


HR Policies – Process - Procedures		
	Business Code of Conduct & Ethics Policy	Policy No. LL/HR/007
		Version 0.0
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1.0 Objective:

To establish the company's commitment to follow ethical Business practices.

To ensure that all employees promote and adhere to the code of conduct and ethical guidelines given below.

2.0 Applicability:

All employees of the company.

3.0 Code of conduct:

- 3.1 It is the responsibility of all the employees to maintain and protect the reputation and integrity of LLPL.
- 3.2 All employees must conduct themselves in a responsible and unbiased manner, and keep the interests of the organization in mind.
- 3.3 During their association with the company, they must devote the whole of their time, attention, ability and energy in discharging the assigned duties with sincerity and dedication.
- 3.4 Employees must not engage in any paid or unpaid parallel employment which might adversely affect their performance, without the written permission of the employer.

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- 3.5 Should any employee attend work or carryout duties in an undesired manner, the employee will be subjected to disciplinary action, which may in certain circumstances lead to the employee's summary dismissal.
- 3.6 All the employees are expected to comply with both the letter and spirit of this statement and the Code of Conduct in their dealings with investors, service providers, business partners, and fellow employees.
- 3.7 The following are the key guidelines;
 - 3.7.1 Obey all applicable laws, regulations and professional standards that govern the business.
 - 3.7.2 Recognize and value professionalism.
 - 3.7.3 Maintain an environment of honesty, trust and integrity.
 - 3.7.4 Respect the organization and your colleagues.
 - 3.7.5 Protect the property and interests of the organization.

4.0 Professional Work Environment

4.1 Treatment :

- 4.1.1 LLPL endeavors to create an environment where people are respected in their individual capacities and treated as equals, irrespective of their levels.
- 4.1.2 Employees are free to express and exchange their opinions and ideas which, according to company, is the best way to promote team work. This builds team spirit, fosters mutual respect and encourages them to contribute in a holistic manner to attain common goals.
- 4.1.3 The team LLPL consists of employees with diverse cultures, perspectives, skills and expertise. Irrespective of this diversity, we collectively conduct ourselves such that we represent LLPL's culture of openness, teamwork, striving for excellence and customer satisfaction.
- 4.1.4 As a member of LLPL, your conduct reflects not only on your personality, but also on the reputation and professional standards of our organization. We rely on your sense of responsibility and judgment to conduct yourself in a professional manner. All those who come in contact with any of our staff should be welcomed, made comfortable and respected. This applies to all situations that influence the work environment as a whole.

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4.2 Opportunities:

4.2.1 LLPL believes that all its employees should be given equal opportunities .There shall be equity & fairness in respect of recruitment, placement, training & development, promotion, compensation and assignments, either in India or abroad. Merit & Performance are the only basis for all these opportunities. The Company does not discriminate in any opportunities or practices on grounds of race, color, religion, sex, national origin, age or disability.

4.3 Nurturing Talent:

4.3.1 Mechanism is in place to identify leaders who can rise to the emerging opportunities and challenges through a combination of self and sponsored learning. Senior management team constantly works towards identifying performers with high growth potential. The Company has adopted a competency based tiered approach to leadership pipeline & succession planning, with tier one having people who are ready to lead business now, tier two in the next 3 – 5 years, and tier three in another 5 – 7 years.

5.0 Employee Obligations

- 5.1 The offer of employment is based on information provided by the employees in their application form, curriculum vitae and the interview process. Any false or misleading information including suppression of material facts will be considered as serious offence.
- 5.2 All the employees are required to enter into a confidentiality agreement which form part of the employment rules & regulations.
- 5.3 Employees are requested to bring to the notice of management any acts of illegal nature at work place or otherwise relating to work, without any fear. Management shall provide all the support required to ensure that the employee providing such information is not to put to inconvenience.
- 5.4 The employee is expected to disclose to the employer any injuries and/or illnesses previously suffered that may affect an employee's ability to effectively carryout the duties for which he/she has been appointed.
- 5.5 Smoking is prohibited at all the operational locations and Corporate Office. Employees who breach this policy shall be subjected to disciplinary action.

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- 5.6 It is an offence for any employee to pass racist, defamatory, abusive or slanderous remarks or use provocative gestures likely to create ill-will among a group or shatter its team-spirit.
- 5.7 Sexual harassment or molestation will not be tolerated by the employer and suitable disciplinary action will be taken if allegations of the same are substantiated.
- 5.8 It is expected that all the members would notify HR any change in their personal data, viz. change of address, contact numbers, marital status (especially for nomination of spouse for the purpose of Provident Fund and Insurance), cases of births and deaths in the family, acquiring of any professional qualifications etc. It is the responsibility of the employee to update details as required for Administrative purposes & Medclaim Policy.
- 5.9 Any employee, convicted of criminal offence, excluding minor road traffic offence, should notify the same to HR Department immediately.
- 6.0 Bribery :**
- 6.1 A bribe is a reward (monetary), advantage or other benefit made to influence or secure an improper advantage. Typically a bribe is used to secure or retain a business and/or license. Kickback, i.e., return or receipt of a percentage of money received under a contract is also a form of bribe. A bribe can be made to induce a person to act in an improper way or violate an official duty. It can also be made to induce a person not to act in a particular way or favour a decision. Bribery can take the form of monetary instruments, such as cash, or can be anything of value (e.g., travel, services, discounts, gifts, etc.). Laurus Labs (or its subsidiaries) Employees' must not engage in any form of bribery, either directly or indirectly.
- 7.0 Gifts:**
- 7.1 Laurus Labs (including subsidiaries) Employees' must not offer or accept any gift or hospitality other than business gifts of very small intrinsic value. For example diaries, calendars and other low value corporate branded goods, candy boxes, sweets (of limited quantity) may be accepted or given.
- 8.0 Hospitality:**
- 8.1 Though modest hospitality is an accepted part of commercial life and business relationships, an Employee or any member of their family should not, directly or through others, accept or offer hospitality that could influence or reasonably give the appearance of influencing the relationship with that organization or individual.

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9.0 Employee Responsibility:

9.1 Every employee must ensure that he/ she reads, understands and complies with this policy. The prevention, detection and reporting of bribery and other forms of corruption is the responsibility of all those working for Laurus. Employees are required to avoid any activity that might lead to, or suggest, a breach of this policy. Any violations should be reported using the Whistle Blower guidelines provided on Laurus intranet.

Power to Amend:

The management may at its discretion amend or withdraw any or all of the above provisions of this policy at any time with/without notice.

Policy Update Responsibility: HR

Revision History	Date of Effective
First Issue	31/12/2008

Approved by:

C. Narasimha Rao	Vice President - HR	 02/12/17
<i>Name</i>	<i>Designation</i>	<i>Signature</i>