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Code Of Conduct

- **Conflict of interests**

Employees are not allowed, either within or outside working hours, in any other gainful employment or conduct or any form of business activity, either personally or through the agency of another, unless the company agrees thereto.

- **Confidentiality**

Employees have to keep sensitive information about the company as well as about customers and suppliers in strict confidence and not divulge or transfer any such information to anybody or inside the company that does not need the information for fulfillment of his/her job.

Sensitive information is regarded as (but not limited to)

- Business plans
- Marketing plans
- Product development plans
- Budgets
- Designs
- Salary and wage information

- **Representation of the company**

Being an employee of Atlas Copco does not mean to act on behalf of the company. The right only remains with the **Managing Director** unless designated to any other Senior Manager beyond authorization. This also pertains to the right to make statements to the press or to any other person or body on behalf of the company.

No employee is authorized to answer any questions from a third party related to any aspect of our business or our customer's or supplier's business. The corresponding Head of the Department should be informed immediately.

- **Acceptance of gifts**



Policy on Business gifts and hospitality

During festive season some employees may be approached with a gift by our current and/or potential business partners. There is no doubt that the giving and accepting of festive gifts has an important role in facilitating business relationships. However, as an employee you need to know that you can't accept a gift beyond simply as token. When it is unavoidable to accept the token value gift (i.e. sweets etc.), please inform your Manager and General Manager. Consider the ethical implications before receiving and giving festival gifts.

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· **Recruitment - Employee referral compensation.**

There is no employee referral scheme for recruitment in the Company and therefore no compensation is paid to this effect to the employee for recommending candidate for employment in the Company.

· **Personal conduct**

All rules and regulations of the company must be complied at all times whether the employee is in the company's premises or not. Employees should conduct themselves properly because their personal as well as social behavior reflects on the company as a whole. They should practice good work discipline in order to maintain a safe and healthy working environment. The company expects the employee to work in an efficient manner and to maintain a fair and positive attitude both to colleagues and the company.

· **Desks & drawers**

Employees when leaving the desk for a longer time e.g. at the end of the day or at lunch time etc. should lock away all material on the desk.

· **Smoke-free and Tobacco Free Working Environment**

Atlas Copco (India) Ltd, is committed to provide healthy, safe working environment for wellness of its employees. As a part of this endeavor, it is necessary to keep all buildings smoke-free and Tobacco Free. Smoking and chewing tobacco products will not be permitted **inside the buildings** at all locations of the company.

· **Disciplinary Actions**

A disciplined workforce is essential to achieve Company's objectives. Company has led down principles, policies & guidelines for employees. Employees are expected to follow the legitimate instructions (written or verbal) of superiors and perform their duties in expected manner. In case of violation of instructions of superiors, company's principles, policies and guidelines and if found guilty of violation/misconduct, the Company may, having regard to the nature of misconduct found proved, impose the punishments (based on outcome of investigations) i.e. Warning or Fine, or Withholding or forfeiture of increment; or Suspension by an order in writing for a period not exceeding 4 days; or Discharge; or Demotion/Reduction to lower grade; or Dismissal.