

AAC MINING EXECUTORS INDIA PVT LTD

EVALUATION AND EXECUTION OF EXPLORATION MINING AND ENGINEERING PROJECTS

AAC Mining Code of Conduct

From : Human Resource Manager
Date of Implementations: - : January 1st 2021
Next date of Review : Dec 31st, 2025
Coverage : All Employees of AAC Mining
Custodian : Manager (Logistic)
Implementer : In-charge (HR)

Purpose

The Code of Conduct policy of AAC Mining Executors outlines companys expectations regarding employees conduct & behavior towards their colleagues, supervisors and overall organization.

The company promote freedom of expression and open communication, but also expect from all employees to follow companys code of conduct policy. They should avoid offending, participating in serious disputes and disrupting our work at site.

The company also expect from the employees to foster a well-organized, respectful and collaborative environment to boost the company's reputation & Image.

Scope

This policy applies to all our employees regardless of employment agreement or rank.

Policy elements of code of conduct

Company employees are bound by their terms & conditions of employment and under companys service rules to follow the policy of Code of Conduct while performing their duties.

The components of our Code of Conduct are outlined below:

Registered Office – 2nd Floor, Unit No.P. No 76 Patel Nagar Hawa Sarak Opp Civil Lines, Jaipur – 302021
Mall: administration.india@aacmining.com Web: aacmining.com
CIN No: U14200RJ2012PTC037768



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Compliance with law

All employees must protect our company's legality. They should comply with all environmental, safety, mines laws and rules, SOP's etc. The company expect that employees to be ethical and responsible when dealing with our company's work, finances, products, partnerships and public image.

Respect in the workplace

All employees should respect their colleagues. The company won't allow any kind of discriminatory behavior, harassment or victimization of any employee. The employees should conform with our policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

All employees should treat our company's property, whether material or intangible, with respect and care. Employees-

- Shouldn't misuse company equipment or use it frivolously
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.
- Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

Professionalism

All employees must show integrity and professionalism at the workplace while performing their duties:

Personal appearance

All employees must follow our dress code while performing duties and personal appearance guidelines.

Corruption

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The company discourage employees from accepting gifts from any partners or parties working at site for giving the undue benefits. The company prohibit briberies for the benefit of any external or internal party.

Job duties and authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. The company expect them to delegate duties to their team members taking into account their competences and workload. Likewise, company expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

Absenteeism and tardiness

Employees should follow their shift schedules and duty roaster. The company can make exceptions for occasions that prevent employees from following standard working days

due to the sickness or reasons beyond his control. but, generally, expect that employees to be punctual and regular when coming to and leaving from work.

Conflict of interest

The company expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees must be open for communication with their colleagues, supervisors or team members on safety and working aspects while performing duties.

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Benefits

The company expects that employees not to abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers. Policies

The company expects that employees should read and follow our policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

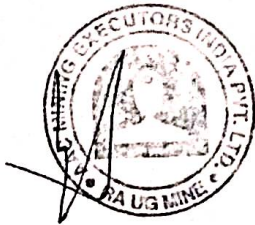
Disciplinary actions

The company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Reprimand
- Warning
- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

The company may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.



Jayant Trivedi
Manager HR

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