

SOORTY ENTERPRISES PRIVATE LIMITED

# Soorty Code of Ethical Conduct

CHARTER



**SOORTY**  
*World Of Zenim*

## **BUSINESS INTEGRITY**

### **Anti-Corruption and Anti-Bribery**

Employee / Supplier shall not engage in corruption, extortion, embezzlement, or bribery to obtain an unfair or improper advantage. Offering or giving anything of value to any individual for the purpose of obtaining or retaining business, or for any improper purpose comes under the umbrella of corruption and is strictly forbidden at Soorty.

### **Unfair Business Practice**

Soorty is committed to keeping specific information relating to its business partners such as prices, trend information, sales data etc. confidential. We do not share one customer's information with another.

### **Safeguarding Soorty's Property & Resources**

Employees/ Suppliers must protect the confidentiality of Soorty's Proprietary information so that Soorty's assets are not misused or wasted.

Soorty has Zero-Tolerance policy for fraud and theft. Any employee / supplier is found guilty of such activities, would face disciplinary / legal action as per company policy.

## **CONFLICT OF INTEREST**

### **Conflict of Interest**

Soorty Enterprises expects all its employees / suppliers to make decisions and act in the best interest of Soorty by avoiding situations where the objectivity and our decision making could be influenced because of conflict of interests.

Soorty Enterprises have many suppliers and this relationship is based entirely on sound business decisions and fair dealing.

### **Gifts and Entertainments**

Soorty employees and representatives are not allowed to give or receive any kind of personal benefit in connection with Company's business, be it directly or through a third party. Personal benefit includes any

reward, gift, hospitality, favor, and voucher and other similar "advantages" relating to either party, as such arrangements can have a bearing on the outcome of the business transaction.

## **SAFE & HEALTHY WORKPLACE**

### **Equal Employment Opportunity & Diversity**

Soorty Enterprises is committed to fostering workplace that is safe and professional and that promotes teamwork, diversity and trust. This includes the strongest commitment to providing equal employment opportunities.

### **Harassment Free Workplace**

At Soorty, we are committed to maintaining a work environment in which our people are treated with dignity and respect and which is free of harassment and discrimination.

### **Stake Holder Confidentiality**

Soorty Enterprises respects and protects the confidentiality of our employee's personal information by not disclosing such information to anyone, internally or externally, other than those with a business need and where we are legally permitted to do so. As well as Soorty also take care all dealing matters with its suppliers and vendors, to keep all such confidential, we do not share product information and contract of one party to another.

### **Drugs & Alcohol at Workplace**

Soorty strictly prohibits the abuse of drugs and alcohol at its workplace as it diminishes an employee's ability to perform at his or her best as well as threatens the safety of employees and assets.

### **Safe Working Environment**

We are committed to maintaining a safe and healthy workplace for our employees, business partners and visitors as well as people in communities in which we operate.

**WHISTLEBLOWING & VOICE THE CONCERN**

**Fairness Channel**

Soorty Enterprises has established a “Fairness Channel” which allows employee / stakeholders to report unethical behavior that imposes harmful effects on company employees, reputation and systems.

The mediums of communication for employees / stakeholders are:

1. Suggestion & Compliant Boxes

All communication via fairness channel will remain strictly confidential.

**Non-Retaliation Policy**

Soorty Enterprises will not allow retaliation against that person / supplier who in good faith, seeks advice, raises a concern or reports misconduct.

Individual engaging in retaliatory conduct will be subject to disciplinary action, up to and including termination of employment, as well as legal action.

---

When we refer to Soorty in this Code, we are referring to all of us, and we all are guardians of our Code, regardless of our location, position, business unit or operating company. Therefore, we must all abide by the same rules.

In doing so, we help to create a better, stronger Soorty.

Sincerely yours,

.....  
Director

**SOORTY ENTERPRISES PRIVATE LIMITED**