

OUR CODE HIGHLIGHTS



GROUND RULES

1. Strictly follow the Code of Conduct
2. Comply with law in letter and spirit
3. When in doubt - Ask
4. Report all likely violations

ALWAYS (play by rules)

NEVER (play foul)

CONFLICT OF INTEREST

- Disclose every conflict of interest situation
- Take prior approvals where conflicts could arise

- Offer or accept gifts from stakeholders
- Offer or accept bribes
- Engage in any other vocation while in employment
- Take up directorships in external companies

BUSINESS CONDUCT

- Follow Product and Service quality norms
- Make correct statements about our products and services
- Treat customers ethically and fairly

- Accept favours from stakeholders
- Invest in stakeholder's businesses
- Contribute to or engage in political activities
- Adopt unfair or deceptive trade practice

RECORDS & COMMUNICATION

- Maintain accurate books and records
- Co-operate fully in audits & investigations
- Strictly follow insider trading prevention laws

- Disclose non-public information to others
- Communicate for Company without authorisation
- Post Company information on social media

WORKPLACE CONDUCT

- Be humble, courteous and professional
- Be fair and equitable in decisions
- Respect free speech and make a safe and humane workplace
- Report any kind of harassment or bullying

- Indulge in harassment of any form
- Be under the influence of alcohol or other substance at workplace
- Discriminate on the ground of age, sex, race, colour, nationality, sexual orientation, disability status

COMPANY ASSETS & INFORMATION

- Protect Company assets and information
- Report any actual or potential cyber incident
- Promptly report loss or theft or destruction of personal or Confidential Information

- Disclose Company information or Personally Identifiable Information without authorisation
- Infringe intellectual property rights of others
- Use unlicensed software on Company devices

*Please refer The Code of Conduct for details.

In case of any guidance on code or policies, employees are encouraged to reach out to ethics@mahindra.com