

Code of Conduct Policy

All Employees and full time Consultants of OGPL and its subsidiaries shall follow this code of conduct in order to maintain high standards of integrity, professionalism and professional behaviour, which is expected from every employee, while discharging his/her official responsibilities. The details of code of conduct are as under:-

1. Personal And Professional Behaviour

a) Expectations

All the Employees shall follow the Occupational Health and Safety requirements, relevant to their Job and the Government Regulations and Legislation and appropriate professional standards. The employee shall comply and conform to the rules and regulations of the Company.

b) Behaviour Outside Hours of Duty

All the Employees shall conduct their personal affairs in a manner that does not affect their official duties. The employee shall be aware that his/her activity or behaviour outside the office should not cause any harm, disrepute and problems to the Company.

c) Alcohol and Drugs

Alcoholic beverages shall not be consumed by the Employees while on official duties at any of the Project Site / campus / office of either the Company or its customers'/clients /vendors /other associates.

d) Personal Presentation

In order to promote a professional image that enhances the official environments and promotes a positive corporate image, all staff members shall maintain a high standard of grooming and personal presentation. Proper Staff identification shall be carried at all times when the staff member is working at the Project Sites.

(e) Interaction with Colleagues

Staff shall work cooperatively with colleagues, support and learn from each other and accept differences in personal style. Staff shall respect, and seek when necessary, any professional clarifications from the colleagues in their respective area of competence, and acknowledge their contribution. While working as a team he / she should respect the other team members and contribute to the team spirit.

(f) Ethical behaviour

All staff shall be committed to the Core Values, Vision and Mission of the Company : Customer Focus, Integrity, Excellence and Working Together. Staff shall comply with all official directions given in a professional manner. Staff are encouraged to report to Head of the Department any behaviour by another employee they consider to be unethical. This may include behaviour that you believe violates any law, rule or regulation or represents corrupt conduct, substantial mismanagement of the Company's resources / infrastructure facilities, or is a danger to public health or safety or to the environment. Professional and personal integrity shall be maintained under all circumstances.

2. Equal Employment Opportunity (EEO)

Staff decision making and professional conduct shall be consistent with the provisions of Equal Rights. Staff shall ensure they observe the EEO principles, exhibit appropriate behaviours and provide a work environment free from harassment (including sexual), bullying and discrimination. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate must not be sent by e-mail or other forms of electronic communication or displayed or stored on computer.

3. Use of Official Resources

Staff shall ensure that all resources within their area of responsibility are used effectively and economically for official work in the course of their duties. Staff shall use facilities and equipment including computers, e-mail, Internet access and mobile phones for official purposes only, unless your HOD has given you permission for limited private use. This private use may have been granted to enable you to better manage the balance between your work and private commitments. The COMPANY retains the copyright of work produced by staff during their employment. Staff may retain the copyright of work produced only if approved by the MANAGEMENT, or if it can be demonstrated that the employer's time, name, information or resources were not used in producing the work.

4. Use and Release Of Information

(a) Public comment

Whilst it is recognised that staff have the right as an individual to make public comment, staff shall not reveal confidential information in public. Information of a confidential nature shall not be used by any staff member in any public comment without the prior approval of the MD & respective HOD.

(b) Security of Information

ALL OFFICIAL and staff-related information is confidential. Any information regarding the Company and its business and/or a service shall not be conveyed to another person, without appropriate authorisation. All staff shall comply with the Company's Policies and business requirements in respect to policies relating to Confidentiality and Privacy. Confidentiality with respect to Business / Finance information and security of Systems Information (Information Technology) shall be adhered to by all staff. Staff may disclose official information that is normally given to members of the public seeking that information.

5. Participation in Seminars and Related Activities

Staff shall obtain the prior approval of their HOD before addressing or chairing seminars (in their official capacity) organised by professional conference organisers

6. Conflict Of Interest

Staff shall act in the Company's interest and not any manner designed to gain unfair advantage for themselves or for other individuals, family, friends or business acquaintances. This particularly applies with respect to obtaining contracts or purchasing of goods and services.

(3)

7. Gifts and Benefits

Staff shall not seek to accept favours or gifts for services performed in connection with official duties. Staff shall not use their position to encourage or obtain a private benefit.

8. Financial Probity And Accountability

Staff shall ensure that in financial matters, including the handling of monies, there is full accountability in relation to any advice or transaction in which they may be involved. Staff with responsibilities of a financial nature shall act in accordance with the instructions of the Management keeping the Company's business interest in mind and shall observe the relevant rules and regulations of the Company.

9. Criminal Offences

Staff shall immediately inform HOD if charged with a criminal offence punishable by imprisonment or, if found guilty, would significantly affect his/her ability to perform normal duties; eg a charge of drink driving where the employee is required to drive a vehicle in the normal course of work. Staff shall inform their HOD of any criminal offence of which they have been found guilty before or during their employment.

10. Outside Employment

Staff and full time consultants shall not engage in outside employment, or conduct a business, trade or profession, outside the company , while employed by the Company , where it might interfere with their work in the Company or generate a conflict of interest, without written authority from the MD & CEO. If approval is granted, it is the staff member's responsibility to ensure that at all times the additional employment does not interfere with work performance and that there is no conflict of interest. Consideration of requests to engage in outside employment would be concerned to establish whether the outside employment would interfere with the proper performance of official duties and whether it would give rise to a conflict of interest.

11. Employment After Leaving the COMPANY

Confidential information obtained in the course of duty shall not be relayed to anyone else. Once staff have left the services of the Company, confidential information obtained during employment shall not be used to advantage the prospective employer or disadvantage to the Company. Staff and full time consultants shall be required to be familiar with the Code of Conduct and ensure adherence to the guidelines. All staff and full time consultants shall appreciate that departure from the provisions of this Code of Conduct may result in disciplinary/legal action.

12. Compliance of applicable laws

The following laws are applicable to our business and OGPL shall ensure compliance of all of them.

(4)

- The Electricity Act, 2003 and rules and regulations framed thereunder
- The T.N Industrial Establishment (National & Festival Holidays) Act, 1958
- The Tamil nadu Shops & Establishment Act, 1947
- The Employees' State Insurance Act, 1948
- The Workmen's Compensation Act, 1923
- The Payment of Bonus Act, 1965
- The Payment of Gratuity act, 1972
- The Employees' Provident Funds and Miscellaneous Provisions Act, 1952
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- The Equal Remuneration Act, 1976 and The Equal Remuneration Rules, 1976
- T.N Labour Welfare Fund Act, 1972
- Labour laws

FOR ORIENT GREEN POWER COMPANY LIMITED.



HEAD HR & ADMN