

No Other Employment

- As an employee of the Company you are not permitted to accept outside employment.
- It is prohibited for any of our employees to engage in part-time or full-time employment with any other organisation.

No Other Business Activity

- As an employee of the Company you are not permitted to undertake a business on a self-employed basis, without the prior consent of the Company.
- Commercial engagement or activity of any form with any other organisation or as an individual will require prior written permission of the management.

Sexual Harassment

- Unwelcome or unwanted sexual advances, requests for sexual favours, and other physical, verbal, or visual conduct constitute sexual harassment.
- Sexual harassment may include sexual propositions, suggestive comments, excessive flattery, questioning of a personal nature, repeated requests for dates, sexually oriented 'kidding', teasing, jokes about gender specific traits, offensive or obscene language or gestures, leering or staring, whistling or hooting, offensive or obscene printed materials, pictures, posters, cartoons, graffiti, calendars, or e-mail, SMS/text messages and inappropriate physical contact or touching of a sexual nature (e.g. brushing, patting, hugging, pinching, or shoulder rubs)
- All employees are responsible for helping to assure a workplace free of harassment. The Company forbids retaliation against anyone who has reported harassment or participated in an investigation.
- All of us must recognize that such behavior not only violates the rules of common courtesy and is a violation of the Company's policy, but also is illegal under labour laws. If an investigation confirms that harassment has occurred, the Company will take appropriate corrective action, up to and including termination.

Work Environment

- To maintain a satisfying work environment that promotes creativity, initiative, productivity and co-operation. An environment that allows the Company to attract, retain, motivate and reward people of exceptional ability.

Ethics & Conduct

- If you observe any illegal or questionable practices or situations please promptly make a report to your manager. On occasion one might feel as though your manager may not be the appropriate channel. In such cases the incident should be brought to the attention of the Director.

Employee Relations

- PAREKHPLAST INDIA LTD. encourages open communication between managers and employees. Employees have the right to disagree with a manager's decision. Disagreements may include unfair treatment or violation of company policy. Employees should first contact their manager and attempt to resolve the disagreement. If the disagreement cannot be resolved, the employee may then contact the HR and lastly to the director.
- Any employee who feels that matters are of such a sensitive nature that the employee's manager cannot address them may contact the human resources department directly.

Standard of Conduct

The company expects its employees to maintain reasonable standards of job performance. Job performance standards include:

- Carrying out reasonable job assignments
- Courtesy to customers, co-workers, and management
- Adherence to attendance and schedule requirements
- Adherence to company policy

Certain behaviour is characterized as misconduct and may result in termination of employment. Misconduct includes, but is not limited to:

- Theft or dishonesty
- Immoral or illegal behaviour
- Assault
- Malicious destruction of property
- Reporting to work under the influence of Alcohol and or Drugs
- Consumption of Tobacco/Gutka and spitting in and around the work place
- Possession of weapons or explosives in the workplace

Duties and Responsibilities

As an employee, you are expected to devote full working time to fulfil your job duties and to support other employees. We expect you at all times to protect the Company's interests and in this connection adhere to all its policies and procedures. If you are of the opinion that an order you receive from your superior is not in accordance with the Company's policies and procedures, or otherwise in conflict with the best interest of the Company, you are obliged to draw the attention of your superior to this fact. If matters are still not resolved, you are free to approach the HRD Department, or as the last recourse the managing director of the Company.