



Code of Conduct Policy

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Introduction:

Indore Group is committed to creating a respectful, inclusive, and safe environment for all its members, including employees, volunteers, customers, and partners. This Code of Conduct outlines the principles and guidelines that govern the behavior and interactions of everyone involved with our organization. As members of the Indore Group, let us follow not only the letter of the Code, but its intent and spirit as well. This means we should Understand the areas covered by the Code, Company policies and procedures, and laws that apply to our job. Follow the legal requirements of all locations where we do business.

Conduct ourselves in ways that are consistent with the Code, Company policies and procedures, and ensuring compliance with laws.

Speak up if we have concerns or suspect violations of the Code, Company policies and procedures, or laws.

When requested, certify that we have reviewed, understand, and agree to follow the Code.

Understand that following the Code is a mandatory part of our job.

1. ATTENDANCE & PUNCTUALITY:

All employees are expected to arrive at work on time. Chronic lateness may result in disciplinary action. Notify your supervisor promptly in case of absence. Unauthorized or repeated absences may lead to consequences, including termination.

Submit leave requests in advance, except in emergencies. Approval is subject to business needs and workload.

Maintain accurate attendance records. Falsification of attendance records is a serious violation and may lead to disciplinary action.

If applicable, adhere to agreed-upon flexible work arrangements. Any changes should be communicated and approved in advance.

Non-compliance with the attendance policy may result in disciplinary actions, up to and including termination.

2. RESPECT & EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Treat every individual with respect, dignity, and fairness, regardless of their race, gender, age, religion, sexual orientation, gender identity, marital status, disability, nationality, or other characteristics.

It will be the policy of Indore Group, in accordance with all applicable State and National laws, to recruit, hire, train, compensation, benefits, transfer, social and recreational programs and promote persons in all job titles without regard to race, color, religion, sex, age, marital status, disability, or national origin, or any other basis prohibited by applicable law.

Avoid any form of discrimination, harassment, or offensive behavior.

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3. EQUAL REMUNERATION:

Indore Group is dedicated to the principles of equal remuneration for work of equal value, as outlined in the Equal Remuneration Convention (No. 100). We are committed to ensuring fairness and equity in compensation practices.

All members of Indore Group, regardless of gender or any other characteristic, shall be treated equally in matters of remuneration. Discrimination in compensation based on gender, race, color, religion, or any other factor is strictly prohibited.

Indore Group will conduct regular job evaluations to ensure that compensation is based on the principle of equal value for work. Jobs of equal value shall receive equal remuneration, irrespective of the gender of the jobholder.

Indore Group will maintain transparent compensation policies, clearly communicating the criteria and factors used to determine remuneration. All employees should have access to information about their salary structure and the basis for remuneration decisions.

We are committed to providing equal opportunities for career advancement and progression. Gender or any other characteristic will not be a barrier to accessing career development opportunities, promotions, or salary increases.

Indore Group will conduct periodic reviews of pay equity to identify and rectify any gender-based pay gaps. These reviews will be transparent, and corrective measures will be taken promptly.

Indore Group guarantees protection against retaliation for individuals who raise concerns about potential violations of equal remuneration principles. Retaliation against whistleblowers is strictly prohibited.

4. NON-DISCRIMINATION IN EMPLOYMENT AND OCCUPATION

Indore Group is committed to fostering a workplace free from discrimination, in accordance with the principles outlined in the Discrimination (Employment and Occupation) Convention (No. 111). We affirm equal opportunities and fair treatment for all individuals.

Discrimination based on race, color, sex, religion, political opinion, national extraction, social origin, disability, or any other status is strictly prohibited in all aspects of employment and occupation within Indore Group.

Indore Group ensures that recruitment and hiring processes are fair and based on merit. There shall be no discrimination in the selection, appointment, or promotion of employees.

All employees, regardless of their background, will be treated with dignity and respect. Indore Group promotes an inclusive work culture that values diversity and prohibits any form of discriminatory behavior.

Reasonable accommodation will be provided to employees with disabilities to ensure equal participation in employment and occupation. Indore Group is committed to creating an accessible and inclusive workplace environment.

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Indore Group maintains a zero-tolerance policy for harassment. Harassment based on any protected characteristic, as defined by Convention No. 111, will not be tolerated in the workplace.

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Indore Group establishes clear reporting mechanisms for employees who experience or witness discrimination. Reports will be handled confidentially, and appropriate corrective measures will be taken promptly.

5. HUMAN RIGHTS:

Indore Group is committed to promoting and protecting human rights in all aspects of its operations. We recognize that human rights are fundamental to the dignity and well-being of individuals, and we are dedicated to upholding the principles enshrined in international human rights standards.

This policy applies to all employees, contractors, suppliers, and partners associated directly or indirectly with Indore Group. It encompasses all activities conducted by the organization, both within and outside its facilities.

Indore Group is committed to respecting the inherent dignity of every individual. We will not engage in or support activities that violate the fundamental human rights of any person.

Also prohibits discrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation, or any other characteristic protected by applicable law. We promote diversity and inclusion in all aspects of our operations.

This policy aims to provide an avenue for Associates to raise concerns on any violations of human rights, can write to whistleblower@indore.co.in. If any complaint receives, then Indore Group will form a 3 member's committee (2 member's from the incident location and 1 member from corporate office) to resolve the complaint.

6. PROFESSIONALISM:

Maintain a high standard of professionalism in all interactions within the organization. Use language and behavior that is appropriate for the workplace or the context of the organization.

7.EMPLOYEE ENGAGEMENT:

Actively participate in team communications and contribute constructively to discussions.

Foster a positive and collaborative work environment by respecting colleagues and promoting teamwork. Engage in continuous learning and professional development opportunities to enhance skills and contribute to personal growth.

Support and prioritize the well-being of yourself and your colleagues. Report concerns about well-being promptly.

Embrace and promote diversity and inclusion, treating all colleagues with respect and fairness.

Failure to uphold these engagement principles may result in consequences, including counselling or disciplinary action, as deemed appropriate by the organization.

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8. CONFLICT OF INTEREST:

Employees and members of their immediate families may not offer or receive anything of value, either directly, to or from any person or organization with which Indore Group, does business or is in competition with. Any transaction of such, where the offer or acceptance might compromise Indore Group's interest, might interfere with an employee's impartial discharge of duties, is intended or appears to be intended to influence, acknowledge, or reward the award of any contract, or is in violation of a law or statute.

Receipt of any gift, gratuity, favor, entertainment, fee, commission, or any form of compensation or benefit with a value greater than Rs 500 from persons or organizations with which Indore Group does business, including prospective suppliers, is to be reported in writing within a month of receipt to the Finance Controller.

No employee may engage in any outside business activity, pursuit, action, or investment that could by its nature or scope (with or without personnel gain):

- Create an interest or benefit to the employee that may adversely affect the interests or reputation of Indore Group.
- Be objectively construed as impairing or potentially impairing an impartial discharge of duties.
- Interfere with the satisfactory performance of assigned duties with Indore Group.
- Reflect a compromise or misuse of Indore Group, information, or assets.

Employees are expected to recognize and avoid activities or investments that involve a conflict of interest. While it is impossible to list in this policy statement every circumstance which may suggest a possibility of a conflict of interest, the standards for evaluating such activities or investments is the responsibility of the employee. If an employee is ever in doubt of whether an activity might create a conflict of interest, the employee should feel free to contact the Human Resources Department for advice.

9. CONFIDENTIALITY & USE OF COMPANY PROPERTY, FUNDS AND ASSETS:

Respect and protect confidential information shared with you by the organization or other members. Do not share or misuse confidential information for personal gain or to the detriment of Indore Group. Indore's funds and assets may only be used for proper corporate purposes. No company funds or assets may be used to make any charitable or political contribution without the prior review and written approval of the Managing Director.

All e-mail and voicemail systems are the property of Indore Group and should be used only for job related purposes. All communications and information transmitted, received or stored through such systems are the property of Indore Group, Incidental and occasional personal use of these systems is permitted, but employees should have no expectation of privacy when using the company's e-mail and voicemail systems, and the Company reserves the right to monitor and access an employee's e-mail and voicemail records.

10. COLLABORATION & INCLUSIVITY:

The Company is committed to providing and maintaining a work environment that promotes teamwork and employee participation. We believe it is management's responsibility to represent the best interests of our employees and to continuously strive to ensure that employees are treated fairly and with respect. We believe in open and direct communication that permits resolution of employee issues in an atmosphere of mutual trust, responsive to individual circumstances. We endeavor to provide a positive and safe working environment, a competitive compensation package, career development and employee satisfaction.



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The Company's management team is committed to fostering a relationship that unites management and employees in mutual respect and cooperation. We urge every employee to help us build that relationship.

11. OPEN DOOR POLICY:

If an employee has a work-related concern, he or she should speak with his or her manager as soon as possible. The manager will attempt to answer the question and/or resolve the issue. If the employee believes his or her manager did not resolve the issue or if the issue directly involves the employee's manager, then the employee should take the issue to the next level of management or to the Human Resources Department. For matters involving possible harassment or discrimination, employees should follow the complaint procedures contained in the Harassment and Discrimination policy, rather than the Open-Door Policy.

12. REPORTING VIOLATION:

The interests of Indore Group and all its employees are best protected when there are not violations of this code and when any violations that do occur are promptly identified and corrected. If you are aware of or have any reason to suspect a violation has taken place, please promptly notify Human Resources or can write top management on whistleblower@indore.co.in. No employee will be subject to disciplinary action or retaliation for making a report in good faith; however, any employee who makes a report that they know, or reasonably believe, is untrue or misleading will be subject to appropriate disciplinary action, up to and including termination of employment.

13. CONSEQUENCES OF VIOLATION:

Violating this Code of Conduct may result in appropriate actions, which may include verbal warnings, written warnings, suspension, or termination of membership or employment, depending on the severity of the violation.

14. RELATIONS WITH COMPETITORS:

Indore Group expects that its employees will comply with all applicable laws and regulations governing competition, including antitrust laws. Your manager should approve in advance and/or be kept informed regarding actions of any kind in conjunction with a competitor of Indore, Employees should exercise extreme caution in any situation where competitors are present to avoid any perception of illegal relationships, particularly at trade shows, trade associations meetings and conventions etc.

15. SAFETY AND ENVIRONMENTAL CONCERNS:

All employees are required to obey all applicable national, local or other safety or environmental laws and regulations and must observe the proper safety rules and environmental practices in work situations. Indore Group does not expect or permit the taking of unnecessary or unreasonable risks in the performance of duties by an employee. Indore places importance upon protection of the environment.

16. COPYRIGHTS, TRADEMARKS AND PATENTS:

All patents, technical journals (papers), trademarks, copyrights, drawings, specifications, computer programs, designs, formulations, photograph processes, reports, memoranda, models, notes, and other intellectual property created by employees during their employment are the property of Indore Group, not the employee.

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17. ACCOUNTING AND FINANCIAL REPORTING:

Indore Group's financial books and records should reflect the assets, liabilities, revenues, costs and expenses of the company in accordance with the Generally Accepted Accounting Principles of Indore Group's policy and local laws and regulations. Creating or attempting to create false or misleading records is absolutely forbidden. No employee may conceal information from auditors or regulatory agencies. All books and records will be maintained in accordance with any Indore Group's record retention policy established.

18. DEALINGS WITH GOVERNMENT OFFICIALS:

As a general matter, Indore Group and its employees are legally prohibited from offering, promising, or giving money, gifts, rewards, entertainment, or other favors to a government official or employee as a means of influencing official actions or decisions. This includes all National, state, and local government agencies.

19. ELIGIBILITY FOR EMPLOYMENT - BACKGROUND:

The Company reserves the right to check all applicants' and employees' personal and professional references, educational history, employment history, and criminal background (to the extent such is permitted by applicable law). All background checks will be conducted in accordance with applicable National and state law, and the appropriate disclosures and authorization shall be obtained from the employee prior to conducting a background.

20. NO SOLICITATION POLICY:

It is the policy of Indore Group to strictly prohibit solicitation for any purpose, by an Associate or a party directly or indirectly employed with Indore Group. Collection of funds for gifts of any kind to the Associates or members of their families is not permitted. Some Associates might have financial constraints which can cause inconvenience while collecting funds for any reason. Every Associate's work deserves his/her full attention during scheduled work time.

"No Solicitation" will also include the following:

- ❖ Any Associate trying to sell any items to fellow Associates.
- ❖ Bring in catalogues for the same purpose or make collections for any reason.
- ❖ Circulation of petitions/notice of any kind
- ❖ Associates may not distribute any literature in their work.
- ❖ Solicitation of Associates on any of the above-mentioned forms is prohibited and subject to disciplinary action.



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21. POLICY ON DRUG & ALCOHOLE-FREE WORKPLACE:

Creating a safe and healthy work environment is a key priority for Indore Group. This policy has been established to keep Associates healthy, productive, and free of injury. This policy demonstrates our commitment to our Associates and our belief that drug, or alcohol use poses a serious risk, not only to the individual, but also to other Associates, customers, and the organization.

While in the office/factory premises or while representing the Company, Associates are prohibited from:

- ❖ Processing, selling, trading, or offering illegal drugs or otherwise engaging in the illegal use of drugs consumption of alcohol while on the duty hours or reporting to work under the influence of drugs or alcohol.
- ❖ Violation of any of the above mentioned shall attract serious action from the management, which could be up to termination without notice.

22. POLICY AGAINST SEXUAL HARASSEMENT:

All Associates are to be treated with respect and dignity. Associates are expected to maintain a positive work atmosphere by behaving and communicating in a manner to get along with customers, guests, coworkers, and management. Associates have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment based on an Associate's race, color, religion, sex, national origin, age, sexual orientation, marital status, disability or any other basis is prohibited.

Our Company views harassment to be among the most serious breaches of workplace behavior.

Disciplinary action will be taken against Associates who violate this policy.

In general, harassment means persistent and unwelcome conduct or actions on any of the bases mentioned above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Associate's conduct that results in the harassment of other Associates will not be tolerated. Further, the Company does not ignore such conduct by customers, vendors or any other businessperson conducting business with our Company. All complaints of harassment will be investigated promptly and, where necessary, immediate appropriate action will be taken to stop any such harassment activity. Any Associate found in violation of this policy will be subjected to disciplinary action and could also be reported to the Police Department.

Any Associate who has witnessed or been subjected to any harassment of this nature should immediately report the incident to the Human Resource Department.

23. WHISTLEBLOWER PROTECTION:

The Company is committed to adhering to the highest standards of ethical, moral and legal conduct of business operations. To maintain these standards, the Company encourages its Associates who have concerns about suspected misconduct and come forward to express these concerns without fear. This policy aims to provide an avenue for Associates to raise concerns on any violations of legal, regulatory, or ethical requirements, can write to whistleblower@indore.co.in.

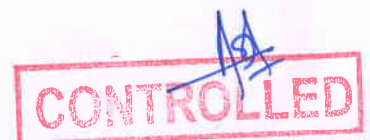
The Whistle-blower policy intends to cover serious concerns that could have a grave impact on the operations and performance of the Company.

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The Policy covers matters such as malpractices and events which have taken place/ suspected to take place, which could be:

- ❖ Abuse of authority
- ❖ Breach of contract
- ❖ Negligence causes substantial and specific danger to public health and safety.
- ❖ Manipulation of company data/records
- ❖ Financial irregularities, including fraud or suspected fraud or Deficiencies in Internal Control and check or deliberate error in preparations of Financial Statements or Misrepresentation of financial reports.
- ❖ Any unlawful act whether Criminal/ Civil
- ❖ Perforation of confidential/propriety/technology related information.
- ❖ Wastage/misappropriation of company funds/assets
- ❖ Breach of Company Policy or failure to implement or comply with any approved Company Policy

This policy should not be used as a route for raising malicious or unfounded allegations against colleagues.

24. PROHIBITION OF CHILD LABOR:

Indore Group strictly prohibits the use of child labor (below age of 18 years) in any of its activities, operations, or supply chain.

We define "child labor" as the employment or engagement of individuals under the legal minimum working age applicable in their respective region or country. Indore Group adheres to all relevant local, national, and international laws and standards related to child labor.

All vendors, party directly or indirectly employed with Indore Group must comply with international, national, and local laws and regulations related to child labor. In case of conflicting standards, the higher standard that provides greater protection to children shall prevail.

Vendors are required to provide a written certification confirming that they do not employ child labor. This certification should be provided upon the initiation of the contract and periodically as requested by Indore Group.

25. ELIMINATION OF THE WORST FORMS OF CHILD LABOUR:

Indore Group is committed to upholding the principles of the Worst Forms of Child Labour Convention (No. 182). We have a zero-tolerance policy for any form of child labor that falls within the worst forms, including but not limited to slavery, trafficking, hazardous work, and exploitation.

Indore Group rigorously verifies the age of all individuals engaged in its operations and ensures that no person below the legal minimum age is employed. For individuals above the legal minimum age but below 18, documented consent from the individual and their parent or guardian is required.

No individual under the age of 18 shall be engaged in any form of hazardous work as defined by Convention No. 182. Indore Group is committed to providing a safe and healthy working environment for all employees, especially young workers.

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Indore Group actively supports the education of young workers and prohibits any interference with their education. We provide flexible work schedules to accommodate their educational needs and encourage continuous learning.

Indore Group conducts thorough due diligence in its supply chain to ensure that suppliers and business partners also adhere to the principles of eliminating the worst forms of child labor. We engage with entities that share our commitment to ethical labor practices.

All members of Indore Group, especially those involved in recruitment and management, undergo comprehensive training on the Worst Forms of Child Labour Convention. This training aims to increase awareness, identify potential risks, and ensure compliance.

Indore Group establishes a robust reporting mechanism for employees to report any concerns related to the worst forms of child labor. Reports will be handled confidentially, and corrective actions will be taken promptly.

26. MINIMUM AGE IN EMPLOYMENT:

Indore Group is unwavering in our commitment to upholding the principles of the Minimum Age Convention (No. 138). We are dedicated to preventing and eliminating child labor in all aspects of our operations.

Indore Group strictly adheres to the minimum age requirements set forth by national laws and regulations and in accordance with the Minimum Age Convention (No. 138). We ensure that all individuals employed or engaged in our operations meet or exceed the minimum age standards.

Prior to employment, Indore Group conducts thorough age verification to ensure compliance with minimum age requirements. Documentary evidence of age, such as birth certificates or official identification documents, will be diligently reviewed and maintained for all employees.

Indore Group unequivocally prohibits the use of child labor in any form. Individuals under the age of 18 will not be engaged in work that is likely to jeopardize their health, safety, education, or morals. We prioritize the well-being and development of young workers.

Young workers, in accordance with the Minimum Age Convention, will not be subjected to excessive working hours or conditions that may hinder their education, development, or well-being. Work schedules will be adapted to allow for appropriate rest and recreation.

Indore Group actively supports the education of young workers. We recognize the importance of education in their development and will provide opportunities for continued learning alongside their employment.

All members of Indore Group will undergo comprehensive training on the importance of complying with minimum age standards and preventing child labor. This training aims to raise awareness and promote a culture of responsible employment practices.



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Indore Group establishes a robust reporting mechanism for employees to report any concerns related to the potential violation of minimum age standards. Reports will be handled confidentially, and corrective actions will be taken promptly.

Indore Group conducts due diligence in its supply chain to ensure that suppliers and business partners also comply with minimum age standards. We engage with entities that share our commitment to preventing child labor.

27. PROHIBITION OF FORCED LABOR/ MODERN SLAVERY AND HUMAN TRAFFICKING:

Indore Group strictly prohibits the use of forced or compulsory labor/modern slavery/human trafficking in any form, including prison labor, indentured labor, bonded labor, or any work performed under threat of punishment.

Indore Group is committed to responsible sourcing practices. We expect our suppliers and partners to adhere to ethical labor standards and share our commitment to eliminating forced labor within their operations. Vendors are required to provide a written certification confirming that they do not employ forced labor/modern slavery/human trafficking. This certification should be provided upon the initiation of the contract and periodically as requested by Indore Group.

Indore Group is dedicated to upholding the principles of human rights and dignity. We unequivocally reject all forms of forced or compulsory labor as outlined in the Forced Labour Convention (No. 29).

All individuals associated with Indore Group, whether employees, contractors, or partners, must engage in work voluntarily. No form of coercion, threat, or compulsion shall be tolerated.

Every member of Indore Group is expected to comply with all relevant local and international laws and regulations pertaining to forced labor. Any activity that constitutes forced labor is strictly prohibited.

Indore Group promotes a culture of inclusion and non-discrimination. Discrimination based on race, color, gender, religion, or any other characteristic is unacceptable in matters related to employment or engagement in work.

Members of Indore Group are encouraged to promptly report any suspected instances of forced labor. Reporting can be done confidentially, and no individual will face retaliation for reporting in good faith.

All members of Indore Group will actively participate in training programs and awareness initiatives designed to educate about the importance of preventing forced labor. This includes staying informed about relevant laws and regulations.

Indore Group guarantees protection against retaliation for individuals who report potential violations of this code of conduct. Retaliation against whistleblowers is strictly prohibited.

28. ABOLITION OF FORCED LABOUR

Indore Group is unwavering in its commitment to upholding the principles of human rights and dignity. We explicitly reject all forms of forced or compulsory labor as outlined in the Abolition of Forced Labour Convention (No. 105).



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Every individual associated with Indore Group, including employees, contractors, and partners, must engage in work voluntarily. Coercion, threat, or any form of compulsion in work is strictly prohibited.

All members of Indore Group are expected to comply with applicable local and international laws and regulations related to forced labor. Any activity that constitutes forced labor is strictly forbidden.

29. RESPECTS FOR THE RIGHTS OF LOCAL COMMUNITIES:

Indore Group is dedicated to fostering positive relationships with the local communities where we operate. We recognize the importance of respecting the rights, culture, and well-being of these communities. This Community Rights Respect Policy outlines our commitment to responsible and ethical practices that prioritize the interests and rights of local communities.

Company acknowledges and appreciates the cultural diversity of local communities. Our operations will be conducted with sensitivity to local customs, traditions, and practices. When engaging in activities that may affect local communities, we commit to obtaining their informed consent through transparent and inclusive communication processes. The company recognizes the importance of providing clear information about potential impacts and benefits. Indore Group seeks to engage in meaningful partnerships and collaborations with local communities. This involves actively listening to their concerns and considering their perspectives in our operations. We aim to contribute to the economic empowerment of local communities by providing opportunities for employment, training, and business development. Our goal is to enhance local livelihoods and promote sustainable economic growth. Indore Group commits to environmentally responsible practices that mitigate any negative impacts on local communities. This includes efforts to minimize pollution, protect natural resources, and support community-led environmental initiatives.

30. CONCLUSION:

By adhering to this Code of Conduct, we can all contribute to a positive and inclusive environment within Indore Group. We appreciate your commitment to upholding these principles and values.

31. REVIEW AND UPDATES:

Management has the right to review and update this Code of Conduct periodically to ensure its relevance and effectiveness.



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