



## Code of Conduct

### Objective:

- This policy communicates the desired standards of behaviour expected out of all executives Coverage/Applicability:

- All executives

### AL Code of Conduct Behavioural Standards expected:

- Compliance with Law
  - As a company we expect our employees to act as responsible citizens and adhere to law of the land in word and spirit
- Dealing with Gifts, Bribes or corruption in any form
  - Reject Bribes/corruption in any form, cash or kind. Receiving or giving gifts which would hinder you to perform your job objectively and in an unbiased manner, and which would affect organization's ethical way of doing business is also considered Bribe
  - Gifts in the form of entertainment through free / discounted travel / food / stay for self and / or family, any gifts for self/family members from parties conducting business with the Companies are not permitted under this code of conduct
- Equal Opportunities Employer
  - We believe in equal opportunity employment irrespective of race, creed, caste, religion, nationality, gender, colour, ancestry, ethnic origin, marital status, sexual orientation, disability unrelated to job requirements
  - Any discrimination on above grounds or harassment in any form would be dealt with as per the company laid norms and relevant policies in place
  - Employees are required to avoid any such discrimination and comply with equal opportunity status
- Action against Sexual Harassment
  - Any form of sexual harassment will be dealt with as per the guidelines mentioned in the Policy On Sexual Harassment at Work Place



- Concurrent Employment
  - Executives should not involve themselves directly or indirectly in any form of assignments apart from the full time Job at AL, which would either benefit them in monetary terms or would create conflicts of interest with AL's business requirements & Values
- Generic behavioral standards
  - Maintain Integrity
  - Respect Dignity of others & Self
  - Treat all fairly and in an unbiased manner
- Work specific behavioural standards
  - Respect your Job.
  - Adhere to work timings
  - Adhere to AL Company policies
  - Adhere to External Communication protocol and the norms while handling company related information, copyrighted/Patented content and Trade Marks
  - Never compromise on Quality in terms of both Products & Service
  - Never fear to stand up against unethical behaviour or any form of In-discipline at work place
  - Focus on Excellence
  - Products or Systems or Processes - Initiate, Innovate and create value;
  - Avoid Conflicts of Interest
  - Adhere to formal dress code as appropriate
  - Reuse wherever possible and support "Go Green" through your efforts for a clean and safe environment
- Maintain confidentiality and information security:
  - Do not use information about the Company, its Group companies and/or clients, suppliers, employees that are not in the public domain to, derive personal gains/benefits or assist others to derive benefits
  - It is the duty of every executive to maintain total confidentiality of all company related information to which he/she may have access directly or indirectly
  - Divulging company related information, inadvertently or wilfully is a serious misconduct

- All executive should respect and strictly observe the practice of confidentiality and Non- disclosure
- The following will also be considered violation of Code of Conduct:
  - Wilful insubordination/disobedience
  - Theft, fraud or dishonesty with respect to the employer's business
  - Wilful damage/loss of employer's property/asset
- Non adherence to work timing
- Habitual negligence of work
- Giving/taking bribe in cash or kind
- Concurrent employment
- Discrimination on already stated grounds
- Sexual Harassment (Will be dealt with as per the policy on sexual harassment at work place)
- Violation of company policies
- Breach of confidentiality
- Making false claims to gain monetary/non-monetary benefits
- Producing forged/false documents
- Money lending, canvassing for personal business
- Any other act of commission or omission, subversive of discipline/code of conduct in the organization
- The company would initiate action on violation of Code of Conduct
- The AL Code of Conduct does not provide a comprehensive and complete explanation of all the rules and behavioural standards that executives are expected to adhere to While the company tries to meet the expectation of executives in communicating the changes made in policies and other governing aspects, the obligation to keep oneself abreast about the company policies, procedures and other governing aspects, lies with executives themselves

#### Method of Complaint Registration:

- In case of violation of Code of Conduct, an executive can register complaint with the Unit/Divisional Head.
- The investigating authority in each of the case, is required to follow the Principles of Natural Justice

- However, executives need to exercise caution prior to raising such complaints as false complaints raised with intent to tarnish the image of fellow executive/other Individual/Company would also be severely dealt in-line with handling disciplinary issues
- The documented proceedings with the findings will have to be submitted to the Unit/Divisional Head as appropriate, & Head HR/BP HR concerned
- The recommended action can range from a verbal warning, requiring the accused to undergo counselling, to transfer or expulsion of the accused depending upon the determined severity or the circumstances of the case and would be sent for approval to the company appointed senior executive, currently Head-HR
- If the conduct of the accused amounts to a specific offence under the law, Ashok Leyland shall initiate appropriate action in accordance with law
- The recommendations can be reviewed and modified by Head-HR
- No executive, terminated on disciplinary grounds will be reinstated/recruited again on company rolls
- The Code of Conduct has to be signed by the executive, on his/her joining the company