

# Suaan Techmechs Pvt Ltd.

## BUSINESS ETHICS POLICY

SUAAN-QM-10

REV 1

This Code of Business Ethics is applicable to the entire Company, its Board of Directors, All Employees, Business Partners and all other Stakeholders.

Suaan Techmechs Pvt. Ltd. and its Management uphold the highest standards of business ethics in all their endeavors to accomplish the Vision and Mission of Suaan. To that end, this Code of Business Ethics sets the Objectives in terms of the following Values:

- **Positive Leadership** – Management commits to ensure Health & Safety of Team Members whether working in the premises or at any other premise for execution of his /her official duties. Safety of Visitors shall be ensured by providing a Safety Presentation to understand the Safety Protocol. Use of Personal Protective Equipment shall not be compromised. To this end, if any accidents occur due to inappropriate behavior or due to non-adherence to previously laid down Safety Protocols, the Company shall not be responsible for the damages.  
Promoting Harmony and Healthy work relationships is the top priority. Positive Motivation and Team Building shall always be the management initiative.
- **Professional Excellence & Integrity** – Professional Excellence & integrity is the practice of maintaining appropriate ethical behavior. It is the practice of showing strong adherence to moral and ethical principles and values such as honesty, honor, dependability and trustworthiness. Management shall ensure professional conduct thru consistent work ethics and clear communication practices. Trustworthiness & Reliability of leadership shall always be the core of Suaan and its management

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- **Fair Competition** – Suaan shall build professional reputation on the merit of its services and shall not compete unfairly with others. We are committed to comply with all the applicable Laws of the land. Fair Competition shall also prevail in the internal arena, by ensuring equal opportunity to all.
- **Highest Levels of confidentiality** – Suaan commits to protect privileged information and to share entrusted information responsibly. Data confidentiality is crucial to success. This applies to internal as well as external stakeholder information.
- **Equal status** – Treat with respect and consideration all persons, regardless of race, religion, gender, sex, marital or family status, disability, age or national origin. Self Esteem of each individual is treated as an Asset.
- **Skill Expansion** – Equal Opportunities shall be provided to all personnel irrespective of their position and social and economic or cultural or sexual status. Skill development and training activities are considered vital for growth. In the global scenario of continuous improvement and sustainability, skill set upgradation shall be given special importance.
- **Anti-Corruption** – Suaan promotes “No Gifts “policy. We Do not accept or offer gifts to past, current or prospective Stakeholders. Ensure compliance to the Anti-Corruption & Anti Bribery Policy and applicable laws of the land from time to time.
- **Conflict Of Interest** – Management & employees shall be careful not to take actions that may conflict with the Interests of the Company or not indulge in activities that may pose any harm to the existence or to the business at large of the company.

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- **Corporate Social Responsibility** – As a responsible Global entity, we are committed to create a positive impact on the communities in which we live and operate. We recognize that business activities have Impacts on the environment and we are committed to reduce these impacts by identifying and complying with all legal and other requirements as applicable from time to time. Our recruitment policy includes the employment of Deaf and dumb individuals, to best possible productive positions, thereby making them a viable part of the society at large. Services of these special employees is an inevitable part of Suaan’s success.
- **Whistleblowing** - The principles highlighted in this Code are properly communicated and understood by all the employees. Any actual or potential breach of this Code must be reported irrespective of the parties involved, to any of the following:
  - 1) Board Of Directors
  - 2) CEO
  - 3) CE (Systems)
  - 4) Occupational Health & Safety Committee Members

Approved By

CE (Systems)  
DATE: 1/4/2023