



Employee Code of Conduct Policy

Company Vision

Polyhose strives to satisfy and add value to its customers by safely manufacturing dependable, high-quality fluid conveyance products and services recognized globally, all while meeting stakeholder objectives.

Mission

- Polyhose aspires to be a preferred global player in the supply of energy conveyance systems to our PARTNERS.
- Growing in Mobile Fluid Systems and Industrial Fluid Systems
- Develop in Niche Market of Life Sciences, Aerospace and Defense Fluid Conveyance Systems
- Consolidate India's leadership position and accelerate global market growth

Build Trust and Credibility

The success of our business is dependent on the trust and confidence we earn from our employees, customers, and shareholders. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching company goals solely through honourable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: Will this build trust and credibility for Polyhose? Will it help create a working environment in which Polyhose can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. Polyhose is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone's talents go to waste.

Polyhose is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types and from abusive, offensive, or harassing behaviour. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources.

All Polyhose employees are also expected to support an inclusive workplace by adhering to the following conduct standards:

Treat others with dignity and respect always.

- Address and report inappropriate behaviour and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seek out insights from employees with different experiences, perspectives, and backgrounds.
- Avoid slang or idioms that might not translate across cultures.
- Support flexible work arrangements for co-workers with different needs, abilities, and/or obligations.

- Confront the decisions or behaviours of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perceptions of your conduct.
- Polyhose will not tolerate discrimination, harassment or any behaviour or language that is abusive, offensive, or unwelcome.

Create a Culture of Open and Honest Communication

At Polyhose everyone should feel comfortable speaking his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

Polyhose will investigate all reported instances of questionable or unethical behaviour. In every instance where improper behaviour is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethical concerns in good faith.

For your information, Polyhose's whistle-blower policy is as follows:

Employees are encouraged, in the first instance, to address such issues with their managers or the HR manager, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager or HR, Polyhose's does operate with an open-door policy.

Set Tone at the Top

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behaviour does not simply happen; it is the product of clear and direct communication of behavioural expectations, modelled from the top and demonstrated by example. Again, ultimately, our actions are what matter.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At Polyhose, we want the ethics dialogue to become a natural part of daily work.

Uphold the Law

Polyhose's commitment to integrity begins with complying with laws, rules, and regulations where we do business. Further, each of us must understand the company policies, laws, rules, and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or Polyhose policy, we should seek advice from the resource expert. We are responsible for preventing violations of the law and for speaking up if we see possible violations.

Because of the nature of our business, some legal requirements warrant specific mention here.

Competition

We are dedicated to ethical, fair, and vigorous competition. We will sell Polyhose products and services based on their merit, superior quality, functionality, and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate our activities with our competitors. We will not offer or solicit improper payments or gratuities in connection with the purchase of goods or services for Polyhose or the sales of its products or services, nor will we engage or assist in unlawful boycotts of customers.

Proprietary Information

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution, or alteration of software or other intellectual property.

Selective Disclosure

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material non-public information with respect to Polyhose, its securities, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers to ensure that our presentations do not contain material non-public information.

Health and Safety

Polyhose is dedicated to maintaining a healthy environment. A safety manual has been designed to educate you on safety in the workplace. If you do not have a copy of this manual, please see the HR department.

Avoid Conflicts of Interest

Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of Polyhose may conflict with our own personal or family interests. We owe a duty to Polyhose to advance its legitimate interests when the opportunity to do so arises. We must never use Polyhose property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with Polyhose.

Here are some other ways in which conflicts of interest could arise:

- Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier, or contractor, regardless of the nature of the employment, while you are employed with Polyhose.
- Hiring or supervising family members or closely related persons.
- Owning or having a substantial interest in a competitor, supplier, or contractor.
- Having a personal interest, financial interest, or potential gain in any Polyhose transaction.
- Placing company business with a firm owned or controlled by a Polyhose employee or his or her family.
- Accepting gifts, discounts, favours, or services from a customer/potential customer, competitor, or supplier, unless equally available to all Polyhose employees.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR department.

Gifts, Gratuities, and Business Courtesies

Polyhose is committed to competing solely on the merit of our products and services. We should avoid any actions that create a perception that favourable treatment of outside entities by Polyhose was sought, received, or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment, or other benefits from persons or companies with whom Polyhose does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation, or policies of Polyhose or customers or would cause embarrassment or reflect negatively on Polyhose's reputation.

Accepting Business Courtesies

Most business courtesies offered to us in the course of our employment are offered because of our positions at Polyhose. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position at Polyhose to obtain business courtesies, and we must never ask for them, we may accept unsolicited business courtesies that promote successful working relationships and goodwill with the firms that Polyhose maintains or may establish a business relationship with.

Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in the negotiation of contracts must be particularly careful to avoid actions that create the appearance of favouritism or that may adversely affect the company's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when Polyhose is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain Polyhose business.

Meals, Refreshments, and Entertainment

We may accept occasional meals, refreshments, entertainment, and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment provided that:

They are not inappropriately lavish or excessive.

The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.

The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring soon.

The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.

Gifts

- Employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including:

- Flowers, fruit baskets and other modest presents that commemorate a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps, and t-shirts (or other novelty, advertising, or promotional items).
- Employees should not accept compensation, honoraria, or money of any amount from entities with whom Polyhose does or may do business.
- Employees with questions about accepting business courtesies should talk to their managers or the HR department.

Offering Business Courtesies

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon Polyhose. An employee may never use personal funds or resources to do something that cannot be done with Polyhose resources. Accounting for business courtesies must be done in accordance with approved company procedures.

Other than to our government customers, for whom special rules apply, we may provide nonmonetary gifts (i.e., company logo apparel or similar promotional items) to our customers. Further, management may approve other courtesies, including meals, refreshments, or entertainment of reasonable value, provided that:

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- The business courtesy is properly reflected on the books and records of Polyhose.
- Set Metrics and Report Results Accurately

Corporate Recordkeeping

We create, retain, and dispose of our company records as part of our normal course of business in compliance with all Polyhose policies and guidelines, as well as all regulatory and legal requirements.

All corporate records must be true, accurate and complete, and company data must be promptly and accurately entered in our books in accordance with Polyhose's and other applicable accounting principles.

We must not improperly influence, manipulate, or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of Polyhose books, records, processes, or internal controls.

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department.

Polyhose takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

Be Loyal

Confidential and Proprietary Information

Integral to Polyhose's business success is our protection of confidential company information, as well as non-public information entrusted to us by employees, customers, and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer names/addresses or non-public information about other companies, including current or potential supplier and vendors. We will not disclose confidential and non-public information without a valid business purpose and proper authorization.

Use of Company Resources

Company resources, including time, material, equipment, and information, are provided for company business use. Nonetheless, occasional personal use is permissible if it does not affect job performance or cause a disruption to the workplace.

Employees and those who represent Polyhose are trusted to behave responsibly and use good judgment to conserve company resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

Generally, we will not use company equipment such as computers, copiers, and fax machines in the conduct of an outside business or in support of any religious, political, or other outside daily activity, except for company-requested support to non-profit organizations. We will not solicit contributions nor distribute non-work-related materials during work hours.

To protect the interests of the Polyhose network and our fellow employees, Polyhose reserves the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, the use of the Internet or Polyhose's intranet. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit, or otherwise offensive or inappropriate.

Uniform, Appearance, and Identification badge Policy

Employee appearance influences our reputation and the growth of our company. All employees are expected to present themselves at all times in a way that is consistent with their professional status, be tidy, clean, and of smart appearance, and dress appropriately for their position.

- Employees who interact with clients, vendors, or the general public on behalf of Polyhose must project a favourable impression of the business.

- Uniforms must always be clean and ironed and worn in a professional way. The uniforms issued must not be altered without prior approval from HR Department.
- Employees are expected to take good care of themselves and return uniforms issued upon termination of employment.
- Employees wearing the uniforms to inappropriate places is strictly prohibited, if found will be subject to disciplinary action.
- All employees, contractors and guests will be required to obtain and wear a company-issued identification (ID) badge while at work.
- Identification (ID) badges are company property and must be always worn and visible while on company premises.
- Employees should confront anyone who is not wearing a Polyhose ID badge.
- Report the loss or theft of your ID badge to your manager and HR Department immediately.
- Smartphones (or cell phones) and other electronic devices are not permitted in production areas without prior approval.
- Employees are responsible for ensuring that all visitors to our company are properly entered into the Visitor management system and always Identity badged.
- Employees are always responsible for escorting visitors inside the premises.

Training

Training on the Code of Conduct will be provided as per the training plan. It is the responsibility of all the employee to undergo the training and be responsible

Raise a concern/ Grievance

Polyhose encourage employees to address their concern if they face any unjust treatment, harassment, health & safety concerns to their immediate supervisor or to Human Resource or address unanimously to ombudsman@polyhose.com

Disciplinary action

Disciplinary actions will be taken against the employee who repeatedly fail to follow the Code of Conduct by the Plant Head and Human Resource

Review & Revision

Polyhose reserves the right to revise, modify any or all clauses of this policy