

## **EMPLOYEE CODE OF CONDUCT POLICY**

Advance Technoforge Limited (“the Company”) enjoys a valuable reputation for corporate trust worthiness, based on consistently conducting business with integrity and in compliance with the laws and regulations governing its activities. Success in business depends on building and maintaining the trust of customers, employees, governments and the general public.

### **GENERAL PRINCIPLES**

The Company shall

- comply with the laws and regulations of country.
- demonstrate and promote its commitment to responsible business practice in policies, decisions and activities
- integrate the principles of this policy into critical processes.

### **COMPANY PROPERTY & RESOURCES**

- The Company’s property and resources shall be used for business objectives.
- The property and resources shall not be used for personal gain, fraudulent purposes, or in any other inappropriate manner.

### **COMPANY PROPERTY & RESOURCES**

- The Company shall present its products accurately and shall comply with applicable regulatory and legal requirements.
- The Company shall not make false statements or provide misleading information regarding its products or their performance, including the safety and environmental attributes of the products

### **CHILD LABOUR**

Child labour is not tolerated. The minimum employment age is the age of completion of compulsory school, but never less than 18 years.

### **RESPONSIBILITY FOR COMPLIANCE**

It is the responsibility of the General Managers to implement this policy and inform their employees of their rights, duties and responsibilities as well as demonstrate the content and spirit of this document within their respective organization.

### **CODE OF CONDUCT (RULES & REGULATION)**

An employee, who is guilty of one of the following, or similar forms of misconduct, may be given a verbal warning at the first occurrence thereof. The issuing of a severe or written warning may be alternative forms of disciplinary action for misconducts depending on the evidence, circumstances and seriousness of each situation. An employee may even be dismissed for repeated minor forms of misconduct.

**The following are examples of such misconduct:**

- Absence from the workstation without permission

- Minor violations relating to the driving and/or cleaning and/or use of the Employer's vehicles
- Photocopying documents without permission
- Late coming or overstaying in restrooms at tea or lunch breaks
- Use of telephones without permission
- Throwing refuse and/or any other objects on the floor or out of the windows Eating in prohibited areas
- Not wearing uniform
- Smoking in prohibited areas and/or at prohibited times
- Leaving the department or plant during working hours without permission and/or without an authorized exit permit.
- Stopping work or making preparations to leave work (e.g. such as washing up or changing clothes) before the specified quitting time.
- Wasting time during working hours
- Unauthorized meetings
- Placing of notices on notice boards without permission from Management
- Removing notices, signs or writing in any form from bulletin boards or any other surface on company property at any time without specified authorization from Management
- Disruptive behaviour
- Throwing objects at any time on company premises
- Unauthorized operation or interference with company machines, tools or equipment at any time.
- Sleeping on the job
- Negligence or gross negligence in the performance of your duties or functions
- Failure to report an accident or damage to machinery, vehicles or other property belonging to the Employer
- Bribery & Dishonesty
- Willful damage to property in the Employer's charge
- Unauthorized removal of Company and/ or fellow employee's property
- Refusal or failure to obey a lawful instruction
- Misuse or removal from the Company premises without proper authorization, of employee lists, blueprints, company records or the conveying of any confidential company information to third parties, which shall include information in respect of wages and other substantive conditions of employment

### **DISSEMINATION**

The policy shall be hosted on the website of the Company  
i.e. <https://www.advancetechforge.com/>

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*Effective Date: November 11, 2024*

*Date of Approval by Board of Directors: November 11, 2024*