



## HUMAN RESOURCES MANUAL

### TITLE: EMPLOYEE CODE OF CONDUCT

DOC. No. : HRM/HR/17

REV. No. : 00

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#### Revision History

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#### Document Ownership and Time lines

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## **Employee Code of Conduct**

Any employee of Luboil Filtration Systems Pvt. Ltd. shall:

- Try his / her best to organize the resources available to him/her with a view to optimize their use in attaining the objectives of the organization.
- Not misuse his/her authority or office for personal gains.
- Desist from using the services of company employees for his/her personal jobs. If at all it becomes unavoidable, seek prior permission of his/her superiors and keep them informed even if the job is attained to outside nosiness hours.
- Order his/her conduct as to uphold and further the reputation of the organization.
- Act both with loyalty and honesty in carrying out the policy and instructions of his/her organization and not undermine its image or reputation.
- Direct all available effort towards the success of the company rather than of himself/herself.
- Fully respect the confidentiality of information which comes to him/her duties and not use confidential information for personal gain or in a manner which may be determined to the organization.
- Pay proper regard to the safety and protection of plant, material, and processes committed to his/her charge.
- Demonstrate his/her personal integrity in his/her contacts and dealings with other people.
- Keep reasonable distance in relationship with the suppliers to ensure that it does not influence the business dealings, which may happen subconsciously.
- Declare the relationship if any with a supplier/contractor/customer with whom he/she is required to have any sort of dealings on behalf of the company.
- Follow the organization's anti bribery policy, which excludes corrupt practices with regard to the giving or receiving of gifts or benefits and not tolerate any practice which could lead to commercial or other corruption.



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- Politely decline expensive gifts except for eatables (customary at the festivals times) in ordinary containers. If the same becomes unavoidable for any reasons whatsoever, it has to be communicated to the management and gift must be deposited with HR department.
- Avoid taking any obligations in the business dealings like using supplier's/customer's transport or other facilities, which might be extended specially during outstation travel, and if the same is made use of, keep the management informed, so that the treatment is reciprocated.
- Set an example for his/her subordinates through his/her own work capability and performance, through his/her leadership and by taking account of the needs and problems of his/her subordinates.
- Train the people as appropriate under him/her to become qualified for higher duties, including his/her position.
- Actively contribute in the organization's efforts to kill the menace of drugs or any other kind of intoxication including tobacco and discourage smoking through his / her own example.