

EVERSENDAI

GROUP CODE OF CONDUCT

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GROUP CODE OF CONDUCT

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FOREWORD TO EMPLOYEES

This Group Code of Conduct (the “Code”) contains policies and guidelines relating to the standards and ethics that all employees are expected to adhere to during the course of their work. It is designed to maintain discipline and order in the workplace among employees of all levels. It also sets out the circumstances in which such employees would be deemed to have breached the Code and the actions that can be taken against them if they do so.

The specific procedures on the application of the policies referred to in the Code will be spelt out in the Company’s policies and procedures manual.

The Company reserves the right to amend, delete or augment any provision in this Code as and when it deems necessary. All policy changes shall be approved by the Management.

In the event there is any discrepancy between the Group Code of Conduct, Employee Handbook and the Local Law, the rules of the Local Law shall prevail.

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DEFINITIONS

The following definitions shall apply unless otherwise expressly stated in the Code:

Company	EVERSENDAI Corporation Berhad (614060-A) including its subsidiaries.
Confidential Information	Any information pertaining to the Company, its business or any other matter which: - (a) the Company reasonably believes that release of the information will be injurious to it or advantageous to its trade rivals, and/or (b) the Company reasonably believes that the information is not already made public.
Employee	A person is under the employment of the Company including permanent, contract and temporary employment. Where an employee is employed under a contract, the terms and conditions of his contract shall apply where they differ from the policies in this Code.
HRAD	Human Resources and Administration Department.
GHRAD	Group Human Resources and Administration Department.
Prohibited Substances	Alcoholic beverages, controlled substances and dangerous drugs except for those made available to an employee under a doctor's prescription.
Relatives	Parents, brothers, sisters, grandparents, parents-in-law of the relevant employee.
Spouse	An employee's legal wife or husband

All references of the masculine gender shall include the feminine gender unless otherwise expressly stated. All words importing the singular number shall include the plural number and vice versa.

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1. PROFESSIONAL CONDUCT

All employees shall observe and adhere to the highest standard of professional conduct. They should, in all respects and at all times, conduct themselves with integrity, propriety and decorum and must not under any circumstances, commit any act or omission that would bring damage to the Company, its property, reputation or general interests.

Employees are expected to have respect and tolerance for cultures and religions other than those of their own whether locally or overseas and shall conduct themselves in accordance with accepted standards of behaviour.

The Company does not tolerate any form of abusive or coercive behaviour whether verbal or otherwise, physical violence or sexual harassment among its employees.

2. ATTENDANCE / PUNCTUALITY

All employees are required to observe the stipulated working hours of the Company. If an employee is unable to commence work on time on any particular day, he / she must inform their immediate superior by telephone at the earliest available opportunity.

Late attendance by an employee will be recorded in the respective employee's attendance record maintained by the Company. If an employee is late for work on more than three (3) occasions in a month an appropriate caution letter may be issued to the employee by the Company. If the employee persists in late attendance and without good reason, he shall be subject to disciplinary action at the discretion of the Company. For the purpose of this section, "good reason" shall be construed as a reason which is not, in the opinion of the Company, frivolous, trivial, flippant or inconsequential.

An employee who is unable to attend work because of illness shall submit his original medical certificate to the Company on the day he returns to work. Unless an employee is not on medical leave, he will be required to apply for leave if he intends to be absent from work.

An employee must not, without good reason, be continuously absent from work for more than two (2) consecutive working days without having obtained prior approval for leave from his relevant superior. If the employee was not able to obtain such prior approval, he must inform his superior or the HRAD of the reason for such absence at the earliest opportunity during such absence.

3. APPEARANCE

All employees must be suitably attired and groomed at all times at the workplace, appropriate for their respective positions. They are expected to maintain a dignified appearance and be neat, presentable, clean, and tidy.

Casual attire including t-shirts, sports shoes, slippers, and sandals are not allowed in the workplace during working hours.

Company provided corporate shirts (office, factory and project site) are to be worn when coming to work and are also applicable to those who are working on Saturday.

4. ALCOHOL AND DRUG ABUSE

Prohibited substances may not be brought, kept, consumed, sold, purchased or dealt with in any way on the Company's premises. Employees shall not report for work or carry out their duties in the course of their employment under the influence of alcohol or drugs of all or any of the above substances. If an employee is taking medication which renders him unable to carry out his duties in a proper manner and / or which would jeopardise the safety of himself and/or the other employees, he must inform his relevant superior or the HRAD accordingly.

If an employee knows or suspects that an employee is using, taking, consuming, or dealing with any prohibited substances, he must inform his immediate superior or the HRAD immediately. The Company also encourages employees to bring their personal drinking or drug problem to the attention of their superior (who shall inform the HRAD accordingly without delay), or the HRAD directly. The Company may at its sole discretion and without prejudice to its rights of dismissal, render assistance to an employee who voluntarily submits himself for treatment for such a problem including rehabilitation at an appropriate centre for treatment.

The HRAD shall be responsible for determining the details of such misconduct or problem and the appropriate action to be taken against the said employee, which may include, without limitation, reprimand, suspension or dismissal. The HRAD may, if it considers appropriate in the circumstances, submit a report of such misconduct to the management together with its recommendation of appropriate disciplinary action to be taken against the said employee.

The Company may from time to time, at its sole discretion, require employees to be randomly tested for the use of illegal drugs and substances. Refusal by the employees to undergo such a test may warrant appropriate disciplinary action to be taken by the Company as it deems fit.

5. CODE OF CONDUCT

A) Commitment

- (i) All employees shall, in the course of their employment with the Company and in carrying out their duties and responsibilities in respect thereof, diligently and to the best of their ability perform such responsibilities and the responsibilities assigned or designated to them.
- (ii) All employees are expected at all times to promote and advance the interests of the Company and shall not do anything to bring disrepute to the Company.
- (iii) All employees shall obey, comply with and observe rules, regulations, procedures, practices, orders, directives and policies of the Company, whether expressed or implied in law or by custom and practice.

B) Confidentiality

- (i) No employee is permitted whether during or after termination of their employment with the Company, to discuss or divulge confidential information relating or pertaining

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to the Company directly or indirectly to any person or company unless:-

- (a) such information has previously been made public knowledge; or
 - (b) upon express direction or with express approval of the Company; or
 - (c) required, compelled, or obliged to do so by law.
- (ii) Employees should not discuss whether among themselves or with others, within the workplace or outside the Company's premises, confidential information regarding the Company, its business partners, its customers or clients, its employees or any other confidential information except in the course of carrying out the Company's business.
- (iii) It is the Company's policy that any information pertaining to the Company in any way whatsoever and which is not generally available to the public shall be treated with the utmost confidentiality. Such information must not be shared or used by any employee whether directly or indirectly to influence an investment decision in connection with the purchase or sale of securities.
- (iv) The first obligation of any employee who receives a subpoena or other request seeking the disclosure of confidential information pertaining to the Company is to contact his immediate superior or Head, GHRAD for guidance. At no point shall an employee ignore or be in breach of a subpoena and shall at no point lie when giving testimony in a court of law.

C) Insubordination and Inefficiency

An employee shall not commit any act of willful refusal, insubordination or disobedience of any lawful and reasonable instruction of his superior / manager including refusal to perform work assigned, being inefficient and deliberately slowing down of work causing the quality and / or the quantity of work to be adversely affected.

D) Press Releases and Public Statements

An employee should inform his immediate superior if a member of the media approaches him for any information, statement or opinion concerning the Company. The immediate superior will direct all such requests to GHRAD, who will then give an appropriate response.

An employee shall not make any public statement on the policies or decisions of the Company whether orally or in writing or in any form whatsoever nor shall he circulate or cause to be circulated any such statement.

E) Public Appearance as a Guest Speaker or Panel Member

Any employee who has been invited to appear as a guest speaker in a public forum must, if he intends to make such appearance, submit the details and / or the topic(s) of his proposed speech to his immediate superior. The immediate superior shall in turn submit the same to GHRAD for their consideration. An employee may only make such appearance if prior approval has been obtained from the Management.

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F) Publications

Employees are not permitted to publish or distribute in any written or printed form, articles, books, periodicals, leaflets, brochures etc. containing information relating to the Company without prior written approval from the Company.

G) Conflict Of Interest

An employee cannot during his employment with the Company, engage directly or indirectly in any other business or occupation whether as principal, agent, servant or broker while still in employment with the Company. He is also not permitted to engage in any activity, which can be detrimental, directly or indirectly, to the interest of the Company.

An employee is not allowed to participate in or influence the purchase of goods and services from any company or person in which or through which that employee has or will obtain a direct or indirect interest or benefit.

Upon receipt of the Code, all employees must declare all such interests as described in the Declaration Form for Conflict of Interests and particular attention must be paid to the notes thereto, which explain the types of interests that must be declared.

Any proposal made by any employee for an unsolicited offer to purchase any or all of the equity interests of any of the Companies in the Group will be viewed as an event which may give rise to a conflict of interest if such employee continues employment with the Group. Accordingly, such employee may be required to tender his resignation immediately.

H) Marriage and Transfer

In the event of a marriage between employees of the Company within the same department, one partner to the marriage may be relocated to another department.

I) Relatives

The Company may consider the employment of any person as an employee, however the employment of a relative may result in conflict of interests that are best avoided. The onus is on such employee to declare whether he has any relatives or spouse working in the Company or any Company within the Group.

J) Dealings with Suppliers

The Company is a valuable customer for many suppliers of goods and services and facilities. People who want to do business or to continue to do business with the Company must understand that all purchases by the Company or any of its affiliates will be made exclusively on the basis of price, quality, service and suitability to the Company's needs.

K) Dealings with Customers and Potential Customers

Employees must keep all dealings with customers and potential customers fair and aboveboard. The Company gets business and keeps it because of the quality of its goods and services. The Company will not give illegal or unethical rebates, kickbacks, under-the-table payments, or other similar improper favours to customers or their representatives. No gift or entertainment will be provided to our customers, potential customers or their employees and representatives for the purpose of improperly influencing the recipient to do business with the Company.

The boundary line between ethical and unethical competition, or legal and illegal conduct, is not always well-defined, particularly in international activities where differing local laws, customs, and practices come into play or where the Company may be transacting business with government or quasi-government entities (eg. government monopolies or government-owned enterprises).

To help keep all of us on the right side of the line, the following standards will serve as guidelines:-

- a) All employees should make every effort to know and fully comply with the relevant Malaysian and Local Laws / Regulations governing relations with customers as well as competitors.
- b) All employees engaged in government contacts or contracts and dealings with quasi-government entities (eg. government monopolies or government-owned enterprises) must also remain cognizant of the relevant Malaysian and Local Laws / Regulations covering relations with public agencies.
- c) Employees will make no gifts to customers or their employees or representatives except items of nominal value which fit the efforts for a particular market. Exceptions to this policy can occur in international trade, where it can be legal and a customary and appropriate business practice to give or exchange gifts of more than nominal with customers or their employees or representatives. Only the Group Managing Director / Deputy Group Managing Director / respective Business Unit Heads of Eversendai Group of Companies can authorize the giving, receiving, or exchanging of such gifts. Any gifts received by employees in such an exchange must be reported to the recipient's Head of Department for determination as to the disposition of the gift.
- d) Entertainment for any customer must fit regular business practices. The place and type of entertainment and the money spent must be reasonable and appropriate and prior approval must be taken from Management.

L) Use of Agents and Non-Employees

Agents or other non-employees cannot be used to circumvent the law. Employees will not retain agents or other representatives to engage in practices that run contrary to the Group Code of Conduct.

6. ANTI-BRIBERY CORRUPTION POLICY

Reference is made to the signed Anti-Bribery Corruption Policy

7. WHISTLEBLOWING POLICY

Reference is made to the signed Whistleblowing Policy.

8. ACCOUNTING STANDARDS AND RECORDS

Company books and records must accurately reflect the Company's assets, liabilities, revenues and expenses. All payments made must be described accurately and with sufficient detail and are to be made only for the purpose described in the documents and records recording the payment. No payment by or on behalf of the Company may be made without adequate supporting documentation. No undisclosed or unrecorded fund or asset of the Company may be established or maintained for any purpose. An adequate system of internal control must be maintained to provide reasonable assurance that the Company's records reflect its transactions, protect against misuse or loss of assets, and ensure the integrity and accuracy of the Company's financial statements. You must always provide complete and accurate information in response to inquiries from the Group Managing Director and Deputy Group Managing Director and its internal and outside independent auditors.

It is the Company's policy that when claims are submitted for reimbursements of expenses incurred, it must be supported by all relevant documents so that the Company may assess the claims. You will only be entitled to be reimbursed for expenses incurred whilst you are on legitimate Company business. The Company prohibits the use of its resources for personal gain and/or purposes.

9. HEALTH, SAFETY AND ENVIRONMENT

As an employee of Eversendai Group of Companies, you are responsible for conducting the Company's business in a manner that protects the health and safety of Company employees and the environment. You should act at all times in a manner that ensures Company compliance with all applicable governmental and private health, safety and environmental requirements.

Reference is also made to the signed Health, Safety, and Environment Policy.

10. SEXUAL HARASSMENT

It is the policy of the Company to promote a safe and healthy working environment that fosters mutual respect where individual employees irrespective of status or position are treated with dignity and free from sexual harassment.

Employees are strictly prohibited from engaging in any form of harassment, humiliation and intimidation of a sexual nature.

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Definition of sexual harassment

For the purpose of this Code, sexual harassment is defined as:

Any unwanted conduct of a sexual nature having the effect of verbal, non-verbal, visual, psychological or physical harassment:

- (i) that might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on his / her employment.
- (ii) that might, on reasonable grounds, be perceived by the recipient as an offence or humiliation, or a threat to his / her wellbeing, but has no direct link to his / her employment.

Sexual harassment can occur between individuals of different sexes or of the same sex.

Based on the above definition, sexual harassment may be divided into two categories, namely sexual coercion and sexual annoyance.

Sexual coercion is sexual harassment that results in some direct consequence to the victim's employment. An example of sexual harassment of this coercive kind is where a superior, who has power over salary and promotion, attempts to coerce a subordinate to grant sexual favours. If the subordinate accedes to the superior's sexual solicitation, job benefits will follow. Conversely, if the subordinate refuses, job benefits are denied.

Sexual annoyance, the second type of sexual harassment is sexually-related conduct that is offensive, hostile or intimidating to the recipient, but nonetheless has no direct link to any job benefit. However, the annoying conduct creates a bothersome working environment which the recipient has to tolerate in order to continue working. Sexual harassment by an employee against a co-employee falls into this category. Similarly, harassment by a Company's client against an employee falls into this category.

Sexual harassment in the workplace includes any employment-related sexual harassment occurring outside the workplace as a result of employment responsibilities or employment relationships. Situations under which such employment-related sexual harassment may take place include, but are not limited to the following:

- (i) at work-related social functions;
- (ii) in the course of work assignments outside the workplace;
- (iii) at work-related conferences or training sessions.
- (iv) during work-related travel; (v) over the phone; and
- (v) through electronic media

It is essential to emphasise that sexual harassment refers to sexual conduct which is unwanted and unwelcome to the recipient. It is also a sexual conduct which is imposed on and unsolicited or unreciprocated by the recipient.

Forms of sexual harassment

Sexual harassment encompasses various conducts of a sexual nature which can

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manifest themselves in five possible forms, namely:

- (i) verbal harassment: e.g. offensive or suggestive remarks, comments, jokes, kidding, teasing, sounds, inquiries or discussions about sexual activities or other verbal abuse;
- (ii) non-verbal / gestural harassment e.g. leering or ogling with suggestive overtones, licking lips, holding or eating food provocatively, hand signal or sign language denoting sexual activity, persistent flirting;
- (iii) visual harassment e.g. showing pornographic materials, writing sexually suggestive letters or other written materials, sexual exposure;
- (iv) psychological harassment e.g. repeated unwanted social invitations, proposals for dates or physical intimacy;
- (v) physical harassment e.g. inappropriate touching, patting, pinching, stroking, grabbing, hugging, kissing, fondling, brushing up against the body, coerced sexual intercourse or sexual assault.

Disciplinary Action

Since sexual harassment is a form of misconduct, all employees regardless of position or grade will be subject to disciplinary action up to and including dismissal for engaging in sexual harassment. Employees who make false and malicious complaints of sexual harassment as opposed to complaints that are made in good faith will also be subject to disciplinary action.

An independent and thorough investigation in a manner that is as confidential as possible under the circumstances will be carried out on all complaints received alleging sexual harassment.

Complaint Procedure

Employees who believe themselves to be aggrieved under this policy are strongly encouraged to report complaints of sexual harassment as promptly as possible to HRAD and GHRAD. Delay in making a complaint of sexual harassment may make it more difficult for the Company to conduct an investigation.

11. DISCIPLINARY ACTION

Any employee who commits misconduct or a breach of rules established by the Company, shall be subject to disciplinary action.

(i) Misconduct

Misconduct in employment can be broadly dealt with under three (3) headings namely: -

- (a) Misconduct relating to duty such as carelessness, fraud, misappropriation, insubordination etc;

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- (b) Misconduct relating to discipline such as fighting, assault, quarrel, gambling, damage to Company property, drug abuse etc; and
- (c) Misconduct relating to morality such as committing an indecent act, sexual advancement, pornography, keeping or distributing indecent or pornographic literature at the workplace etc.

Appendix 1 provides a list of some common acts of misconduct.

(ii) Inquiries

A panel appointed at the discretion of the Company shall conduct all inquiries. The inquiry panel shall not include a member(s) whose presence may affect the impartiality of the panel in its conduct of the proceedings and its recommendations.

The proceedings of an inquiry shall be duly recorded by the panel for submission to the GHRAD or to the appropriate higher authority for decision.

The Company may suspend an employee on half pay for a period not exceeding two (2) weeks pending to the inquiry.

(iii) Action by the Company

All disciplinary actions taken by the Company shall comply with the Company's established procedures and current legislation. Where there is any conflict between the two, current legislation shall prevail.

Heads of Departments may issue written warnings on the advice of the HRAD. All written warnings shall be recorded in the employee personal file. In the event where three (3) warning letters for a similar offence have been issued within a period of twelve (12) months, the employee shall be subject to an inquiry to determine further disciplinary action.

Depending on the gravity of the offence committed and after due inquiry, the employee may be subject to any of the following punishments:

- (a) Dismissal without notice
- (b) Demotion
- (c) Suspension without pay up to a maximum of two (2) weeks.
- (d) Stoppage / Withholding of increment
- (e) Withholding of bonus
- (f) Withholding of promotion
- (g) Reduction of salary
- (h) Written stern final warning

(iv) Summary Dismissal

The Company reserves the right to dismiss an employee after due inquiry for misconduct including but not limited to dishonesty, insubordination, theft, gross neglect of duty and criminal conviction with a custodial sentence, within reasonable time after the misconduct in

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question without notice, salary or other forms of compensation. This right is in addition to and does not prejudice its other rights under law.

(v) Right of Appeal

An employee who has been imposed a disciplinary action shall have the right to appeal in writing within fourteen (14) days of the announcement of the decision to the Group Managing Director.

(vi) Grievance Procedure

Employees should, whenever possible, try to resolve disputes and minor problems amicably and informally between themselves or together with their immediate superiors.

If such informal means do not bring a resolution, an employee may bring to attention of GHRAD any grievance or complaint within fourteen (14) days from the date of occurrence of the event causing or giving rise to such grievance or complaint. The filing of a formal grievance in writing should be done only if such grievances or complaints cannot be resolved through these informal discussions.

A member of the Company shall be assigned by the GHRAD to attend to such grievances or complaints and to discuss and offer suggestions for resolution. Due consideration shall be given to all grievances and complaints and the Company shall make all efforts to resolve them promptly and fairly.

GHRAD may at its discretion and depending on the seriousness of the grievances and complaints, bring the matter to the attention of the Group Managing Director / Deputy Group Managing Director for their consideration.

(vii) Termination of service

- (a) Notice of termination of service shall be made in writing and in accordance with the Employee Terms and Conditions of Service.
- (b) In lieu of such notice, the employee or the Company shall pay a sum equivalent to the salary for the notice period required.
- (c) An employee shall surrender all Company documents, files, vehicles, keys and other Company property in his possession upon his termination of service in the Company.
- (d) The employee shall reimburse the Company the value of the replacement cost for any item(s) or the Company property that is lost or destroyed while under his custody.
- (e) The employee shall settle all outstanding liabilities and obligations with the Company before any monies due to him are to be released.

APPENDIX 1

Acts of misconduct / wrongdoings include but not limited to the following which are not intended to be exhaustive.

1. Theft / Pilferage / Misappropriation or attempt of the same of the Company's money or property or other employee's money or property
2. Fraud, dishonesty, falsification or attempt of the same relating to the Company's business, money or property
3. Cheating the Company
4. Fighting with or assaulting, abusing or being violent towards another employee or authorized visitor on the Company's premises or threatening the same
5. Prosecuted or charged with criminal offence
6. Soliciting or accepting bribes or any illegal gratification
7. Participating in unauthorised financial transactions within the Company's premises
8. Participation in illegal strikes
9. Instigating industrial action among employees against the Company
10. Picketing in the Company's premises except where permissible under the law, agreement or award
11. Inciting other employees to participate in illegal strikes in contravention of the provisions of any law or rule having the force of law
12. Willful insubordination or disobedience whether alone or in combination with others to any lawful and reasonable order of a superior
13. Conflict of interest
14. Breach of fiduciary relationship
15. Spreading malicious rumours about the Company
16. Gambling whether involving money or otherwise, in the Company's premises
17. Gross negligence and neglect of duty
18. Interfering with the record of his attendance or of any other employee or falsification, defacement or destruction of any record of the Company
19. Sleeping while on duty

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20. Possession of illegal weapon or lethal weapon on the Company's premises
21. Riotous, disorderly or indecent behaviour on the Company's premises.
22. Smoking in prohibited / restricted areas
23. Illegal substance or drug abuse
24. Disclosing confidential information
25. Driving or unauthorised use of the Company's vehicle without prior authorisation
26. All forms of harassment including but not confined to unwelcome verbal or physical advances and sexually, racially or otherwise derogatory or discriminatory statements or remarks
27. Habitual late coming or late attendance
28. Habitual negligence
29. Engaging in any subversive act disrupting the discipline of the Company or general behaviour
30. Engaging in any private act that brings disrepute, embarrassment or affects the legitimate interest of the Company or ruins the image of the Company
31. Habitual breach of any Company order or any law applicable to the establishment of rules made thereunder
32. Withholding overtime at a critical time to bring pressure on the management
33. Making material misstatement in job application, loan application or declaration
34. Unauthorised use of time cards
35. Possession, sale or distribution of unsuitable, indecent or pornographic materials
36. Committing an immoral act within the Company's premises
37. Failure to report serious infectious or contagious illness or disease to the Company's medical Officer or HRAD
38. Forging or defacing medical certificates or other official documents to defraud the Company
39. Conduct which is likely to cause injury or endanger the life or safety of another person within the Company's premises
40. Trespassing or forcible occupation of the Company's premises or prohibited areas

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41. Illegally challenging Company to dismissal
42. Bypassing the proper channel of communication
43. Refusal to accept any communication served either in accordance with the Group Code of Conduct or in the interest of discipline
44. Misrepresentation of the Company to others
45. Participation in illegal gatherings or activities in the Company's premises or abetting, inciting or instigating the same
46. Serious pecuniary indebtedness affecting the public image of the Company
47. Making public statements against the interest of the Company
48. Publishing or writing of books against the interest of the Company
49. Leaving work place during working hours without permission of the immediate superior or overstaying sanctioned leave without sufficient grounds or proper satisfactory explanation or without informing or attempting to inform his employer of the excuse or reason for such absence.
50. Absenteeism
51. Quarrelling or fighting or committing nuisance at the workplace
52. Misdemeanors
53. Carelessness or willfully causing damage or loss to the Company's property or goods
54. Deliberate damage and interference with or contamination of factory processes, material or equipment
55. Posting, altering, removing, defacing or destroying the Company's notices or any material on bulletin boards or the Company's property without the permission of the management
56. Failure to wear uniform (including corporate shirt) at workplace as per the Company's policy
57. Failure to furnish information which is within the scope of his employment, and which relates to the mutual interest of the Company and employee
58. Malingering and feigning illness
59. Loitering during working hours

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60. Failure to follow safety procedures or tampering with safety devices to the detriment of the Company or its employees
61. Infringement of safety regulations
62. Unnecessary wastage of documents and materials
63. Abuse or unauthorised use of the Company's property, utilities, equipment or facilities
64. Habitual or substantial negligence in the care of tools, equipment and apparatus of the Company
65. Willful failure to report at once to his superior any defect which an employee may notice in any equipment connected with his work
66. Willful in not reporting any defect or occurrence which an employee may notice, or which might endanger himself or any other person or which might result in damage to the Company or any person within the Company
67. Failure to keep workplace clean and tidy
68. Obstructing, inciting or willfully slowing down other employees from work
69. Slackness in performance
70. Disclosing commercial or manufacturing secrets, calculations or designs

The Company reserves the right to determine what constitute acts of misconduct / wrongdoings that warrant disciplinary action.