



Code of Conduct

Abilities India Pistons & Rings Ltd

GT Road Giani Border Post-Chikamberpur, Ghaziabad UP-201006

POLICY REVISION INFORMATION

Document No.	Issue No. & Date	Implementation Date	Communicated To
POLICY/AIP/024	04 (01.07.2025)	01.07.2025	All Stakeholders, All employees, Regulatory Authorities and Contractors etc.

ISSUE HISTORY INFORMATION

4.	01.07.2025	Cover page change
3.	02.01.2024	Added Non-compliance result
2.	10.03.2023	7. Review & Updates
1.	01.07.2025	New Release
Issue No.	Issue Date	Amendment History

Proposed By	Approved By
CONTROLLED COPY, DATE- 01.07.2025	
HRD	Managing Director

TITLE: - Guidelines for Professional Conduct & Ethics

1. Purpose

This Code of Conduct (“Code”) outlines the standards of ethical behavior and professional conduct expected from all employees of Abilities India Pistons & Rings Ltd. (AIP).

The objective of this Code is to:

- Promote integrity, accountability, and transparency
- Ensure compliance with applicable laws and regulations
- Foster a respectful and inclusive workplace
- Protect the Company’s reputation and assets

2. Applicability

This Code applies to:

- All employees (permanent, contractual, trainees, apprentices)
- Directors and management personnel
- Consultants and individuals representing AIP

3. Core Principles

All employees are expected to:

- Act with honesty and integrity
- Maintain professionalism in all interactions
- Comply with laws, regulations, and Company policies
- Avoid conflicts of interest
- Respect diversity and inclusion

4. Workplace Conduct

Proposed By	Approved By
CONTROLLED COPY, DATE- 01.07.2025	
HRD	Managing Director

4.1 Respectful Workplace

Employees must treat colleagues, customers, and stakeholders with dignity and respect. Harassment, discrimination, or abusive behavior will not be tolerated.

4.2 Prevention of Sexual Harassment

All employees must comply with the POSH Policy. Any form of sexual harassment is strictly prohibited and will result in disciplinary action.

4.3 Health & Safety

Employees must:

- Follow all safety procedures and guidelines
- Use protective equipment where required
- Report unsafe conditions immediately

5. Ethical Business Practices

5.1 Anti-Bribery & Corruption

Employees shall not offer, give, solicit, or accept bribes or improper advantages.

5.2 Conflict of Interest

Employees must avoid situations where personal interests conflict with Company interests. Any such conflict must be disclosed.

5.3 Gifts & Hospitality

- Modest and customary business courtesies may be accepted
- Gifts influencing business decisions are strictly prohibited

6. Protection of Company Assets

Employees must:

- Use Company assets responsibly
- Prevent misuse, theft, or damage
- Protect confidential and proprietary information

7. Confidentiality & Data Protection

Proposed By	Approved By
CONTROLLED COPY, DATE- 01.07.2025	
HRD	Managing Director

Employees shall:

- Safeguard confidential business information
- Not disclose sensitive data without authorization
- Comply with data protection laws and Company policies

8. Use of Technology & Communication

Employees must:

- Use Company systems responsibly
- Avoid misuse of email, internet, and digital platforms
- Maintain professionalism in all communications

9. Compliance with Laws

Employees must comply with all applicable laws, including:

- Labour laws
- Environmental regulations
- Anti-corruption laws

10. Reporting Concerns (Whistleblower Mechanism)

Employees are encouraged to report:

- Unethical behavior
- Violations of this Code
- Fraud or misconduct

Reports can be made through designated channels. The Company ensures:

- Confidentiality
- Protection against retaliation

11. Disciplinary Action

Proposed By	Approved By
CONTROLLED COPY, DATE- 01.07.2025	
HRD	Managing Director

Violation of this Code may result in:

- Verbal or written warning
- Suspension
- Termination of employment
- Legal action, where applicable

12. Roles & Responsibilities

Employees

- Understand and comply with this Code
- Report violations promptly

Managers

- Lead by example
- Ensure team compliance
- Address concerns responsibly

Company

- Provide awareness and training
- Enforce the Code fairly
- Maintain reporting mechanisms

13. Acknowledgement

All employees are required to:

- Confirm that they have read and understood this Code
- Agree to comply with its provisions

Non-compliance may result in disciplinary action.

14. Review & Updates

This Code shall be reviewed periodically and updated as required to reflect changes in laws, regulations, or business practices

Proposed By	Approved By
CONTROLLED COPY, DATE- 01.07.2025	
HRD	Managing Director

Proposed By

Approved By

CONTROLLED COPY, DATE- 01.07.2025

HRD

Managing Director