



KINDMAN'S LABORATORIES LTD

CODE OF ETHICS



This code of ethics aims to set out Clear guidelines on the way employees of KINDMAN'S and its subsidiaries are expected to behave as one of the leading pharmaceutical firms in the region it is important that honesty, integrity and respect for Colleagues, as well as for customers and stakeholders, are constantly reflected in the personal behavior and standards of ethics of staff at all levels across the organization.

⚙ **Key Principles:** KINDMAN'S will be a large, complex organization and the actions and behavior of its employees have an effect on the livelihoods of thousand peoples, as well as on the local Environment and the community. Employees are expected to have regard for the impact of their personal behavior on the organization. Colleagues, stakeholders, customers, the environment and our community. The organization's business relies on its clients & stakeholders being confident that KINDMAN'S maintains the highest standards of ethics in not only business and operational matters, but also in moral and ethical behavior.

This code of ethics covers some of the key Issues relating to personal conduct. It is not Exhaustive but provides a framework of Standards & behavior expected from all KINDMAN'S employees.

⚙ **Dress Code:** KINDMAN'S believes in business dress code for employees. Revealing or casual clothing of any kind is not acceptable. Employees should present a professional image at all the times and ensures that they dress in a manner which reflects the culture of the India and does not offend customers and colleagues. Work attire must be neat & clean and employees should have due regard for personal hygiene and grooming.

⚙ **Access Cards** -Employees should carry their access cards at all times in order to access their offices and avoid any inconvenience. If they do not have their access cards, they will not be allowed to access their office and the reception desk will be unable to provide support.

⚙ **Smoking** -Smoking is prohibited within the KINDMAN'S premises, except in designated smoking areas.

⚙ **Alcohol & Drug Use**-Employees should not possess or consume alcohol and illegal drugs in KINDMAN'S facilities.

⚙ **Conduct outside Work** -KINDMAN'S does not dictate how employees should conduct themselves in their personal lives outside work. However, unlawful, anti-social or other behavior, which may jeopardize the Organization reputation, will be dealt with through disciplinary procedures.

⚙ **Communication:** English should be the only spoken languages to be used inside KINDMAN'S premises. When conversing with colleagues and clients, employees should use a professional tone of voice and be respectful. Shouting, screaming or aggressive body languages have no place in a professional workplace and are not acceptable anywhere within KINDMAN'S premises. To avoid disturbing others, mobile and

telephone ringtones should be set low volume, and all conference calls should be held in conference rooms or in offices with the doors closed, not in open space offices.

- ⚙️ **Health & Safety:** KINDMAN'S is committed to providing a safe working environment and acts proactively to improve its standards and procedures to minimize the risk of workplace incidents. All activities should maintain the highest regard for the health and safety of employees, Visitors and the public, and any incidents, accidents or potential safety hazards should be reported immediately.
- ⚙️ **Attitude:** Flexibility is a vital part of every successful, modern organization and KINDMAN'S staff should keep an open mind to change, accepting and encouraging any procedural or policy changes that may occur from time to time. The organization may expect employees to follow all reasonable rules and instructions given by their supervisors or managers.
- ⚙️ **Teamwork:** KINDMAN'S's operational success relies on teamwork and effective communication throughout the organization. Staff should treat each other with trust and courtesy, and respect the unique contribution of each individual offering colleagues, as far as is possible. The collaboration they require for the appropriate performance of their duties. Employees should share updated, useful and accurate information with colleagues in a timely manner. Staff should take responsibility for their own actions and decisions and not pass the blame onto colleagues.
- ⚙️ **Respect:** Every employee has the right to be respected and receive fair and equitable treatment. Employee should conduct themselves in a manner that shows respect for the origins, communities and different views of colleagues. KINDMAN'S employees are responsible for ensuring a harassment free working environment. Inappropriate behavior towards colleagues or customers on the basis of race, gender, disability, national or ethnic origin, colour, religion, marital status or any other ground is unacceptable.
- ⚙️ **Protecting the Company's Reputation:** In order to maintain KINDMAN'S's excellent reputation, employees must be seen by all customers, colleagues, the community and shareholders to be honest and above reproach in all activities. Engaging in dishonest or unethical activity negatively affects KINDMAN'S, eroding client trust and weakening our reputation.
- ⚙️ **KINDMAN'S's Assets:** Every employee has an on-going commitment to protect and preserve the company and its client's money, property, and other resources and do their utmost to reduce risk and losses. KINDMAN'S's facilities, equipment, supplies and name should only be used for conducting KINDMAN'S business. Employees should not remove any KINDMAN'S property from KINDMAN'S premises without the express permission of their manager. If authorization is given, the property must be kept safe by following KINDMAN'S's security policies and procedures. Important documents of any sort that might

contain critical information are not to be misplaced or left unattended. An employee who comes across misplaced documents anywhere within KINDMAN'S premises, should ensure that these documents are handed over in to the reception desk and not left unattended. Original or copies of Company documents, correspondence or data should not be shared with any others who are not authorized or legitimately required to receive the same. Similarly, any copies of the same should not be shared through electronic medium, including forwarding to personal mail IDs, unless explicitly authorized by the employee's Line manager or pursuing business requirements.

- ⚙ **Conflicts of Interest:** In order to maintain the integrity of the Company's reputation, it is important that decisions are taken, in affair and balanced way. Employees must avoid all potential conflicts of interest, whether involving the employee directly or a member of the employee's immediate family. Any circumstances that arise which may potentially result in a conflict of interest must be immediately disclosed to the employee's line manager.

- ⚙ **Impartiality:** All employees should be seen to be fair and unbiased in their treatment of colleagues, suppliers and customers. Employees should avoid participating in the selection of a supplier, or the employment or disciplinary action of a colleague, who is a relative or close personal friend.

- ⚙ **Gifts:**The purpose of business entertainment and gifts is to create goodwill and sound working relationships. Employee must not accept, or give, a cash gift from, or to, existing or potential customers, suppliers or their employees. Provided it can in no way be constructed as a bribe or inducement that clouds objectivity, employees may accept other types of gift that are of nominal value or, in the employee's best assessment. Any uncertainty surroundings the propriety of any gift should be referred to the employee's manager.

- ⚙ **Reporting Unethical and Criminal Activities:**To ensure KINDMAN'S is able to uphold its commitments, it is imperative that employees report any incidents of suspicious activity or any breach of this code of ethics. If an employee suspects a customer or colleague of dishonest or unethical activities, they should report the matter to their manager; they should contact Employee Relations & services. All reports will be treated confidential.