

# CODE OF CONDUCT POLICY

Doc. Ref. : LDS / ESG / CCP -  
01

Rev. No. : 00

Date : 01.02.2024

## 1. PURPOSE

This Code of Conduct shall be applicable to all the existing and future workmen of **M/s. LDS RUBBER TECH (C) PVT. LTD.**, and all the group and associated companies.

## 2. SCOPE

All the existing and future workmen of the Company shall be bound by them.

## 3.(i) DEFINITIONS

In these Code of Conduct, unless there is anything repugnant in the subject or context:

- "Workmen" means any person employed including the office staff employed by the company in connection with the Company's business as defined in Section 2(s) of the Industrial Disputes Act, 1947
- "Notice Board" means the board/ boards kept/placed by the Management at conspicuous places in the premises of the establishment.
- "Disciplinary Authority" means the appointing authority including, Managing Director and the Manager appointed under Factories Act 1948 and any other manager authorized by the management.

## 3(ii) CLASSIFICATION OF WORKMEN

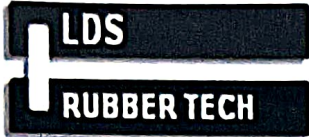
The Workmen shall be classified as follows namely :-

- a) Permanent
- b) Probationer
- c) Temporary
- d) Casual
- e) Apprentice

3-II-(i) A "Permanent Workman" is one who is employed on a permanent basis and completed the period of probation.

3-II-(ii) A "Probationer" is one who is provisionally employed to fill a permanent vacancy and has not completed the period of probation.

3-11 (iii) A "Temporary Workman" is one who has been engaged for work, which is of an essentially temporary nature likely to be completed within a specified period and not exceeding three months.



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3-II (iv) A "Casual workman" is one who is employed for some unexpected or unforeseen work which is not likely to last continuously".

3-II (v) Apprentice is one who is engaged in learning.

#### 4.MEDICAL EXAMINATION ON APPOINTMENT

- ❖ If the employer considers it necessary to have medical examination of a workman on his first appointment the employer shall at the employer's expense make arrangements for the medical examination.

#### 5.RECORD OF AGE

- ❖ Every workman shall produce proof of age at the time of recruitment PAN Card / Driving License / Adhaar Card / Passport / Voter Identity Card / Transfer Certificate from School maintaining it shall be deemed to be satisfactory proof of age.

#### 6.PAYMENT OF WAGES AND DATE AND MANNER OF PAYMENT OF UNCLAIMED WAGES

- ❖ The workman shall check his salary/wages immediately following its receipt. No claim for shortages of money will be considered once the recipient has left the immediate presence of the person making the payment.

#### 8.NOTICE OF WORK

- ❖ The company shall work as notified by the Management from time to time and the period and hours of work of all classes of workmen shall be displayed on the Notice Board.

#### 9.OVERTIME AND WORKING ON WEEKLY HOLIDAYS AND NATIONAL SPECIAL AND FESTIVAL HOLIDAYS

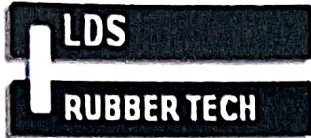
- ❖ Subject to the provisions of the legislation for the time being in force, the Management may require all or any number of its workmen to work on weekly holidays and National and Festival Special holidays in accordance with law and subject to the discretion of the worker concerned.

#### 10.SHIFT WORKING

- ❖ Shift working shall be regulated in accordance with the provisions of the laws governing the establishment..

#### 11.ATTENDANCE AND LATECOMING

- ❖ Every workman shall be present at his work spot at the time fixed and notified from time to time and shall not leave the work spot before the time fixed and notified



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### 12. PROCEDURE FOR THE GRANT OF LEAVE TO WORKMAN

- ❖ All workers shall be granted annual leave with salary / wages subject to provision of the law applicable to industrial establishment.
- ❖ A workman who desires to obtain leave of absence shall apply to the manager who shall issue orders on the leave application within a week of its submission or two days prior to the commencement of leave .
- ❖ If the leave is refused or postponed, the fact of such refusal or postponement and reasons there for shall be record in writing and communicated to the workman .

### 13. ENTRY INTO EXID FROM ESTABLISHMENT

- ❖ The workmen shall enter and leave the premises of the company only by the gate provided for the purposes. The workmen shall not remain inside the premises of the company after their shift/working hours, without permission from the Manager or his authorized officer.

### 14. LIABILITY FOR SEARCH

- ❖ All the workmen are liable to be searched while entering or leaving the premises by the security personnel on duty or such persons authorized for this purpose.
- ❖ No workman shall be permitted to carry with him outside the company premises any paper, book, drawing, photograph, instrument or tools, apparatus, documents or any other property of the company relating to company's business affairs unless they are authorized in writing to do so by the respective Head of the Department.

### 15. TEMPORARY CLOSURE OF DEPARTMENTS AND LAY OFF OF WORKMAN FOR CAUSES BEYOND THE CONTROL OF THE EMPLOYER

- ❖ The employer may, at any time, in the event of fire, catastrophe, breakdown of or machinery, or stoppage of power supply, epidemic, civil commotion or other cause beyond his control, stop working any machine or close any department or departments wholly or partially for any period or periods and the workman will be paid lay off compensation .

#### RESUMPTION OF WORK AFTER TEMPORARY CLOSURE :

- ❖ Any workman who has no work on account of the closure referred to in the above said clause, shall not be considered as discharged from service, but as temporarily unemployed.

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- ❖ Whenever practicable, reasonable notice shall be given for resumption of normal work to the workmen and all workmen laid off referred to in the above said clause who present themselves for work when the normal working is resumed shall be allowed to resume work.

## **CLOSURE DUE TO STRIKE AND RESUMPTION OF WORK THEREAFTER :**

- ❖ In the event of a strike affecting either wholly or partially any one or more departments of the industrial establishment, the employer may subject to the provisions of the Industrial laws.

## **16.SAFETY**

- ❖ All workmen are bound to observe safety precautions as directed and notified from time to time and use safety equipment's as directed by the company.
- ❖ All accidents, however minor should be reported at once by the workman concerned to his immediate superior and in his absence to the departmental head. Failure to do so will be considered as misconduct.

## **17.TERMINATION OF EMPLOYMENT**

a) Subject to the provisions contained in certified Standing Order no employer shall be dispensed with the service of any workman with not less than one year of continuous service except for a reasonable cause on an enquiry held for this purpose and without giving such workman at least one month's notice or wages in lieu of such notice.

## **18.DUTY TO RETURN BOOKS, PAPERS, DOCUMENTS, TOOLS, EQUIPMENTS AND OTHER THINGS BELONGING TO THE COMPANY ON TERMINATION OF SERVICE**

- ❖ Every workman on termination or superannuation or on resignation from service must return all books, papers, documents, drawings, maps, charts, tools, dispensary articles, furniture and other equipment's, cash and all other articles whatever belonging to the company in his possession and give charge of the same to the person or persons duly authorized to receive them and obtain clearance certificate.

## **19.LIABILITY OF WORKMAN TO GIVE NOTICE BEFORE VOLUNTARILY LEAVING COMPANY'S SERVICE**

- ❖ Any permanent workman desirous of leaving the service shall give one month's notice or one month's wages in lieu of notice to the employer ..

## **20. MISCONDUCTS**



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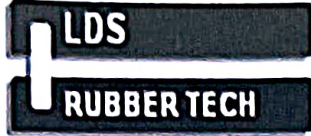
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The following acts and omissions shall be treated as misconducts:

1. Willful insubordination or disobedience whether alone or in combination with another or others of any lawful and reasonable orders of a superior.
2. Strike of work or inciting others to strike work in contravention of the provisions of the industrial laws
3. Theft, fraud or dishonesty in connection with the company's business or property.
4. Refusal to receive any notice, memo or other communications served by the Management.
5. Habitual absence without leave or absence without leave for more than ten consecutive days
6. Habitual breach of any Code of Conduct.
7. Collection or canvassing for collection of money or donation within the premises of the factory for purposes not sanctioned by the Management.
8. Engaging in trade, money lending or any other business within the premises of the company.
9. Drug addiction, drunkenness, Riotous or disorderly behaviour in the premises of the company or any act subversive of discipline.
10. Negligence or neglect of work.
11. Habitual breach of any rules or instructions for the maintenance and running of any machine or department or the maintenance of the cleanliness in the premises of the company.
12. Engaging in any other employment under any other employer or company in any capacity without the permission of the Management.
13. Smoking except in places specified and set apart for the purpose.
14. Tendering false evidence in any enquiry, trial or proceedings to which the workmen or the Management is a party.
15. Distribution or exhibition within the premises of any newspaper, handbills, posters or pamphlets etc., without the previous written permission of the Management.
16. Willful damages or damages due to negligence or carelessness to work in process or to any other property of the company.
17. Using or in possession of knives and other similar tools not authorized by the Management.
18. Failure to observe safety instructions or interference with any safety device or equipment in the factory.
19. Willful slowing down in performance of work or any abetment or instigation thereof.



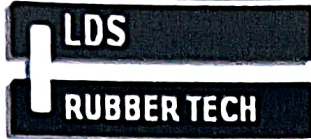
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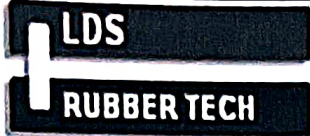
20. Threatening, abusing, insulting, intimidating or assaulting any workman or superiors within the premises of the establishment, if such threat or abuse or insult or intimidation or assault is in connection with the employment.
21. Disclosing to any person trade information in regard to the working process in the factory without the written permission of the Managements.
22. Trespassing, forcibly, occupying, squatting or remaining anywhere within the premises of the company with a view to intimidate or threaten the Management or workmen.
23. Holding or organizing or attempting to hold or organize any political party meeting or attending or inciting others to attend political meeting within the premises.
24. Interfering with the machines or process not connected with the work allotted.
25. Conviction by any court of law for any criminal offence involving moral turpitude.
26. Deliberately making false, vicious or malicious statement in public or otherwise against management or any officer or employee of the company.
27. Loitering, idling or wasting time during working hours or washing hands or in any way making preparation to go away before the close of the working hours.
28. Drunkenness within the premises or being in the state of intoxication inside the premises or any other place connected with company or bringing alcoholic liquor or any narcotic into the premises.
29. Quarrelling with or misbehaviour towards co-workmen or supervisors inside the premises in connection with employment.
30. Committing nuisance or doing any act prejudicial to health of workmen or cleanliness of the premises.
31. Picking up or delivery of ticket or punching the card through others.
32. Disobedience, using impertinent language, indecent gestures expression, misbehaviour or insinuation towards co-workmen or superiors or with an enquiry officer.
33. Resorting to unlawful activities alone or along with others with a view to coerce the management to concede any demand.
34. Interfering with or disregard to any safety guard or device provided for the purposes of securing safety of workmen premises or property of the company.
35. Leaving the work spot while on duty without permission or without any sufficient Reason.



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- 36. Workman engaging in outside work similar to what he is doing in the company without the permission of the management.
- 37. Conduct on the part of the workmen likely to endanger the safety of the workmen or the company.
- 38. Falsification of any record or document of the company or giving incorrect information for preparing any record committing error to the maintenance of records.
- 39. Entering into altercation with the workman in security and watchguard ward department while they are discharging their duties or refusal or failure to submit for search including all vehicles and Boxes or Carriers or Packages attached to them.
- 40. Failure to maintain machinery and its immediate surroundings clean.
- 41. Making false allegations against superiors or co-workmen or Management.
- 42. Possession of any lethal weapons or explosives, ignitable or inflammable materials other than those required for the work within the premises.
- 43. Spitting except at specified places.
- 44. Giving false information regarding name, age and family background, qualification or previous services at the time of employment.
- 45. Gambling within the premises.
- 46. Writing letters or petitions making false allegations against the management or superiors or co-workmen.
- 47. Consumption of any solid or liquid foodstuff inside work spot or at places other than appointed place or during working hours.
- 48. Refusal to wear protective equipment or safety wear provided or failure to wear Prescribed safety equipment's while on duty.
- 49. Failure to report sufferance of any contagious disease to himself.
- 50. Carrying unauthorized persons in the company vehicles.
- 51. Committing nuisance of any kind in any part of the premises.
- 52. Unauthorized entry or remaining inside the premises after the working hours without obtaining prior permission from the Management.
- 53. Misuse or wasting of any materials or chemicals.
- 54. Manufacturing or attempting to manufacture unauthorized articles within the premises.



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55. Failure to submit to Management the Sickness Certificate or the certificate of fitness issued by the Medical Officer of the company or under ESI Scheme or other within the stipulated time prescribed in the ESI Act and Scheme and rules framed thereunder.
56. Entering or attempt to enter, leaving or attempt to leave the premises except through gates or routes specified for this purposes.
57. Refusal to work on another machine of the same type and/or work of similar nature in another department not affecting the wages and status.
58. Refusal to appear for the medical examination when required to do so.
59. Defacing the walls or writing on the walls of the company buildings.
60. Taking employment elsewhere after applying for leave.
61. Sleeping while on duty or sleeping in places other than the rest shed.
62. Refusing to come to office or meet officials as and when required in connection with employment.
63. Indulging in Sexual harassment which includes such unwelcome sexually determined behaviour (Whether directly or by implication) such as
- (i) Physical contact and advances.
  - (ii) A demand or request for sexual favours.
  - (iii) Sexually coloured remarks
  - (iv) Showing pornography.
  - (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
64. Chewing of betel nuts and spitting where it is prohibited within the factory premises.
65. Negligence or neglect of duty.
66. Approaching higher authorities by unlawful illegal /unfair methods for personal promotion or Favor or gains.
67. Leaving the company accommodation without prior permission of the authority concerned.
68. Habitual late attendance.
69. Taking over or doing the work of another operatives without prior instruction of the Head of the Department or Management.
70. Identifying or participating actively in such a manner leading to untoward incidents and altercation and working against the interest of the organization.



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- 71. Identifying and involving actively in any political associated communal affairs leading to law and order problems.
- 72. To prepare effigies of the employees, including officers of the company and burn the effigies inside the factory premises.
- 73. Abetting, wearing provocative dress or using excessive cosmetics or make-up/dress up/nail polishing while on duty.
- 74. Refusal to use punching clock for time keeping and/or any other method of ensuring attendance.
- 75. Refuse to company's dress code policy.
- 76. Failure to report immediately to the next superior or the H.O.D about any defect in machinery/equipment or damage to property or any dangerous condition likely to cause accident or injury to any person or failure to report immediately an accident caused inside the Company's premises.
- 77. Giving false information regarding residential address to the management.
- 78. Deliberately preventing the workers who are voluntarily willing to work in the company.
- 79. Workers are prohibited to repair the machinery without permission from the management.
- 80. To stick or write their name or words in machinery prohibited.

## SEXUAL HARASEMENT :

**PROCEDURES TO DEAL WITH CASES OF SEXUAL HARASSMENT IS FOLLOWED AS PER THE POLICY.**

## 21. PUNISHMENT FOR MISCONDUCTS

1. If a workman is alleged to have committed an act of misconduct, the employer shall issue a show cause notice calling on the workman to submit his written explanation within a stipulated time. If such a written explanation is not satisfactory or if the workman fails to submit written explanation within that time, the employer shall arrange for an enquiry to be held as soon as possible by an Enquiry officers.

A workman if he so desires, shall be permitted to have the assistance of a co-worker or office bearer of a trade union in which he is a member in the enquiry.



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### **2.A WORKMAN FOUND GUILTY OF MISCONDUCT SHALL DEPENDING UPON THE GRAVITY OF MISCONDUCT BE:**

- a) Warned or censured; or
- b) Fined subject to and in accordance with the provisions of the payment of wages Act, 1936: or
- c) Withhold the increment due to him if he is on an incremental scale: or.
- d) Demoted to an immediate lower post; or
- e) Suspended for a period not exceeding 30 days; or
- f) Discharged; or
- g) Dismissed

3.(a) Where disciplinary proceedings against a workman is contemplated or are pending or where criminal proceedings against him in respect of any offence are in progress and the employer is satisfied that it is necessary or desirable to place the workman under suspension, he may, by order in writing, suspend him with effect from such date as may be specified in the order. A statement setting out in detail the reasons for such suspension shall be furnished to the workman within a week from the date of suspension.

b)A workman who is placed under suspension under Clause 3(a) shall during the period of such suspension be paid subsistence allowance in accordance with the provisions of laws.

A copy of the enquiry proceedings shall be given to the workman concerned at the conclusion of the enquiry. The proceedings of the enquiry shall be recorded in Tamil or English or in the language understood by the workman.

### **22. REDRESSAL OF GRIEVANCE AGAINST UNFAIR TREATMENT**

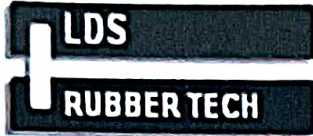
The Grievance Redressal policy existing in the company will be applicable to all work man.

### **23. TRANSFER**

Depending upon the exigencies of work all workmen are liable to be transferred from one job, department, section or shift to another in the same establishment and shall do the work as per the instructions of the employer. Provided that the Wages, grade, continuity of service and other conditions of service of the workman are not adversely affected by such transfer.

### **24. ESSENTIAL SERVICES**

Working in the following services shall be considered as essential services



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1. Time office (Or) office dealing with employees..
2. Security and Fire Service.
3. Electrical department.
4. Water Supply and Sanitation.
5. First-Aid and medical services.

In the interests of safety and maintaining the essential service at all times the persons employed in these categories of work shall be required by the employer either individually or in group to make themselves available for work during the period of strike or lockout, subject to the provisions of law in force.

## 25. RETIREMENT

Every workman shall retire on completing 58 years which shall be the age of superannuation. Provided that the management may in their discretion extend the period of service of any workman on reaching the said age of superannuation for such longer period as may be considered necessary.

## 26. NOTICE :

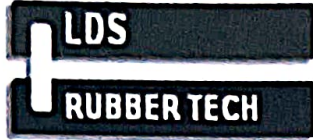
- a) Any matter required to be notified under these Code of Conduct and any notice by the management to the workman in the company shall be displayed on notice board maintained for the purpose at a conspicuous place in the premises of the company.
- b) Any notice or communication intended for any particular workman may be delivered to him personally in the premises of the company or send to him by LDS to the address of workman as specified in the service records or as otherwise furnished by him.

## 27. ISSUE OF SERVICE CERTIFICATE

Every permanent workman shall be entitled to a service certificate at the time of leaving the service of the Company due to retirement, resignation, discharge or dismissal as the case may be.

## 28. NOMINATION

Every workman shall nominate a person or persons and indicate the same to the management soon after joining the employment with a view to receive any amount due to him in the event of his being incapacitated to act for himself by the reason of death, insanity or other cause. In the absence of any communication as to the change of nominee, the original nominee will hold good for all purposes from the management's point of view or if there is no nomination, the legal wife shall have the rights to dues.



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## 29. AMENDMENTS

The Management may, from time to time with the agreement of the employees, amend these Code of Conduct in accordance with the time limit prescribed therein.

Any amendment so made shall apply to all employees.

## 30. DISPLAY OF CODE OF CONDUCT

A copy of these Code of Conduct in English and Tamil shall be posted on a Notice Board maintained near the main entrance of the factory and in all departments and shall be kept in legible condition.

All the workmen shall be deemed to have read and understood the intents of these Code of Conduct.



If there is any discrepancy between the orders in the English and Tamil versions, the English version will be deemed as authentic.

## 31. Freedom of Associates

Employees are free to join or not join any trade union, worker committee, or association of their choice, and such participation will not affect their employment status, wages, benefits, promotions, or career opportunities in any way.

## 32. REVIEW FREQUENCY

Frequency	Reviewer	Communication to
Once in three Years	MD / Directors	Respective employees

Prepared by	Approved by
	
ESG Coordinator	Director / MD

