

<b>RELIABLE</b> 	<b>RELIABLE AUTOTECH PRIVATE LIMITED</b> <b>BUSINESS ETHICS POLICY</b>	<b>Effective From:</b> 07-Sept-2023  <b>Revision No.:</b> 02 <b>Policy Type:</b> Public
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### **Preamble-**

We recognize society as an important stakeholder of our company. As a responsible corporate citizen, RELIABLE (the Company) is committed to act in a socially responsible manner and to demonstrate the commitment to this Business Ethics Policy.

This Ethics are applicable to all employees, independent contractors, Suppliers, Vendors, consultants, Stakeholders & others with whom Company does business with.

### **Company's Vision -**

We shall be a world-class engineering company operating in multiple domains serving the needs of the customers in diverse sectors to achieve sustainable multi-fold growth.

### **Company's Mission -**

Our mission is to provide exceptional value to our customers by being a total solution provider in engineering products & services.

We are committed to long term sustainable growth by adopting world-class practices embedded in total quality culture.

We believe in being responsible towards our employees and the communities in which we operate.

### **Company's Core Values -**

The culture of any Company is largely defined by the Core Values it adopts and lives by. We at RELIABLE live by 4 Core Values -

- Employee Success
- Respect & Trust
- Customer Focus
- Passion for Excellence

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## Company's Business Ethics

### 1. Compliance with all applicable Laws

The Company strives to comply with all the laws applicable to it and all the employees of RELIABLE AUTOTECH are committed to demonstrate it.

### 2. Corruption, Extortion & Bribery

The Company is committed to maintaining an honest & trustworthy relationship with all stakeholders. The Company and its employees shall neither receive nor offer nor make, directly or indirectly, any illegal payments, gifts during the traditional festive seasons, or comparable benefits that are intended, or perceived, to obtain uncompetitive favors for the conduct of its business. It might be customary, at times, to give or exchange unsolicited gifts during certain corporate events.

Any employee who is offered or receives a payment or gift shall refuse it or return it to the giver in a tactful and dignified manner, advising the giver that such acceptance is prohibited as per the Business Ethics Policy.

### 3. Right to Privacy - Integrity & Confidentiality

Company values the principles of Integrity and Confidentiality in all aspects of business.

At all times, every employee of a Company shall ensure the integrity of data or information furnished by him/her to the company &/or to the stakeholders.

We protect the confidentiality of customer's /employees written and electronic records and other sensitive information. We ensure that all confidential soft /hard records are stored in a secure location and are not available to others who are not authorized to have access.

We also take precautions to ensure and maintain the confidentiality of information transmitted to the suppliers/sub-contractors using computers, electronic media, photocopies, telephones, and telephone answering machines, and other electronic or computer technology.

Sd/-



Head - HR

Sd/-



Director

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#### **4. Fair Competition & Anti-Trust**

The Company upholds Fair Competition and anti-trust for fair business and competition including, but not limited to, avoiding business practices that unlawfully restrain competition, improper exchange of competitive information and price fixing, bid, rigging, or improper market allocation.

#### **5. Conflict of Interest**

Conflict of interest occurs when an individual or a corporation (either private or governmental) can exploit his/her or their own professional/official capacity in some way for personal or corporate benefit.

Company's stakeholders must disclose all potential conflicts of interest, including those in which they may have been placed unintentionally due to either business or personal relationships with the Company's competitors, employees, business associates or vendors.

#### **6. Counterfeit Parts**

Company shall ensure that all components manufactured shall be sold directly to Customer and / or its authorized channel partners only.

In the event of any reported incidents about Counterfeit parts, Company shall notify the Customer and/or law enforcement as appropriate.

#### **7. Intellectual Property**

Intellectual property refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce. It is protected in law by way of patents, copyrights, or trademarks, which enable people to earn recognition or financial benefit from what they invent or create.

The Company and its employees are committed to complying with licensing requirements or Rights to Use Intellectual Property Rights.

The Company and its employees are also committed to ensuring confidentiality & disclosure norms specified by the owner/s of such Intellectual Property Rights.

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## 8. Export Controls & Economic Sanction

Export controls and economic sanctions refer to restrictions on the export or re-export of goods, software, services and technology, as well as applicable restrictions on trade involving certain countries, regions, companies or entities and individuals.

The Company is committed to comply with all the applicable international trade and economic laws.

## 9. Whistleblowing & Protection against Retaliation -

The Company has a robust Vigil Mechanism & Whistleblowing framework in place. The Company values help in identifying potential problems that it needs to address. Any retaliation against any person who raises an issue in good faith is a violation not only of the Code of Conduct but also of this Business Ethics Policy.

Raising a concern honestly or participating in an investigation will never lead to any adverse employment action, including separation, demotion, suspension, loss of benefits, threats, harassment, or discrimination.

If you work with someone who has raised a concern or provided information in an investigation, you should continue to treat the person with courtesy and respect. If you believe someone has retaliated against you, report the matter to Head - Human Resources.

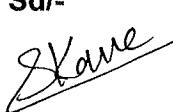
## 10. Training to employees

The Company imparts periodic training as and when deemed fit to its employees on ethical standards to ensure that they understand the importance of adhering to the policy.

## RELIABLE AUTOTECH HUMAN RIGHTS ADOPTION

The Company adopted the Human Rights which are declared by United Nations Organization. We respect and promote all regulations which protect Human Rights as a prime responsibility and duty.

The Company diligently practices and demonstrates the protection of Human Rights by fulfilling day to day requirements of stakeholders while conducting business.

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The Company trains its employees, stakeholders, and society on these principles by adopting them in their Code of Conduct.

The Company has adopted various conventions of International Labour Organization (ILO). The Company neither employ Child labour nor promote/ encourage/ support Forced Labour.

Conventions which are adopted by the Company as follows:

- C014: Weekly rest (Industry) convention, 1921
- C029: Forced labour convention, 1930
- C087: Freedom of association and protection of right to organize convention, 1948
- C098: Right to organize & collective bargaining convention, 1949
- C111: discrimination (employment and occupation) convention, 1958
- C131: Minimum wage fixing convention, 1970
- C138: Minimum age Convention, 1973

We believe our prime Human Rights responsibilities are to our employees, stakeholders & society.

We recognize that it is difficult to identify and address actual violation of the Code of Conduct and the Business Ethics Policy. The Company's Whistleblower Mechanism tries to address and resolve such difficulties.

#### **Penal Provision for Breach of Ethics and Human Rights**

The Company expects that stakeholders must raise their concern through the formal whistleblowing mechanism/ channel. The Company is committed to investigating, addressing, and respond to concerns raised by taking appropriate action in stipulated time.

Breach of any ethics or code may lead to disciplinary, punitive, or legal action as per the applicable laws of the land.

This policy is designed after comprehensive research and study of the relevance and applicability of local, national, and international laws and regulations as well as discussion with stakeholders from time to time.

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### **Amendment**

The Company reserves the right to change/ amend / add / delete/ modify this policy in whole or in part, at any time without assigning any reason whatsoever. The Stakeholders acknowledge that they will not be personally advised of any such change/ amendment / addition / deletion/ modification. It is reviewed regularly by the concerned members to ensure it reflects continuous compliance with the applicable laws where we operate and serve.

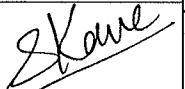
### **Grievance**

In the event of any grievances, stakeholders are encouraged to submit their grievances on <https://akath-whistleblowing.reliableautotech.com/> by opting appropriate category. The Grievance Officer will handle all grievances in a fair and confidential manner, ensuring timely resolution and adherence to company policies and applicable laws.

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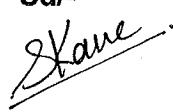
<b>Recommended By</b>	<b>Title</b>	<b>Date of Recommendation</b>	<b>Signature</b>
Sourabh Kane	Head - HR	07-Sept-2023	

<b>Recommended By</b>	<b>Title</b>	<b>Date of Recommendation</b>	<b>Signature</b>
Devendra Bapat	Director	07-Sept-2023	

#### **Confidentiality:**

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