

Code of Conduct

Effective from : 1st September, 2025

Policy Number : HR/Policy/2025/004

Approved by : Managing Director

Introduction

The Code of Conduct encompasses the principles, values, standards, and rules of behaviour that guide the decisions, procedures, and systems of TNBi Industries Pvt. Ltd. It is binding on all employees, contractors, consultants, and partners to abide by the same while associated with the organisation.

Purpose:

To ensure, ethical, professional, and legal conduct within and outside the organization, while representing and to promote a culture of integrity, transparency, and accountability.

Scope:

The Code of Conduct applies to all employees (permanent, temporary, internship trainees), contractors, and consultants associated with TNBi Industries Pvt. Ltd.

General Principles of Conduct:

- Integrity and Honesty: Employees must act honestly and ethically in all business dealings.
- Respect and Fair Treatment: Treat all individuals, i.e. colleagues, clients, vendors, with dignity, fairness, and respect.
- Conformance with Legal Regulations: Adhere to all applicable Indian laws, industry regulations, and internal policies & procedures.
- Confidentiality: Protect confidential information and not disclose it without proper authorization.

Workplace Conduct:

a) Anti-Discrimination & Equal Opportunity

Discrimination based on caste, religion, gender, age, disability, sexual orientation, or marital status is strictly prohibited. Equal opportunities are provided in hiring, promotion, and all other employment decisions.

b) Harassment-Free Environment

Zero tolerance for any form of harassment including sexual harassment, or intimidation. All employees of the organization, are bound by the POSH (Prevention of Sexual Harassment) policy.

c) Workplace Safety

Follow all safety protocols and report unsafe conditions immediately. Use organizational resources responsibly to prevent damage, theft, or misuse.

Use of Company Assets and Technology:

- Use company assets (devices, data, and infrastructure) for official purposes only.
- Avoid downloading unlicensed software or engaging in cyber threats.
- Emails and communication systems must not be used for personal gain, harassment, or offensive content.

Conflict of Interest:

Employees should avoid situations where personal interests conflict with the interests of the company. Any potential conflict should be declared to HR or the reporting manager immediately.

Gifts, Hospitality, and Anti-Bribery

- Accepting or offering bribes, gifts, or hospitality that may influence decision-making is strictly prohibited.

Data Privacy and Protection

Employees are expected to:

- Respect data privacy laws (e.g., IT Act, 2000 and amendments).
- Protect customer and employee personal data from unauthorized access or disclosure.

Reporting Violations

- Violations of the Code should be reported confidentially to the HR Department.
- Whistleblowers are protected from retaliation under company policy.

Disciplinary Actions

Violation of this Code may lead to disciplinary action including:

- Verbal / Written warning
- Suspension
- Termination
- Legal action, if required

Review

The review of the Code of Conduct and any change to be implemented shall be at the discretion of management of the company