

## 13. Prohibition of Gifts

### 13.01 Policy

The Company's employees are advised to inform all suppliers, vendors and subordinates that we do not encourage or allow either the acceptance of or the giving of gifts however following are exceptions to this rule:

- Trademarked premiums normal sales promotion items bearing the Company's name or trademark
- Gifts that are not of a personal nature and that can be shared with other colleagues in the office.
- Items of insignificant value such as flower, sweets, etc.
- In any case, the retail value of the said gift Items should not exceed Rs.500 in the local market.

Employees are not allowed to accept gifts from subordinates at any time of the year, regardless of the occasion.

Employees are not allowed to accept gifts from customers, vendors or suppliers at any time of the year, regardless of the occasion.

Solicitation of funds by any employee for any purpose is strictly prohibited unless authorized by the Managing Director & CEO.

Any employee accepting gifts or soliciting funds without the approval of the Managing Director & CEO will be subject to appropriate disciplinary action as indicated by the circumstances.