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1. PURPOSE

The purpose of this Code of Conduct is to define the ethical principles, professional standards, and acceptable behavior expected from all employees of Carrier Wheels Pvt. Ltd. ("CWPL").

This Code ensures integrity, transparency, accountability, and compliance with applicable laws and internal policies in all business operations.

2. SCOPE & APPLICABILITY

This Code applies to:

- All permanent, probationary, contractual, and temporary employees
- Management, supervisors, trainees, and associates
- Any individual acting on behalf of CWPL

Compliance with this Code is **mandatory**.

3. CORE VALUES & ETHICAL PRINCIPLES

CWPL is committed to conducting its business based on:

- Integrity and honesty
- Respect for individuals
- Fair dealing and transparency
- Compliance with laws and regulations
- Accountability and responsible conduct

Every employee is expected to uphold these principles in daily work and decision-making.

4. COMPLIANCE WITH LAWS & REGULATIONS

All employees must:

- Comply with applicable local, state, and national laws
- Follow factory regulations, labour laws, and statutory requirements
- Adhere to internal policies, procedures, and safety rules

Any violation of law or regulation may result in disciplinary action.

5. WORKPLACE CONDUCT & DISCIPLINE

Employees shall:

- Maintain professional behavior at all times
- Respect colleagues, supervisors, visitors, and stakeholders
- Avoid abusive, threatening, discriminatory, or offensive behavior
- Follow attendance, punctuality, and workplace discipline rules

CWPL does not tolerate misconduct, negligence, or behavior that harms workplace harmony.

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6. EQUAL OPPORTUNITY & NON-DISCRIMINATION

CWPL provides equal employment opportunities and prohibits discrimination based on:

- Gender, age, religion, caste, marital status, or disability

Harassment of any form, including sexual harassment, is strictly prohibited and addressed under the POSH Policy.

7. HEALTH, SAFETY & ENVIRONMENT RESPONSIBILITY

Employees must:

- Follow health, safety, and environmental procedures
- Use prescribed Personal Protective Equipment (PPE)
- Report unsafe conditions, accidents, or near misses
- Support CWPL's commitment to a safe and healthy workplace

Safety violations are treated as serious misconduct.

8. CONFLICT OF INTEREST

Employees must avoid situations where personal interests conflict with CWPL's interests.

Any actual or potential conflict of interest must be disclosed promptly to management.

Failure to disclose conflicts may lead to disciplinary action.

9. GIFTS, GRATUITIES & IMPROPER BENEFITS

Employees shall not:

- Offer, give, or accept gifts, cash, favors, or benefits that could influence business decisions
- Engage in unethical inducements with suppliers, customers, or third parties

Any permitted gifts must be modest, transparent, and approved by management.

10. CONFIDENTIALITY & DATA PROTECTION

Employees must:

- Protect CWPL's confidential information, data, and intellectual property
- Not disclose proprietary or sensitive information without authorization
- Use company systems and information responsibly

Confidentiality obligations continue even after employment ends.

11. USE OF COMPANY ASSETS

Company assets (equipment, tools, IT systems, data, vehicles) must be:

- Used responsibly and only for authorized purposes
- Protected from misuse, theft, or damage

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Unauthorized use or negligence may lead to disciplinary action.

12. FRAUD, MISREPRESENTATION & UNETHICAL PRACTICES

CWPL has zero tolerance for:

- Fraud, falsification of records, or misrepresentation
- Theft, corruption, or misuse of authority
- Any dishonest or illegal activity

Violations may result in termination and legal action.

13. REPORTING CONCERNS & NON-RETALIATION

Employees are encouraged to report:

- Ethical violations
- Misconduct
- Unsafe or unlawful practices

Reports can be made through existing grievance or reporting mechanisms.

CWPL strictly prohibits retaliation against individuals who raise concerns in good faith.

14. DISCIPLINARY ACTION

Non-compliance with this Code may result in:

- Counselling or warnings
- Suspension
- Termination of employment
- Legal action where applicable

Disciplinary measures are proportionate to the severity of violation.

15. COMMUNICATION & AWARENESS

This Code shall be:

- Communicated to all employees
- Included in training and induction programs
- Reviewed periodically to ensure relevance and compliance

16. APPROVAL & EFFECTIVE DATE

This Code of Conduct is approved by the Management of Carrier Wheels Pvt. Ltd. and is effective from the date of issue.

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	Name/Designation	Signature	Remarks for Revision
Prepared By:	Amit Saroha Deputy Manager		
Approved by:	Apoorva Jain Director		