

# Court and Criminal Proceedings

The Laws of the Land govern employees of our Company.

Therefore, such laws also govern the terms of appointment and service conditions of every employee.

Any employee who is involved in any court proceedings or any similar proceedings is expected to abide by the decisions of that court or forum.

Any employee who is involved in a criminal proceeding initiated against him other than and in connection with his employment with the company is expected to report the details of such criminal proceedings initiated or pending against him in writing within forty-eight hours of such an event occurring. This matter should be reported irrespective of whether he is convicted or not convicted of the criminal charges leveled against him. Any employee who is convicted of a serious criminal act is likely to lose his lien on employment with the company.

## **The following acts would constitute a breach of this ethics policy;**

- Ignoring Court Notices, intimation to attend enquiries instituted by the company.
- Not co-operating with the government and statutory authorities in accordance with the laws of the land.
- Not abiding by or following court orders or other decisions and directions that may arise out of legal and semi-legal proceedings which are in accordance with the laws of land.
- Any employee who does not intimate the company personally or through an agent the details of an FIR lodged against him by any Police Station within forty-eight hours in writing.
- Any employee who does not intimate his Head of Department or a Manager of the Company personally or through an agent the details of any criminal proceedings filed or pending against him in any court in the country within forty-eight hours in writing.