

## **CODE OF CONDUCT**

### **PREAMBLE**

The Code is a comprehensive rulebook, covering safety, anti-bribery and corruption, fair competition and other important areas and intended to maintain high standards of transparency, business conduct, ethics, corporate culture and the values. TECI encourages diversity and appreciates the differences in values, beliefs, cultures and religions, gender and ethnicity and discourages situations and behaviors which can be construed as intimidating, disrespectful or condescending towards their colleagues and is outside the moral, ethical and legal purview.

### **OBJECTIVES**

The Code of Conduct (henceforth referred to as the “**Code**”) has been designed for all Directors, Members of the Executive Committee, Members, Employees, Contractors and Consultants and anyone else representing and working/acting on behalf of “TECI Foundation” (“TECI”) to:

- provide guidelines regarding their conduct and actions while serving TECI;
- establish and define the acceptable standards of behaviour and conduct while dealing with any stakeholder, including government, for and on behalf of TECI;
- enable them to actively create and foster a work environment, which promotes fairness, integrity and transparency in all interactions with other members, business partners, government departments and the community at large.

### **1. ETHICAL CONDUCT**

All the concerned should act in accordance with the highest standards of personal and professional integrity, honesty and ethics. And all are to adhere and to comply with laws on Anti-Bribery and Corruption, Anti-Money Laundering, Preventing the Facilitation of Tax Evasion, Antitrust, Data Privacy and Trade Compliance.

### **2. PERSONAL CONDUCT**

At all the times while acting on behalf of or representing TECI, all concerned are expected to be fair, polite, cordial, with the highest standards of personal and professional integrity, ethical and use utmost care and sound judgment while dealings with the Clients, fellow members, employees, international community and public at large.

### **3. FAIR TREATMENT AND DIVERSITY**

TECI is committed to provide fair treatment to all its Directors, Members of the Executive Committee, Members, Employees, Contractors and Consultants and anyone else representing and working/acting for and on behalf of it and build a diverse yet inclusive workplace that is representative of the marketplace and the communities in which the Company operates.

**4. CONFLICT OF INTEREST:**

All concerned should also be mindful of, and seek to avoid, conduct which could reasonably be construed as creating an appearance of a conflict of interest. They are free to make any personal investment and enjoy social relations and normal business courtesies, however at the same time they must not have any interests that adversely influence the performance of their duties, functions and responsibilities towards TECI.

**5. CONFIDENTIALITY:**

Any information concerning TECI's objective which is not in public domain and to which any of the concerned has access or possesses such information, must be considered confidential and held in confidence, unless authorised to do so and when disclosure is required as a matter of law. All concerned are informed that all such information and important data shall not provide either formally or informally, to the press or any other publicity media, unless specially authorised.

**6. COMPLIANCE WITH APPLICABLE LAWS:**

All concerned must comply with all applicable laws, rules and regulations, both in letter and spirit. In order to assist TECI in promoting lawful and ethical behavior, all concerned must report any possible violation of law, rules, regulations or the Code of Conduct to the Board of Directors/ Executive Committee of TECI.

**7. DISCLOSURES:**

The Directors, Members of the Executive Committee, other Members and Employees of the Company should ensure to provide full, fair, accurate and timely disclosures in all reports and documents required to be presented to TECI.

**8. INTELLECTUAL PROPERTY:**

TECI's intellectual property rights (our trademarks, logos, copyrights, trade secrets, "know-how", and patents) are among our most valuable assets. Unauthorized use can lead to their loss or serious loss of value. All should respect the trademark and other intellectual property laws, including laws governing the fair use of copyrights, trademarks, and brands. No one should use TECI's logos, marks, or other protected information or property for any business or commercial venture unless have specific authority to do so. No one should use or encourage the use of pirated software in their own or client organizations. We strongly encourage you to report any suspected misuse of trademarks, logos, or other TECI intellectual property to Legal.

**9. FAIR DEALING:**

The Company aims to do business fairly, ethically and in accordance with applicable laws that promote and safeguard fair competition among businesses. All Directors (Members of the Executive Committee), Members and the Employees of TECI should deal fairly with the TECI's customers, suppliers, competitors, contractors etc. and should not take unfair advantage of anyone through any

intentional unfair-dealing practice. We do not tolerate the direct or indirect offer, payment, solicitation or acceptance of bribes in any form. Facilitation payments are also prohibited.

#### **10. DISCRIMINATION AND HARASSMENT:**

TECI is firmly committed to provide equal opportunity in all aspects of employment and any illegal discrimination or harassment of any kind is prohibited. Dealings with fellow members/colleagues to be conducted in a positive and professional manner and with utmost courtesy and fairness.

#### **11. MEMORANDUM AND ARTICLES OF ASSOCIATION:**

All the Members of TECI adhere to its Memorandum and Articles of Association and any amend made therein from time to time.

#### **CONCLUSION**

The Code has been readied, mindful of the values and virtues, “TECI Foundation”, being a section 8 Company and a Non-Profit Organization, is expected to instill. The intent is to be a guiding light towards righteous conduct rather than being a disciplinarian guidebook.