

# Century Rayon

(Under the Management and Operation of Grasim Industries)

01<sup>st</sup> December 2020

## Code of Conduct

*Applicable:*

*To staff and management cadre with immediate effect, superseding the earlier Code of Conduct and to all employees of Century Rayon over the long term.*

### Integrity in Personal Conduct

- ❑ All employees shall abide by the laws of the land.
- ❑ All employees shall transact with others (including each other) in a fair and dignified manner, including being diversity sensitive.
- ❑ Each employee shall be responsible to the best of his/ her knowledge, for fair representation and accuracy of information in the documents prepared or signed off by him / her.
- ❑ Each employee shall ensure that his/ her personal information provided to the organisation is factual and accurate including prior work experience, educational qualification, compensation details, etc.
- ❑ Each employee shall be responsible to ensure that official expenses and personal claims e.g. Travel expenses, Medical, LTA, HRA, Vehicle running expenses, etc. are factual, correct and within the organisation rules.
- ❑ No employee shall use organisation time and resources for personal gain. e.g. internet surfing, share trading, use of infrastructure.
- ❑ No employee shall receive any gift, consideration or favour in cash or kind for self (or any family members or relatives) from business partners or anyone with whom he/she has dealings on behalf of the Group.

*Employees are also expected not to receive "expensive gifts" from business partners at the time of social functions or occasions such as their children's wedding or their own personal anniversaries. However, small business gifts such as pen stands, leather items carrying logo of the gifting organisation, sweets, dry fruits, chocolates at the time of Christmas, Diwali, New Year, etc. are exempt from this provision. The essential determinant here being: the size and cost of favour received and the obligation that it creates which puts our actions and decisions subsequently in a questionable light.*

### Conduct at Work

- ❑ All employees shall take decisions in the best interest of the Organisation / Aditya Birla Group business.
- ❑ All employees shall adhere to Group / business policies, processes, systems and regulations in letter and spirit.

