

UQC GLOBAL CERTIFICATIONS

CODE OF CONDUCT (COC)

Preamble

This Code is derived from three interlinked fundamental principles, viz. good corporate governance, good corporate citizenship and exemplary personal conduct. Employees are expected to maintain the highest standards of conduct and integrity in the performance of their duties and responsibilities. An employee who fails to conform to a reasonable standard of professional and personal behavior in carrying out assigned duties or who has a disregard for laws, rules, or regulations will face disciplinary action.

Applicable to all employees of the Company

Philosophy

ORGANIZATION is committed to work in the interest of nation which benefits its people and contribute to the economic development of communities in which it operates.

ORGANIZATION, in the course of its business activities, shall respect the culture, customs and traditions in which it operates. It shall conform to trade procedures, including licensing, documentation and other necessary formalities, as applicable.

Corporate Governance Policy

The Corporate Governance Policy is the apex level instrument guiding conduct of the affairs of the Company and clearly delineates the roles, responsibilities and authorities of the key entities in the governance structure of the Company. This Code forms an integral part of the Company's Governance Policy. The senior management and employees must adhere to the Corporate Governance Policy of the Company.

Good Corporate Citizenship

ORGANIZATION shall be committed to good corporate citizenship, not only in the compliance of all relevant laws and regulations but also by actively assisting in the improvement of quality of life of the people associated with it.

The practice of good corporate citizenship is a prerequisite and embraces the following:

Equal opportunities employer

ORGANIZATION shall provide equal opportunities to all its employees and all qualified applicants for employment without regard to their race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability.

In dealing with each other, senior management and employees shall uphold the values which are at the core of our HR Philosophy - trust, teamwork, mutuality and collaboration, meritocracy, objectivity, self respect and human dignity. Indeed, these values form the basis of our HR management systems and processes. In selection and recruitment,

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While meritocracy will be a prime criterion, managers will scrupulously consider all factors that go towards securing the interests of the Company. ORGANIZATION will focus on meritocracy, equity and upholding of Company values in all people processes including performance management systems, appraisals, remuneration and rewards.

Employees of ORGANIZATION shall be treated with dignity and in accordance with the ORGANIZATION policy of maintaining a work environment free of all forms of harassment, whether physical, verbal or psychological. Employee policies and practices shall be administered in a manner consistent with applicable laws and other provisions of this Code, respect for the right to privacy and the right to be heard, and that in all matters equal opportunity is provided to those eligible and decisions are based on merit.

Gender Friendly Workplace

As a good corporate citizen, ORGANIZATION is committed to a gender friendly workplace. It seeks to enhance equal opportunities for men and women, prevent/stop/redress sexual harassment at the workplace and institute good employment practices.

Sexual harassment includes unwelcome sexually determined behavior such as: unwelcome physical contact; a demand or request for sexual favors; sexually coloured remarks; showing pornography and any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

ORGANIZATION maintains an open door for reportees encourages employees to report any harassment concerns and is responsive to employee complaints about harassment or other unwelcome and offensive conduct.

ORGANIZATION demands, demonstrates and promotes professional behavior and respectful treatment of all employees.

Dress Code and Personal Appearance

Employees are expected to reflect a favorable image by appropriate dress and hygiene. Moderation and common sense should be used in all these matters to assure the employee is suitable for work and the respective work environment.

Formal wears - Week Days (Monday – Friday)
Casual wears – Week Ends (Saturday)

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Relationships with Suppliers and Customers

Senior management and employees shall ensure that in their dealings with suppliers and customers, the Company's interests are never compromised. Accepting gifts and presents of more than a nominal value, gratuity payments and other payments from suppliers or customers will be viewed as serious breach of discipline as this could lead to compromising the Company's interests.

Financial reporting and records

ORGANIZATION shall prepare and maintain its accounts fairly and accurately and in accordance with the accounting and financial reporting standards which represent the generally accepted guidelines, principles, standards, laws and regulations of the country.

Competition

ORGANIZATION employee shall market the company's products and services on their own merits and shall not make unfair and misleading statements about competitors' products and services. Any collection of competitive information shall be made only in the normal course of business and shall be obtained only through legally permitted sources and means.

Health, safety and environment

ORGANIZATION shall strive to provide a safe, healthy, clean and ergonomic working environment for its people. It shall prevent the wasteful use of natural resources and be committed to improving the environment, particularly with regard to the emission of greenhouse gases, and shall endeavor to offset the effect of climate change in all spheres of its activities.

Quality of products and services

ORGANIZATION shall be committed to supply goods and services of world class quality standards, backed by after-sales services consistent with the requirements of its customers, while striving for their total satisfaction. The quality standards of the company's goods and services shall meet applicable national and international standards.

ORGANIZATION shall display adequate health and safety labels, caveats and other necessary information on its product packaging.

Regulatory compliance

Employees of a ORGANIZATION company, in their business conduct, shall comply with all applicable laws and regulations, in letter and spirit.

Personal Conduct

Senior management and employees have the obligation to conduct themselves in an honest and ethical manner and act in the best interest of the Company at all times. They are expected to demonstrate exemplary personal conduct through adherence to the following:

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Transparency and Auditability

The senior management and employees shall ensure that their actions in the conduct of business are totally transparent except where the needs of business security dictate otherwise. Such transparency shall be brought about through appropriate policies, systems and processes, including as appropriate, segregation of duties, tiered approval mechanism and involvement of more than one manager in key decisions and maintaining supporting records. It shall be necessary to voluntarily ensure that areas of operation are open to audit and the conduct of activities is totally auditable.

Ethical conduct

Every employee of ORGANIZATION, including full-time directors and the chief executive, shall deal on behalf of the company with professionalism, honesty and integrity, while conforming to high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be so by third parties.

Every employee of ORGANIZATION shall strive to honor commitments.

Every employee shall be responsible for the implementation of and compliance with the Code in his / her environment. Failure to adhere to the Code could attract severe consequences, including termination of employment.

Leading by Example

The organization's senior management set the professional tone for the Company. Through both their words and their actions, the organization's leadership conveys what is acceptable and unacceptable behavior. ORGANIZATION's senior management and employees must constantly reinforce through their actions and behavior that ORGANIZATION stated beliefs of responsible corporate citizenship are rooted in individual conviction and personal integrity.

Conflict of interest

An employee or director of ORGANIZATION shall always act in the interest of the company, and ensure that any business or personal association which he / she may have does not involve a conflict of interest with the operations of the company and his / her role therein. An employee, including the executive director shall not accept a position of responsibility in any other organization without specific sanction. In determining the 'Conflict of Interest' the decision of empowered committee constituted for this purpose will be final and binding.

Upon a decision being taken in the matter, the employee concerned shall be required to take necessary action, as advised, to resolve / avoid the conflict.

If an employee fails to make the required disclosure and the management of its own accord becomes aware of an instance of conflict or interest that ought to have been disclosed by the employee, the Management shall take a serious view of the matter and consider suitable disciplinary action against the employee.

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Protection of Confidential Information

An employee of ORGANIZATION and his / her immediate family shall not derive any benefit or counsel, or assist others to derive any benefit, from access to and possession of information about the company or group or its clients or suppliers that is not in the public domain and, thus, constitutes unpublished, price-sensitive insider information.

An employee of ORGANIZATION shall not use or proliferate information that is not available to the public, and which therefore constitutes insider information, for making or giving advice on business decisions to competitors and any parties with related interests which could be detrimental to the business interests of ORGANIZATION. An employee of ORGANIZATION shall also respect and observe the confidentiality of information pertaining to other companies, their patents, intellectual property rights, trademarks and inventions; and strictly observe a practice of non-disclosure.



Protecting company assets

The assets of ORGANIZATION shall not be misused; they shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorized. These include tangible assets such as equipment and machinery, systems, facilities, materials and resources, as well as intangible assets such as information technology and systems, proprietary information, intellectual property, and relationships with customers and suppliers.

Citizenship

The involvement of a ORGANIZATION employee in civic or public affairs shall be with express approval from the Managing Director, subject to this involvement having no adverse impact on the business affairs of the company.

Integrity of data furnished

Every employee of ORGANIZATION shall ensure, at all times, the integrity of data or information furnished by him/her to the company. He/she shall be entirely responsible in ensuring that the confidentiality of all data is retained and in no circumstance transferred to any outside person/party in the course of normal operations without express guidelines from or, the approval of the management.

Concurrent employment

Consistent with applicable laws, an employee of ORGANIZATION shall not, without the requisite, officially written approval of the company, accept employment or a position of responsibility (such as a consultant or a director) with any other company, nor provide freelance services to anyone, with or without remuneration. In the case of a full-time director or the chief executive, such approval must be obtained from the board of directors of the company.

Reporting concerns

Every employee of ORGANIZATION shall promptly report to the management, when she / he becomes aware of any actual or possible violation of the Code or an event of misconduct, act of misdemeanor or act not in the company's interest.

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Any ORGANIZATION employee can choose to make a protected disclosure under the whistle blower policy of the company, providing for reporting to the specified authority. Such a protected disclosure shall be forwarded, when there is reasonable evidence to conclude that a violation is possible or has taken place, with a covering letter, which shall bear the identity of the whistle blower.

Non Adherence

Any instance of non-adherence to the Code of Conduct / any other observed unethical behavior on the part of those covered under this Code should be brought to the attention of the immediate reporting authority, who shall in turn report the same to the Head of Human Resources.

Standards of Behavior

The company regards its employees as its most valuable resources and thereby reposes a high level of trust and confidence in them. It therefore encourages its staff to reciprocate such trust and confidence with work performance and conduct consistent with the following general principles:

- A. Honesty
- B. Judicious use or an availment of Company resources, facilities and benefits within the limits established by policy or business practice.
- C. Accurate accounting of Company funds and property placed in his/her charge
- D. Prompt and truthful reporting of matters that affect or could affect the Company as a whole
- E. Fidelity in the custody of confidential information which he/she acquires knowledge of
- F. Obedience to company rules and regulations, e.g. safety, sanitation and hygiene
- G. Respect for his/her Immediate Superiors and Co-employees.
- H. Cooperation and team spirit
- I. Prudence in his/her dealings with Company's publics
- J. Concern for the environment and the society in general
- K. Punctuality
- L. Orderliness in the work and workplace
- M. Pride in working with the organization
- N. A deep sense of responsibility to undertake his/her job effectively and expeditiously
- O. Propagation of the Company's products and services

Note:

The ORGANIZATION CoC does not provide a full, comprehensive and complete explanation of all the rules that employees are bound to follow. Employees have a continuing obligation to familiarize themselves with all applicable laws, company policies, procedures and work rules.