

**POLICY 02 – CONFIDENTIALITY & CODE OF CONDUCT**

KS IPL / HRM / 02/ VERSION 1.0  
Revision – 00 Effective – 01/01/2018

**Objective**

This policy summarizes KSIPL employees' responsibilities as they relate to confidentiality and inventions. The objective of the policy is to further the interests of KSIPL and to permit KSIPL to comply with its obligations, including obligations to its licensors and actual and prospective customers and others with whom KSIPL may have similar obligations regarding confidentiality and inventions.

**Ownership of Employee Inventions**

By accepting employment, an employee agrees that KSIPL will own any and all inventions that, in its opinion, are made on company time or with company assets, that relate to KSIPL's business, or that are required to meet its obligations, and that the employee will assist KSIPL in perfecting and protecting its title to these inventions.

**Protection of Confidential Company Information**

During the course of their employment at KSIPL, employees may have access to KSIPL's confidential, secret and proprietary information. Employees should maintain such information in confidence and use such information only in the interest of KSIPL.

The employee may use or disclose information learned or acquired through his or her association with KSIPL only for the performance of his or her job or as otherwise permitted by law. Particular care must be taken to keep confidential any information that is:

- Potentially damaging to customers and their competitors.
- Information received under an express or implied secrecy obligation.
- Information received from third parties outside KSIPL.

Confidential company information is just for KSIPL's use and is not intended for distribution outside the company. Distribution of such information requires both a need to know and a right to know the information requested.

Information acquired by an employee in the course of his or her employment with KSIPL must not be used for the employee's individual benefit. Access to KSIPL's confidential information does not carry with it personal benefit or advantage to KSIPL employees but imposes an obligation on every employee to keep such information confidential and to use it solely in the interest of KSIPL.

When in doubt, the employee should treat information acquired in the course of employment at KSIPL in the strictest confidence and consult the legal group or the Head of human resources

for clarification.

### **Procedure**

In furtherance of the objectives of this policy, all KSIPL employees will be required to sign a confidentiality and inventions agreement in a form prescribed by KSIPL.

## **CODE OF CONDUCT**

### **Background**

All employees must be aware of the Company's Employee code of Conduct Policy. Improper business conduct violates Company's integrity, can lead to the misuse of resources and can result in severe penalties / damages for employees and the company.

## **POLICY**

The company's reputation for integrity is important and employees are expected to be familiar with and understand company policies and procedures.

Employees are responsible for correctly recording all transactions of company business in the accounts and records.

Never enter into an agreement with competitors with regard to sharing any internal information.

Avoid the appearance of improper conduct in communication with a competitor. Employees who are aware of suspected misconduct; fraud, misuse of company assets or other violations of company policies are responsible for reporting such matters.

Employees and members of their families are restricted from accepting payments, gifts or favors from firms doing business with the company given with the intent of influencing decisions.

During the course of employment with KSIPL, employees are restricted from engaging in any other work, any other company, on fulltime/part time basis or offer any kind of consulting or professional service.

KSIPL will provide employment opportunities based purely on merit, competency and fitment for the job without regard to race, Color, Creed, Origin, Age, Disability or Sex.

KSIPL will not tolerate acts of discrimination due to race, color, creed, age disability or sex. Any discrimination will be treated critically and may result in termination of the perpetrators.

**Secrecy**

No employee will use or disclose any of the Company's confidential information (whether or not conceived, discovered or developed by employee or co employee) unless the Company consents in writing in advance of any proposed use or disclosure. This obligation remains with employee even after his employment with the Company ends.

**Employee Responsibility**

All employees are responsible for reporting any instances of non-compliance and are encouraged to direct business conduct issues to reporting Managers/Supervisor/Human Resources Department Personnel.

**Violation**

Violation of any of the above rules / guidelines laid down will be viewed seriously by management and may possibly also lead to termination of services.