

Code of Conduct

Objective

SpeedMart adheres to all applicable laws and regulations and respects the lawful customs practiced in India. We are committed to fostering relationships and conducting business with integrity, fairness, and transparency. Our Code of Conduct clearly defines the ethical standards and behaviours expected from all employees, contractors, and stakeholders. It underscores our policy towards bribery, corruption, fraud, and inappropriate gift practices, ensuring accountability and upholding our commitment to ethical operations.

Scope

This policy applies to all employees, contractors, consultants, agents, and any individual or entity acting on behalf of the company. It extends to all business activities, whether conducted locally or internationally.

Key Principles

- 1. Bribery :** The company maintains a strict policy on bribery. Employees are strictly prohibited from offering, promising, or providing anything of value, whether monetary or non-monetary, as well as soliciting or accepting any form of bribe under any circumstances.
- 2. Corruption:** Corruption undermines the company's core values and principals. Employees must refrain from engaging in any actions that could be perceived as corrupt. Any attempt to manipulate company operations for personal benefit or third-party advantage is strictly prohibited.
- 3. Gifts and Hospitality:** Gifts and hospitality have the potential to create conflicts of interest or unduly influence decision-making. To uphold integrity and transparency within the organization, the following guidelines must be observed:

Permitted Actions:

- Accepting small, token gifts or reasonable hospitality, such as refreshments during meetings, provided they do not influence professional decisions.
- Exchanging gifts during customary festivals or celebratory events, subject to prior approval from the appropriate authority.

Prohibited Actions:

- Accepting gifts or hospitality worth more than customary levels that may compromise, or appear to compromise, objectivity in decision-making.
- Offering extravagant gifts or entertainment to clients, vendors, or officials that exceed reasonable limits or could be interpreted as a means to gain undue influence.

- 4. Fraud :** Engaging in fraudulent activities is strictly forbidden and will lead to severe disciplinary measures, including termination of employment and potential legal action.

Fraudulent Behaviour could be in all or part of the following:

- Altering or falsifying company or personal documents, accounts, or records.
- Misrepresenting financial information or business outcomes for personal or external gain.
- Misusing company funds, assets, or property for unauthorized purposes.

Employee Responsibilities

- **Adherence:** All employees must read, understand, and comply with this policy.
- **Training:** Attend mandatory compliance training sessions on anti-bribery, anti-corruption, and fraud prevention.
- **Reporting:** Immediately report any unethical behaviour or breach of this policy through the company's designated reporting channels.

Confidentiality and Non-Retaliation

SpeedMart ensures strict confidentiality for all reports of unethical behaviour. No employee to face retaliation or discrimination for reporting violations in good faith.

Enforcement and Review

This policy will be monitored and reviewed regularly to ensure compliance with legal regulations and industry standards.