

## Professional Integrity and Confidentiality of Company Information

### Objective:

We expect total professional integrity from every employee. Each employee must be fully aware of his responsibility and be committed to the company's policy and principles of ethical practices. He / she must adhere to total confidentiality in respect of all company matters they deal with.

### Policy Guidelines:

- It is the responsibility of individual employees to keep all company property and information given to him / her in the course of their employment, confidential and safe.
- Any disclosure of any sensitive / important information to any outside person or company without authorisation is liable to be treated as an act of indiscipline and may result in legal action by the company.
- Any document or company property entrusted to an individual employee in good faith by the superiors is to be preserved and kept carefully. Any leakage of such document or information by the employee will have serious consequences if it is proved to be against the interest of the company.
- All employees are engaged by the company on full-time basis. No employee shall carry on any business / trade / part-time employment / consultancy etc., for remuneration, while he / she is employed with the company.
- Involvement with social sector, professional bodies, educational institutions etc., outside the working hours is permitted with prior approval from the CEO.
- Every employee is committed to ensure that none of the proprietary information, data, process, technology, etc. of the company shall be used in any manner detrimental to the interest of SPCL, even after cessation of their employment with the company. The company shall be at liberty to take appropriate legal recourse in case of any violation.
- Every employee will be required to sign an undertaking as per annexure HR / B1.1 / A and comply with the same.