

DESIGNCO

CODE OF CONDUCT

All employees are required to devote themselves exclusively to the factories business and during their employment with the Concern; no employee should be engaged in any trade, business or profession, either directly or indirectly other than that of the Concern unless permitted by the Concern in writing to do so.

During the employment with the Concern or after termination of such employment no employee should divulge to anyone any information, relating to the Concern's business or the business of any of the Concern's subsidiaries or associated Companies.

If, during the employment with the Concern, employees either wholly or partly discover, invent and/or make improvements in plants, machinery, process or other things used or may be used in the production or business of the Concern, the same will be deemed to have been made, invented, suggested or acquired on behalf of and for the benefit of the Concern alone and all rights, privileges and titles will rest only with the Concern.

Use of alcohol, tobacco / tobacco products leaves, etc, is prohibited in the concern premises.

CHILD LABOUR PROHIBITION: Since its inception Designco has prohibited employment of child labour in all its operations. Designco strictly enforce this to all its suppliers, business associates. Child labour employment is a curse for the society and Designco is committed to abolish it explicitly.

PROHIBITION OF PRISION AND FORCED LABOUR: Designco has strictly prohibited employment of prison / forced labour in the concern and also enforce this to implement in all its associates, alliances and venders companies. Designco has adopted social measure to discourage such ill practices in the industries.

SUBCONTRACTING: Designco has restricted sub contacting in its operations completely. No business associates directly or indirectly can sub contact any service or product.

DISCRIMINATION: Designco nether-discriminate nor encourage any type of discrimination e.g. caste, creed, sex, religion, colour in the concern also restricted this practice in all its business associates companies.

WAGES & BENEFITS: Designco has a well defined system for wages & benefits of employee. Wages are disbursed on 7th every month. Daily wagers are given payment daily before they go after completion of his duty. All benefits which are decided and agreed with the employee at the time of employment or in the later course of time, as employment terms are fully complied. All employees are paid wages and benefits on time. Wage & benefit related grievances if any reported, are sort out immediately.

EQUAL OPPORTUNITY & REMUNERATION POLICY: Designco is a equal opportunity employer all positions are equally open to all man and women. All employees male & females working in the similar position gets equal remuneration as per legal provisions.

WORKING HOURS: Designco have a fixed working schedule and definite shift timings which is not exceeding 8 hrs per shift as per legal provisions.

WEEKLY OFF: One off day is given to all employees given compulsory in a week as per legal provisions.

ANTI-BRIBERY POLICY (NO GIFTS & GRATUITY POLICY): Designco Management has made the Anti-Bribery Policy for Designco to prohibit the bribe practices. Under This policy it is instructed that all the workers and employees of Designco should perform their duties properly. This policy is not limited to its staff but it also prohibits management and its Staff from giving/offering any kind of gift or gratuity in cash or in any kind to the third Party Lab, agencies or any company nominated by our Customer and trading with us.

The workers have been told that they should work without any kind of pressure. The Checkers, purchasers including all the departments of Designco are strictly prohibited to compromise with their responsibility for bribery or any kind of benefits and pressure.

If any worker or employee caught involved in taking and giving bribe and any other illegal practices to compromise with their responsibilities, the information of this can be provide to any works committee members or higher Management/authority. The name of the person who provided the information will not be disclosed in any condition and management take appropriate action against the workers who were involved in bribery.

NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests of the concern, which shall be protected by every employee. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Personnel/Payroll records, and
- Conversations between any persons associated with the concern.

All employees are required to sign a non-disclosure agreement as a condition/corollary of their employment with the concern.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

If any employee commits breach of any of the conditions as laid by the concern or guilty of misconduct or conduct themselves in a manner which would bring the Concern or its employees into disrepute or if they borrow money from any of the customers of the Concern or from anyone trading with the Concern, they will be discharged immediately without notice or salary in lieu thereof and in such cases they will have no claim on the Concern whatsoever.

Thank you.

G.M.
Designco