

NUTRIVITA		PO-7-46-E
Policy on Code of Conduct		
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CODE OF CONDUCT

Employees are expected to maintain the highest standards of conduct and integrity in the performance of their duties and responsibilities. An employee who fails to conform to a reasonable standard of professional and personal behavior in carrying out assigned duties or who has a disregard for laws, rules, or regulations will face disciplinary action.

Employees may not: use work time for non productive causes.

Outside Employment-

No outside employment activity shall take place during normal work hours or using **NUTRIVITA FOODS** premises, supplies, or equipment.

General

- Nutrivita shall employ members only above the age of 18 for all employees, contractors and outsource products and services
- Nutrivita shall employ fare wages, working hours and any other conditions of work.
- Heath Checkup of all employees and all contract employees to ensure they are healthy and fit to do the required job.
- Nutrivita Foods provided medical insurance to all its employees
- Nutrivita shall conduct fair practices in safe guarding human rights with no bias for sex, religion, caste, creed, race or color
- Nutrivita also follows a policy of no forced or compulsory labour

It is the duty of each employee to:

- Respect the nature of privileged or confidential information regarding **NUTRIVITA FOODS**, its officers, board or staff;
- not use information obtained in the conduct of **NUTRIVITA FOODS** business for personal or business advantage;
- Be certain that a position held with **NUTRIVITA FOODS** is never used to obtain unauthorized, illegal or questionable benefit as it would apply to a contractor, supplier or other party doing business with **NUTRIVITA FOODS**.

In addition, employees will not indulge in behavior that can result in disciplinary action which includes, but is not limited to the following:

Possible criminal action, verbal mistreatment of colleagues, an ongoing failure to follow supervisory instructions; tardiness or poor attendance; major violations of rules (possession

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of or the using of alcoholic beverages or controlled substances during working hours); inappropriate use of **NUTRIVITA FOODS** property, equipment or facilities, fighting or violating safety rules including failure to report an accident involving **NUTRIVITA FOODS** vehicles or equipment, insubordination, stealing, falsifying a time sheet or any official document, accepting a tip, gift, or bribe offered by a contractor or entity that may contract with **NUTRIVITA FOODS** as a sign of appreciation for performance of your required duties; and committing other serious illegal acts.

Dress Code and Personal Appearance

- Employees are expected to reflect a favorable image by appropriate dress and hygiene.
- Moderation and common sense should be used in all these matters to assure the employee is suitable for work and the respective work environment.
- Jeans, t-shirts, sneakers, shorts, and sweat pants etc. are not appropriate business attire.
- If, for some reason, an employee is unable or uncertain about determining what appropriate dress is, the employee should discuss the matter with the supervisor.
- A supervisor may make reasonable requests of employees to comply with this policy. This may include directing the employee to return home to change into something more suitable for the work environment. This lost time will be charged to an employee's leave accruals.
- There may be special instances when wearing other work clothes (t-shirt, sneakers, etc.) may be appropriate, with prior supervisor approval where an employee may need to perform some type of work such as packing or moving where clothes may get dirty.

Controlled Substances in the Workplace

- Nutrivita Foods will not allow possession by any employee items such as tobacco, and tobacco related products, liquor, contraband substances. And strict disciplinary action will be taken if found.
- Employees who engage in the unlawful sale, distribution, or attempted sale, possession or purchase of controlled substances while at the workplace, or while performing in a work related capacity, will be subject to criminal, civil and disciplinary penalties.
- Such illegal acts, even if engaged in off duty, may result in disciplinary action.
- An employee may be required to undergo a confidential medical examination to ascertain the cause of impairment or disability when there exists a "reasonable suspicion" based on specific, reliable observations that such impairment or disability is a result of the use of alcohol or a controlled substance.

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Prohibited Conduct

I. Work Performance

- Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- Loafing, loitering, sleeping or engaging in unauthorized personal business.
- Unauthorized disclosure of confidential information or records.
- Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
- Failure to provide accurate and complete information whenever such information is required by an authorized person.
- Failure to comply with health, safety and sanitation requirements, rules and regulations.
- Negligence in performance of assigned duties.

II. Attendance and Punctuality

- Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- Unexcused or excessive absenteeism.
- Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
- Failure to notify the supervisor promptly of unanticipated absence or tardiness.

III. Use of Property

- Unauthorized or improper use of **NUTRIVITA FOODS** property or equipment, including vehicles, telephone or mail service.
- Unauthorized possession or removal of **NUTRIVITA FOODS** or another person's private property.
- Unauthorized posting or removal of notices or signs from bulletin boards.
- Unauthorized use, lending, borrowing or duplicating of **NUTRIVITA FOODS** keys.
- Unauthorized entry to property, including unauthorized entry outside of Assigned hours of work or entry to restricted areas.

IV. Personal Actions and Appearance

- Threatening, attempting, or doing bodily harm to another person.
- Threatening, intimidating, interfering with, or using abusive language towards others.
- Unauthorized possession of weapons.
- Making false or malicious statements concerning other employees, supervisors, or operators of **NUTRIVITA FOODS**.
- Use of alcoholic beverages or illegal drugs during working hours.
- Reporting for work under the influence of alcoholic beverages or illegal drugs.
- Unauthorized solicitation for any purpose.
- Inappropriate dress or lack of personal hygiene that adversely affects proper performance of duties or constitutes a health or safety hazard.
- Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- Failure to exercise good judgment, or being discourteous, in dealing with fellow employees or the general public.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, by Administrative Code, and by administrative

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procedures established by management. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by management to meet special requirements of departments or work units or as circumstances require.

V. MISCONDUCT

The following are considered acts of misconduct and the employees will face disciplinary action if found indulging in any of the following:

- Willful in subordination or disobedience, whether alone or in combination with others to any of the lawful and reasonable order or orders of the superiors.
- Theft, fraud or misappropriation of company's funds dishonesty in connection with the employer's business or property.
- Theft of property of another workman / employee within the premises of the company.
- Willful damage to or loss of **NUTRIVITA FOODS's** goods or property.
- Taking or giving of any illegal gratifications.
- Habitual late attendance or late attendance on more than 3 occasions in a month.
- Habitual breach of any order or rules and regulations or instructions for maintenance and running of any department or the maintenance of cleanliness of any portion of the company.
- Misbehavior towards customers and visitors.
- Riotous or disorderly behavior towards superiors, co-workers during working hours in the premises of business of the company or outside or any act subversive of discipline in connection with work of **NUTRIVITA FOODS**.
- Habitual absence from work without sanction of leave or absence without sanction of leave for more than 8 working days.
- Habitual negligence or neglect of work.
- Striking work singly or in combination with others or inciting others to strike work in contravention of the provisions of any law or rule having the forces of law/or any contract including the implied contract of appointment to attend and to work.
- Tempering with any records, evidence, threatening the witnesses, falsifying or refusing to give testimony when incidents in the undertaking or other matters are being investigated or being considered.
- False statements made or particulars given in his application form for appointment or when called upon by the management to make true statements of any fact in connection with any matter connected with the work or business of the company.
- Sleeping while on duty.
- Absenting from work spot without proper authority and/ or permission during duty hours or idling away.
- Adopting, participation, instigating, encouraging abetting go slow tactics.
- Carrying lethal weapons, fighting or attempting bodily injury to other workman.
- Drunkenness or conduct which violates common decency and morality.
- Assaulting, abusing, threatening or intimidating, gheraoing any superior or any other workman / employee of the company, whether inside or outside the **NUTRIVITA FOODS** in connection with the work / business of the company.
- Gherao or wrongful confinement or coercion of staff / employee.
- Playing cards and gambling within the premises.
- Smoking and / or spitting within the premises of the company other than at the place where permitted.

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- Refusing to sign a statement or declaration given by himself or to receive or sign notices, warnings, memo etc., issued or given by any superior or the manager.
- Conviction for any offence by a court of law, involving moral turpitude.
- Obtaining leave on being sick and during the same period working elsewhere or attempting to obtain work elsewhere or obtain leave on false pretext.
- Obstructing, preventing or intimidating any person from attending his or their normal work or from seeking employment.
- Engaging in activities or giving false statement before any person or authority with the intention to cheat the company.
- Refusal to submit for search or search on suspicion of theft of company's property.
- Collection of any money within the premises for purpose not sanctioned by the management.
- Handling any machinery apparatus not entrusted to his charge.
- Refusal to work overtime due to exigencies of work.
- Unauthorized disclosure, to any person, of any information with regard to the process of the company, which may come in the possession of workman in the course of his work.
- Canvassing for union membership or for the collection of union dues inside the premises of the **NUTRIVITA FOODS** / company during the working hours of the company.
- Holding meeting or shouting slogans or leading processions or demonstrations inside the premises of the company or distributing or accepting inside the premises hand bills, notices or pasting posters, abusing any superiors in the company.
- Engaging in private work or trade within the premises of the company.
- Refusal to do medical examination when directed to do so by the manager.
- Failure to observe safety instructions notified by the employer or interference with any safety device installed within the company.
- While in employment, working for any other employer for any consideration or otherwise.
- Failure to furnish the management with the certificate of fitness.
- Logging attendance of any other workman / employee or to falsify the records in any manner in respect of attendance or Payment of Wages.
- Habitually remaining in toilets for unreasonably long periods of time.
- Falsifying and tampering with any official records.
- Failure to report accident / injuries while on duty and / or failure to give evidence in respect of such accidents / injuries.
- Failure to notify the company of change of address.
- Refusal to accept any order of transfer / or to work any shift.
- Committing nuisance at within premises of the **NUTRIVITA FOODS**.
- Entering the **NUTRIVITA FOODS** premises without permission and / or authority outside the duty hours.
- Interfering in any manner with any of the management functions and / or right, or with the work of the other workmen / employees.
- Remaining within the company's premises without permission and / or any official business after the authorized duty hours.
- Allowing an unauthorized person to operate his machine.
- Unauthorized use of a vehicle of the company and communication systems (like Telephone/Fax, etc.,)
- Doing any act prejudicial to the interest of reputation of the company.

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- Loitering or leaving place of work without sufficient and reasonable cause and permission during the working hours.
- Not taking proper care of the tools, gauges, jigs, fixtures, or any other company's property entrusted to him.
- Sudden stoppage of power, switching off electric power resulting in damage to company's property, machinery or plant.
- Conduct which endangers the lives and safety of other workmen / employees.
- Willfully allowing any unauthorized person to enter the premises outside the working hours of quarters.
- Trespassing or forcible occupation of the company's premises outside the working hours of quarters.
- Money lending or borrowing or running a chit funds scheme or engaging any kind of such trade within the premises of the company.
- Deliberate abuse of any concessions or benefits or any leave privilege for the time being in force.
- Any act which may be considered as misconduct in common parlance.

The above guidelines and code of conduct are to be followed by each employee of NUTRIVITA FOODS irrespective of his / her level and department. These guidelines, policies and code of conduct are designed to make sure that NUTRIVITA FOODS and its employees carry out their responsibilities, ethically and honestly. All employees must follow these throughout their tenure at NUTRIVITA FOODS.

NUTRIVITA FOODS lays great emphasis on this code of conduct guidelines and believes that these are critical in ensuring a constructive and positive work environment at NUTRIVITA FOODS along with portraying a good image of NUTRIVITA FOODS to outside world. Hence, NUTRIVITA FOODS will not tolerate any violations and appropriate disciplinary action will be taken against any employee found to be violating these. NUTRIVITA FOODS management will decide on the nature of such disciplinary action on a case to case to basis depending on the severity of the violation.

**Shailesh Purohit
CEO
Nutrivita Foods Pvt Ltd**

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Acknowledgement of Code of conduct

I acknowledge that I have received and read the NUTRIVITA Company Code of Conduct and understand the policies and standards contained therein. I acknowledge that as a resource on deputation in NUTRIVITA Company, its subsidiaries or divisions it is my obligation to:

- Never knowingly violate the policies and standards contained in the "Code of Conduct".
- Seek advice where I have a question concerning the interpretation or application of the policies and standards contained in the "Code of Conduct".
- Promptly report any matters that are known to or believed to present a violation of the Code of Conduct or law and comply with any action requested by the Company.

I understand that I should report any possible violation of the Code of Conduct and raise any question or concern I have relating to compliance with the code through discussion with the management or with company's legal or human resource representative or through the NUTRIVITA Company business ethics hotline.

I further understand that my failure to comply with the policies and standards contained in the Code of Conduct may lead to disciplinary action up to and including possible termination of my assignment/ deputation.

Signature: _____ Date: _____

Name: _____