

**BALKRISHNA INDUSTRIES  
LIMITED**

**Code of Conduct for  
Employees**

Policy Title	
Code of Conduct for Employees	
Issue Number	1
Issue Date	27 <sup>th</sup> May, 2023
Approved by	Board of Directors
Revision Number	0
Revision Date	

### Policy brief and Purpose:

Our Employee Code of Conduct company policy outlines organizations' expectations regarding employees' behavior towards their colleagues, supervisors, external parties and overall company. The organization promotes freedom of expression and open communication; however, it is expected that all employees do follow the code of conduct. It is also expected that employees foster well-organized, respectful and collaborative environment.

### Scope:

This policy is applicable to at all locations of Balkrishna Industries Limited and at all levels of management.

### Code of conduct:

#### ➤ Legal compliance

Employees should comply with all environmental, safety, labour and other related laws. Balkrishna Industries Ltd expects its employees to be ethical and responsible while dealing with regard to company's public image, finances and products.  
Respect each other

All the employees must have respect for other colleagues irrespective of caste, creed, gender, position, department etc. The organization is having zero tolerance policy hence does not permit any kind of discriminatory behavior, harassment or victimization. It is expected that employees confirm with the organizations equal opportunity policy in all aspects of the work.

#### ➤ Usage of company property

All the employees should treat Balkrishna Industries Limited' property, whether material or intangible, with respect and care. It is expected that employees:  
Shouldn't misuse company equipment's.  
Should respect trademarks, copyright and other property (information, reports etc.)  
Employees should protect company's premises and precincts.

➤ Business Transactions

All the employees shall bear in mind the business interest of the company and will ensure that all the business dealings (both financial and non-financial) are done with complete fairness. Employees should protect the interest of the organization, customer, people and the society at large.

➤ Conflict of Interest

It is expected that employees refrain from any personal, financial or other interests that might hinder their capability or willingness to perform their job in a professional manner.

Conflict of Interest occurs when personal interests of an employee or the interests of a third party compete with that of the interest of the company.

Employees shall avoid Conflicts of Interest whenever possible. In a scenario where Conflict of Interest situation arises then the concerned employee shall give due weightage to the interest of the organization and also shall disclose it to his or her Reporting Authority / HR to resolve the situation in a fair and transparent manner.

➤ Corporate Opportunities

It is expected that employees shall never compete with the Company nor they shall take advantage of business opportunity which one may discover during his/her employment.

If an employee wants to pursue a business opportunity that might be of interest for the Company, then he/she shall inform his/her Departmental Head and will seek management's clearance.

➤ Discrimination & Harassment

Balkrishna Industries is committed to embrace diversity and respect the personal dignity of our fellow employees. The company respects the personal dignity, privacy and personal rights of every employee and is committed to maintaining a workplace free from discrimination and harassment. Therefore, employees must not discriminate on the basis of origin, nationality, religion, race, gender, age or sexual orientation, or engage in any kind of verbal or physical harassment based on any of the above or any other reason.

To raise any harassment related complaints, an employee is required to follow the grievance redressal process.

Harassment is defined as:

- Offending or humiliating someone physically or verbally;
- Threatening or intimidating someone; or
- Making unwelcome jokes or comments about someone's race, national or
- Colour, religion, age, sex, sexual orientation, marital status,
- Family status, disability or pardoned conviction

Sexual harassment is defined as:

- Offensive or humiliating behavior that is related to a person's sex;
- Behavior of a sexual nature that creates an intimidating, unwelcome,
- Hostile or offensive work environment; or
- Behavior of a sexual nature that could reasonably be thought to put
- Sexual conditions on a person's job or employment opportunities

Employees are strictly restricted from using offensive language and/or abusing any employee irrespective of his/her position in the company. Balkrishna Industries Ltd firmly believes that everyone shall be treated equally and no discrimination shall be entertained.

➤ Confidential information

During the employment with the company or at any time thereafter, employees shall not disclose any Confidential Information, trade secrets, know-how ideas and processes of the company to any person, including any ex-employee, competitor, or future employer. They shall not use the confidential information for any purpose other than those permitted by the company.

Employees shall agree that all Confidential Information constitutes a proprietary right of the company and its affiliated organizations are entitled to protect. Company shall have complete right to take legal action in case there is violation in this regard.

➤ Anti-Corruption and Bribe

All employees are expected to refrain themselves from indulging into any corrupt dealings or bribery. The company has framed a separate policy which may be referred as Anti-Corruption and Bribery for more clarification.

➤ Family & Relatives Employment

Immediate family members and partners of employees may not be hired as employees or consultants. All the appointment will be based on qualifications, performance, skills and relevant experience.

The principles of fair employment will apply to all the aspects of the employment, including compensation, promotions and transfers, as well as in case that the relationship develops after the respective employee has joined the Company.

➤ Disciplinary Actions

Any deviation with regards to adherence of company policies by any employee, strict disciplinary actions shall be taken by the Human Resources Department. Disciplinary actions may include following:

- Verbal Coaching / Warning
- Writing Coaching / Warning
- Suspension
- Demotion

### Code of Conduct for Employees

- Termination of services
- Liability to bear the financial loss
- Apology from the employee

### Grievance Redressal Mechanism:

Employees are encouraged to notify or raise a concern at [hrd@bkt-tires.com](mailto:hrd@bkt-tires.com) on any grievance to relating the Code of Conduct.

### Affirmation:

All Employees shall affirm to the Code of Conduct (as per format specified hereunder)



## **Balkrishna Industries Limited**

### **CODE OF CONDUCT**

The work rules and standards of conduct for the company are important and the company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the company's business. Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs, their possession, distribution, sale, transfer, or use in the workplace;
- Consuming Tobacco products in the company's premises during or after the working hours;
- Smoking in the workplace;
- Fighting or threatening violence in the workplace;
- Boisterous (noisy & lacking in restraint or discipline) or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, or other company owned equipment;
- Using company equipment for purposes other than business (i.e. playing games on computers or personal internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personal policies; and
- Unsatisfactory performance or conduct.

Work rules form the integral part which is expected by the company from the employees.

Appropriate penalties will be charged by the company to the employee on violation of the above code of conduct.

I hereby acknowledge that I have read and understood the Code of Conduct

Signature:

Name:

Date: