, funds or time for personal purposes.
- Disclose no information, such as technical know-how, details of manufacturing process, customer database and trade/business secrets, etc. gained in the performance of company duties as a means of making private profit/seeking favors or otherwise.
- Do not discuss company matters, storage and Business Plan with Family.
- Engage in no activity, either directly or indirectly which is inconsistent with the performance of Interarch duties.
- Demonstrate the highest standards of personal integrity, honesty and conduct in activities in order to inspire management confidence and its trust in employees.
- Expose corruption, misuse of official authority or any action, which could harm the Interarch interest wherever and whenever discovered.

Raising a Concern/ Complaint:

Associates are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If an associate is unsure whether a particular act constitutes bribery or corruption, s/he should raise the matter with his/her **reporting manager** or **consult an appropriate member of the Human Resource (HR) team.**



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