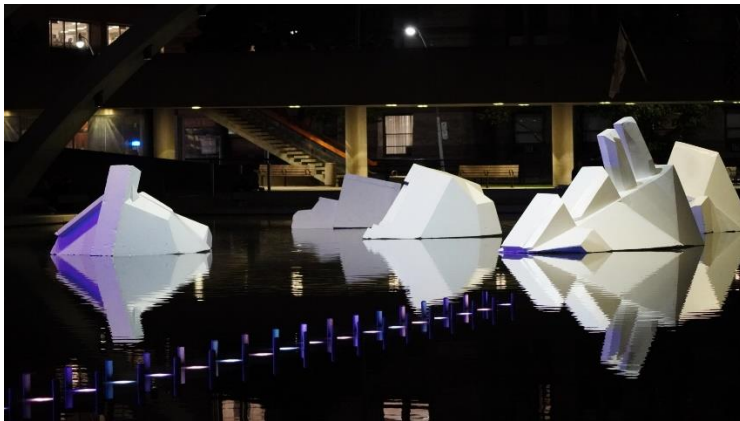


# The way we work wherever we are .....

## CODE OF CONDUCT

### BUILDING A LEVEL PLAYING FIELD



# Green Economy Initiatives Private Limited

CIN: U74900PB2013PTC038026



# Green Economy Coalition Foundation

CIN: U74999PB2016NPL045983

Not for Profit [Section-8(1) of the Companies Act, 2013 License No.108296]



## Word from directors,

Dear community,

The term employee is outdated, we are a community inside an organization. We win together, we loose together, we help each other in every way we can to achieve our goals whether organizational or personal.

Our **code of conduct** is our **culture**, “the beliefs, mindsets, principles, outlook, values and more....that when taken together forms our behaviour or action. It helps us to act responsibly and making right decisions all the time.

Thank you,

**Sumit Saini**

**Randeep Singh Saini**

Take time to familiarize with the **code**, so that everyone understand the way we work together. This code is applicable to all working in, with or for Green Economy Initiatives Private Limited and Green Economy Coalition Foundation, whether an individual or an organization. Therefore, brief everyone associated with us about the same as and when required. It is available on our website [www.greenalliance.in](http://www.greenalliance.in)

The information in the **code** cannot address each and every situation. There may be other policies, procedures and requirements that apply to one's role and that one must comply with in addition to the **code**. It, however, defines our culture and therefore must be complied with. Failure to work in accordance with the **code** constitutes gross indiscipline. In case of any clarification or help required or any disclosure or report to be made mail at [environmentmatters@gmail.com](mailto:environmentmatters@gmail.com)

**Be aware of one's delegation of authority.**

### **LEGAL COMPLIANCE**

We are committed to compliance with the laws and regulations of the countries and jurisdictions in which we operate. If a law or regulation conflicts with the **code**, we must comply with whichever applies the strictest standard.

### **IMPARTIALITY**

We must avoid situations where personal, family or financial interests' conflict with those of Green Economy so that all can trust us to do business fairly and transparently. If anyone encounters a potential conflict of interest must disclose the details and stand back from any related decision-making process.

### **BRIBERY AND FINANCIAL CRIME**

We have a zero tolerance to any form of bribery or financial crime.

### **GIFTS AND ENTERTAINMENT**

Offering or accepting gifts, entertainment or hospitality is a difficult area and lines of crossing are very thin. These may be acceptable say accepting a souvenir or memento as a matter of respect where one is sure that there is no obligation or could reasonably be viewed as improperly influencing business transactions or say it is a declared policy that a service can be obtained on fast track mode for a higher fee. In case of any confusion should report and seek clarification or approval.

### **ACCURATE REPORTING**

We must be honest and never falsify or include misleading information in any documents, reports or other records, either on behalf of Green Economy or at the request of any third party.

### **PROTECTING ASSETS / INTELLECTUAL PROPERTY**

We must not misuse any Green Economy assets and must each take steps as are reasonably open to us to protect those assets. Our Intellectual property (IP) includes trademarks (names and logos), patents, copyrights, "know how" and trade secrets. Our trademarks, which represent our brands, must be used properly.

### **INFORMATION SECURITY, CONFIDENTIALITY INCLUDING HANDLING PERSONNEL DATA**

Confidential information whether of Green Economy of those dealing with us or our customers must not be disclosed without a legitimate reason including complying with any confidentiality obligations or approvals needed. It is up to all of us to ensure that everyone we deal with trusts the way we handle their data.

## **EXTERNAL COMMUNICATIONS OR USE OF SOCIAL MEDIA**

Any external announcements, statements or responses to questions from the media or otherwise must not be made or discussed unless specifically authorised as part of one's role to ensure consistency and accuracy in reporting. Postings on personal social media accounts of any official activity is a NO. You need to be transparent about your association with Green Economy and be clear whether you are posting your own views or posting on behalf of Green Economy. Even still it is better not to comment on political issues or agree or disagree with any kind of views that reflect hatred, abuse etc.

## **INSIDE INFORMATION AND INSIDER DEALING**

You must not provide inside information (information relating to Green Economy which is not publicly available and which a third party can use for their benefit or hurting the interests of Green Economy) It is important to remember that even if information is not inside information, it still may be confidential and must not be disclosed outside without a legitimate business reason as authorized.

## **COMPETITION LAW**

Competition laws (also known as antitrust laws) promote fair competition between companies and help protect consumers. We should compete vigorously on price and service but we must not discuss, agree or coordinate prices with our competitors or share any information with competitors that may influence market conduct or pricing decisions.

## **RESPECT IN THE WORKPLACE, SAFETY AND SECURITY**

Green Economy does not tolerate harassment of any colleague by any person, for any reason. It firmly believes in the importance of providing a safe, secure and healthy work environment for all.

## **DIVERSITY AND INCLUSION**

We do not discriminate on the grounds of race, colour, ethnic or national origin, gender, sexual orientation, gender identity or expression, age, religion, marital status, disability, political affiliations or any other characteristic protected by national, state or local legal requirements

## **ENVIRONMENT PROTECTION, ENERGY SAVINGS**

We must work in an environmentally responsible manner reducing our carbon footprints, encourage recycling and exercise due diligence.

## **COMMUNITY ACTIVITIES INCLUDING WELFARE OF OWN COLLEAGUES**

We must play a role in local community and towards welfare of our colleagues and their families. An important way we support our local communities is through the Green Economy Coalition Foundation. Avoid donations or charity where it could be viewed as improperly influencing business. We take care of our colleagues as per the laws of land and extend such other facilities as mutually agreed including but not limited to medical assistance, contribution in funds.

## **POLITICAL ACTIVITIES**

We are all free to take part personally in political activities in our own time but should not force our views and ideologies on anyone else nor discuss the same in office. We also must not create the impression that we represent Green Economy in these matters. In dealing with regulatory and policy issues that affect Green Economy, we do not make party political donations but deal with the government of the day on matters which concern the business.

## **HUMAN RIGHTS**

We will not tolerate human rights abuses including forced labour, any form of modern slavery or the exploitation of children either within our own operations or supply chains.

We all have a responsibility to report concerns- Write to [environmentmatters@gmail.com](mailto:environmentmatters@gmail.com)