

MOREPEN LABORATORIES LIMITED

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EMPLOYEE CODE OF CONDUCT

INTRODUCTION:

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

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

POLICY STATEMENT – EMPLOYEE CODE OF CONDUCT

At Morepen, we are dedicated to upholding the highest standards of integrity, professionalism, and ethical behavior. This Employee Code of Conduct outlines our expectations for all employees to ensure a respectful, inclusive, and productive work environment. By adhering to this code, we reinforce our commitment to ethical practices, legal compliance, and mutual respect.

Employees are expected to act with honesty, comply with all applicable laws, protect confidential information, treat colleagues with respect, avoid conflicts of interest, perform duties with professionalism, adhere to health and safety guidelines, use company resources responsibly, and support environmentally sustainable practices. Violations of this code may result in disciplinary action, up to and including termination of employment.

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.

¹Effective from March, 2013.

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.
- 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.

²Effective from March, 2013

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. Reporting Concern

- 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.

10. 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.
- 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.

³Effective from March, 2013

- 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 the 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 internal members of the organization for execution in full faith and integrity in all aspects and circumstances.

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

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

⁴*Effective from March, 2013*