

MOREPEN LABORATORIES LIMITED

CIN: L24231HP1984PLC006028

Registered Office: Village Morepen, Nalagarh Road, Near Baddi Distt. Solan, Himachal Pradesh – 173 205

Email: plants@morepen.com, Website: www.morepen.com

Tel.: +91-1795-266401-03, 244590, Fax: +91-1795-244591



Corporate Office: 2nd Floor, Tower C, DLF Cyber Park, Udyog Vihar-III, Sector-20, Gurugram, Haryana-122016

Email: corporate@morepen.com, Website: www.morepen.com

Tel.: +91-124-4892000

Document No.: COC-POL-001 | Rev Date: 01 Nov 2024 | Revision No.: 01

ORGANIZATIONAL CODE OF CONDUCT

This code of conduct and ethics is in alignment with MLL's core values and commitments.

The essence of this Code is that each workforce member should conduct the organization's business in a way that upholds its values and commitments. It is the responsibility of each workforce member of the organization to be aware of these values, commitments and procedures and adhere to all elements of this Code, in letter and spirit.

1. Performance of Assigned Duties

- To use due care and diligence in the performance of duties and to own up the responsibilities for the results delivered.
- To refrain from accepting concurrent employment or doing any business or holding a position of responsibility or providing consultancy, for remuneration or otherwise.

2. Protection of organization's property

- To utilize the Organization's assets, both tangible and intangible, including proprietary information in most efficient and economic manner and for legitimate and official purposes only.
- To safeguard the Organization's Property against loss, damage, misappropriation, theft etc.

3. Relationship with Business Associates

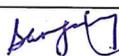
- To deal with the customers, suppliers, bankers, financial institutions and other business associates like vendors, contractors, transporters, agents, etc. with respect and dignity so as to build a relationship of trust and confidence.
- To act in the best interest of the organization to the exclusion of considerations of direct or indirect personal preference or advantage when dealing with customers, suppliers, contractors or any person doing a seeking to do business with the Organization.

4. Conflict of Interest

- To be scrupulous in avoiding situations wherein personal and financial considerations tend to compromise the exercise of professional judgments in discharging of duties and not to allow personal interest of conflict with the interest of the Organization.
- To abstain from engaging in any business dealing, relationship or activity with business associates where one is directly or indirectly interested through relatives or otherwise, if it conflicts with the interest of the Organization or impairs the ability to make objective and fair decisions while performing the job.
- To refrain from exploiting for own personal gain any opportunities that arises due to use of Organization's property, information or position.
- To refrain from involving and engaging in any other activity that could create the appearance of a conflict of interest and thereby impairs MLL's reputation.

5. Confidentiality

- To respect and maintain the confidentiality of all information acquired in the course of performance of duties and not to disclose such information except when it is authorized or legally required.

		
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Asst. Manager-HR	Advisor – HR	Director

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- To abstain from deriving any benefit or assisting others to derive any benefit from the access to and possession of information about the organization, that is not in public domain and constitutes insider information.

6. Participation in Political Activities

To refrain from making contribution of Organization's funds, directly or indirectly, to any political party or committee, domestic or foreign, or to any candidate for or holder of any office of the government-national, state, local or foreign, unless it is legally permissible and is appropriately authorized.

7. Gifts and Donations

- To refrain from seeking, accepting or receiving, directly or indirectly, any gift (Except token gifts/sweets on important festivals or corporate gifts/souvenirs) payment or favor in whatsoever form including exclusive hospitality (except normal hospitality during visits) from Organization's business associates (as defined in Sr. No. 3) and to ensure that the Organization's interests are never compromised.

8. Adherence to Laws and Organization Policies

- Compliance of applicable Laws and Regulations so far as conducting the affairs of the Organization is a norm to be adopted. Within one's area of responsibility one should try to be fully conversant with the latest legal provisions.
- To adhere to various policies, rules and procedures laid down by the Organization from time to time.

9. Sensitive Transactions

- To obtain prior written approval from the designated authority before engaging in any sensitive transaction involving external stakeholders, including gifts, hospitality, travel, entertainment, sponsorships or donations where personal benefit may be perceived.
- To maintain clear documentation of all sensitive transactions including business rationale, parties involved, value and approval records.
- To ensure all sensitive transactions comply with applicable laws and organizational policies and do not create the appearance of impropriety or compromise professional judgment.
- To report all sensitive transactions transparently through established approval channels and maintain a centralized register for audit purposes.
- Any sensitive transaction undertaken without prior approval will result in appropriate disciplinary action.

10. Reporting Concern

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- To promptly report to management any actual or possible violation of the code by the self or any other employee of the organization or an event that could affect the business or reputation of the organization.

11. Anti-Discrimination and Harassment

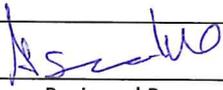
- To maintain a workplace free from discrimination based on race, religion, gender, caste, creed, national origin, age, disability or any other protected characteristic at all times.
- To ensure that all decisions regarding recruitment, compensation, promotions, transfers, training, and rewards are made on merit and without discriminatory bias.
- To refrain from engaging in harassment of any kind, whether physical, verbal or psychological, including sexual harassment, and to report any such conduct immediately to management.
- To treat all workforce members and business associates with dignity and respect, ensuring an inclusive and respectful work environment.
- To ensure that retaliation against individuals reporting discrimination or harassment or participating in related investigations is strictly prohibited.

12. Fraud Prevention and Anti-Fraud Conduct

- To act with honesty, integrity and good faith in all dealings and to safeguard the organization's financial assets, resources and property against misappropriation, theft, embezzlement and other fraudulent activities.
- To refrain from engaging in any fraudulent activity including falsification of records, unauthorized use of organizational resources, manipulation of financial data or any deceptive practice for personal or third-party gain.
- To exercise due diligence in performing duties and to remain alert to suspicious transactions, unusual patterns or events that could indicate fraudulent activity within one's area of responsibility.
- To promptly report any suspected or actual fraud, theft, embezzlement or corrupt practices to management or the designated reporting mechanism.
- To comply strictly with all financial policies, authorization procedures and internal control requirements established by the organization.
- Any violation of fraud prevention standards will result in immediate disciplinary action up to and including termination of employment or engagement and potential referral to law enforcement authorities for criminal prosecution.

13. General

- To act in accordance with the highest standards of personal and professional integrity, honesty and ethics so that the conduct is free from fraud and deception and helps foster a culture of honesty, truthfulness, reliability, accountability and respect for human values in the organization.
- To display high character and conduct that is in line with the organization values outside workplace where an employee is acting as an ambassador of the organization.

		
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- To immediately disclose to the HR Department the appointment of any of the relatives including spouse, children; brothers, sisters and parents of self and spouse.
- To report to work properly groomed, wearing appropriate clothing consistent with the nature of work performed.
- To refrain from communication with any member of press or publicity media or any other outside agency on matters concerning the Organization except through the designated spokespersons or authorized otherwise as spelt out in the communication policy of the Organization.
- To strive to maintain work environment free from sexual harassment, whether physical, verbal and psychological.
- To keep the work environment free of discrimination related to race, religion, gender, creed or any other basis, both at the time of recruitment and reward. Treat others with dignity and respect at all times.
- To use electronic resources in an effective, ethical and lawful manner and to prohibit the usage of Internet facilities from accessing unauthorized, illegal and immoral websites.
- To refrain from forwarding unnecessary and undesirable e-mails and SMS within and outside the organization.
- Not to involve oneself in active trading of stocks and shares.

The code of conduct is applicable for all workforce members of the organization including employees, contractors, consultants, temporary workers, trainees, and any other individual engaged to perform work for or on behalf of the organization. All such individuals are required to execute this code in full faith and integrity in all aspects and circumstances.

Any violation of above conduct stands ZERO tolerance on parameters of organizational core values and code.

All organizational decisions shall stand in compliance with the code established above.

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