

COMPANY CODE OF CONDUCT



Policy No.	Process Owner	Effective Date
SEPL/HR/025	FH-HR	05/10/2019

Purpose	The purpose of COMPANY CODE OF CONDUCT is to share Shaily Engineering Plastics Ltd.'s ideology with Internal & External Business Partners on standards of code of business.
Scope	This Code of Conduct applies to all employees and stakeholders of the company (including but not limited to customers, suppliers, contractors, etc.)

Shaily Engineering Plastics Ltd. is a company which has a commitment in doing business in accordance with business ethical standards established by Vendors and Buyers. Great effort thrived continuously to be in compliance with all requirements, stipulations, rules and regulations need to be applied. We are always in cooperation with Vendor and Buyer in implementing all standards to create a strong and healthy business relationship. We always thrive to establish an environment where Human Rights are always upheld dearly.

Shaily Engineering Plastics Ltd. really understands Racial, Religious, Tribal, Believe, and Ethical System of the Employee and the surrounding neighborhood, and none of those differences became the basic of consideration for embracing our employees and our potential employees. This Code of Conduct was established for us, all member of Shaily Engineering Plastics Ltd., as a family and a unity understand each other upon needs, either business or social, by, for, and from all of us, and either to ourselves or to Vendors and Buyers. The followings are our practices to be comply with our own Ethical Standards.

Upholding the Law: The first thing for a company to do is complying with all law prevailing, where rules and regulation established by this Nation, which certainly always corresponding with all of our practices, will always be upheld.

Honesty and Fairness: Business will be conducted with integrity. There will be no payments, services, gifts, entertainment or other advantages offered or given to any Shaily employee or third party which are intended to influence the way in which Shaily employee, or third party goes about performing his or her duties. Similarly, Shaily will not offer or give such payments, services, gifts, entertainment, brokerage/commission, bribery or any other advantages to any supplier which are intended to influence the way in which the supplier goes about performing their duties.

Confidential Information: Suppliers undertake to safeguard and respect Shaily's Intellectual Property and related rights. Suppliers shall ensure to protect confidential information & data which Shaily entrusts with them in the course of routine business for providing products or services.

Free, Prior, And Informed Consent (Fpic) & No Land Grabbing: The rights and title to property and land of the individual, indigenous people and local communities are respected, protected and promoted. All negotiations with regard to their property or land, including the use of and transfers of it, adhere to the principles of free, prior and informed consent,

Prepared By		Approved By		Revision Date
Name:	Kiran Pradhan	Signature	Mike Sanghvi	R00
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contract transparency and disclosure. There is zero tolerance of land grabbing. Shaily follows the definition of F-Free P-Prior I-Informed C-Consent.

Work Health and Safety: Shaily Engineering Plastics Ltd. will always thrive to be consistent in upholding Rules and Regulations related to Work Health and Safety to create a safe, healthy, and appropriate working environment for all employees.

Child Labor: Along with, relevant with, and in accordance with prevailing Law, Shaily Engineering Plastics Ltd. will not accept employees with age still in Compulsory Age.

Force Labor: All forced work with threat and punishment, especially physical, towards employees will never be practiced.

Harassment and Abuse: Corporal punishment or any form of harassment and abuse and force, either mentally or physically, will never be practiced in Shaily Engineering Plastics Ltd.

Discrimination: Shaily Engineering Plastics Ltd. does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by the Law.

Working Hours: Comply with working hours and overtime hours as set by the local laws. Shaily complies with applicable laws and industry standards on working hours.

Wages and Benefits: Shaily Engineering Plastics Ltd. will provide reasonable compensation to our employees by providing wages, including paid overtime, and allowance in accordance with all prevailing law and regulation.

Freedom of Association: There are no prohibition for employees to associates and assemble to express their opinions related to workers and labors welfare, as long as they enter a official organizations legalized by Law, and no punishment shall be given in their involvements within those organizations.

Involvements in Environmental Issues: Shaily Engineering Plastics Ltd. will always maintain to protect the environment in accordance with the prevailing rules and regulation in this nation and will always thrive to reduce produced waste and maximize recycling.

Monitoring for Standard Compliances: As one of our work foundations, Shaily Engineering Plastics Ltd. will undergo a thorough monitoring to ourselves in a form of evaluation, in order to achieve continuous improvements and correction, so as to establish us in a condition of Full-Compliance.

Subcontractor & Supplier: Shaily Engineering Plastics Ltd. expects all suppliers and sub-contractors to comply with elaborated in this Code of Conduct, so as to become a consideration for Buyers or Vendors, and also become a consideration for Shaily Engineering Plastics Ltd. in conducting business.

Displaying Code of Conduct: Shaily Engineering Plastics Ltd. and principles will display this Code of Conduct in a place where can be seen by employees in order for them to understand and apply this Code of Conduct.

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Notification of Code Breaches or Misconduct: Shaily deals fairly and honestly with all business partners. This means that our relationships with suppliers are based on price, quality, service and reputation. Shaily will carry out due diligence before selection of suppliers. Any act of breach or violation against Shaily's Business Partner code of conduct will be viewed seriously and suitable disciplinary action will be initiated.

Your Voice Matters: Shaily believes in open and honest communications, business partners/ Suppliers have a responsibility to report promptly any suspected, potential or actual violation of the Supplier Commitment Policy that could affect the business relationship. The issue should be reported even if anyone believes the issue may have been resolved or if any individual is not sure whether it constitutes a violation. The Customers and suppliers may directly contact the **Directors** at sales@shaily.com on confidential basis without fear of retaliation. Internal staff can report through the mailbox: sales@shaily.com. The contact phone +91-2667-244348 (extension 200).

Revision History:

R00-New Release

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