



Code of Conduct for employees

LCC PROJECTS LTD.

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Code of Conduct for Employees

1. Introduction

The purpose of this **Code of Conduct** is to provide clear guidelines for the behavior and ethical standards expected from all employees of **LCC Projects Limited**, an infrastructure development company in India. This Code outlines the principles of integrity, responsibility, and professionalism that guide our interactions with colleagues, clients, contractors, regulators, and the community at large.

All employees are expected to adhere to these principles to maintain a positive, productive, and respectful work environment. Failure to comply with this Code may result in disciplinary action, including termination of employment.

2. Core Values

- **Integrity:** Upholding the highest ethical standards in all business dealings.
- **Respect:** Treating everyone with fairness, dignity, and respect.
- **Accountability:** Taking responsibility for actions and their outcomes.
- **Professionalism:** Acting with competence, courtesy, and responsibility in all work-related matters.
- **Sustainability:** Committing to sustainable practices in all aspects of the company's operations.
- **Safety:** Ensuring a safe and healthy working environment for all employees.

3. General Conduct

- **Honesty and Integrity:** Employees must conduct themselves with honesty and integrity in all professional interactions. They should avoid conflicts of interest and always act in the best interest of the company.
- **Confidentiality:** Employees are expected to protect sensitive information related to the company's business, employees, and clients. Any unauthorized disclosure of confidential information will be treated as a serious violation.
- **Compliance with Laws:** Employees must adhere to all applicable laws, regulations, and industry standards, including but not limited to labor laws, environmental regulations, safety standards, and anti-corruption laws in India.
- **Conflicts of Interest:** Employees must avoid situations where their personal interests conflict with the company's interests. Any potential conflict of interest should be disclosed to management immediately.
- **Gifts and Hospitality:** Employees must not accept or offer gifts, hospitality, or incentives that could compromise their impartiality or create the appearance of impropriety. Gifts of nominal value may be accepted if in accordance with company policy.

4. Professional Relationships

- **Respect and Fairness:** Treat all individuals, including colleagues, clients, contractors, and suppliers, with respect, fairness, and dignity. Discrimination, harassment, or any form of abuse will not be tolerated.
- **Collaboration and Teamwork:** Employees must foster a culture of teamwork, open communication, and collaboration. Work cooperatively with colleagues, clients, and partners to achieve company goals.
- **Harassment and Discrimination:** **[Company Name]** is committed to providing a workplace free from harassment and discrimination. Harassment, bullying, or discriminatory behavior based on race, gender, religion, age, sexual orientation, disability, or any other characteristic will not be tolerated.
- **Respect for Diversity:** Embrace and respect the diverse backgrounds, perspectives, and experiences of all individuals in the workplace.

5. Health, Safety, and Environment

- **Commitment to Safety:** Employees must adhere to all safety regulations, practices, and guidelines as set by the company and the relevant authorities. A safe work environment is a shared responsibility, and all employees are expected to report any hazards, incidents, or unsafe practices.
- **Environmental Responsibility:** Employees should act in a manner that minimizes environmental impact. This includes following sustainable practices, minimizing waste, conserving resources, and complying with environmental regulations.
- **Workplace Health:** Employees should maintain a healthy and safe workplace by promoting wellness initiatives and supporting a work-life balance. Any concerns regarding physical or mental health must be communicated and addressed appropriately.

6. Use of Company Resources

- **Appropriate Use of Resources:** Company resources, including technology, materials, vehicles, and financial assets, should be used responsibly and solely for business purposes. Personal use of company resources should be minimized.
- **Protection of Assets:** Employees must ensure that company assets are protected from theft, damage, or misuse. This includes both physical and intellectual property.
- **Intellectual Property:** Employees must respect the intellectual property rights of the company, clients, and third parties. This includes protecting patents, trademarks, copyrights, and proprietary information.

7. Conduct on Construction Sites

- **Adherence to Standards:** On construction sites, employees must adhere to the company's safety and operational standards, ensuring the safe execution of projects while maintaining high-quality work.
- **PPE (Personal Protective Equipment):** Employees must always wear the required PPE on job sites and follow safety procedures. This includes helmets, gloves, boots, high-visibility clothing, and other relevant protective gear.
- **Site Discipline:** Employees should maintain a disciplined and organized worksite. Any unsafe or unsanitary conditions should be immediately reported to the safety officer or management.
- **Environmental Protection:** All construction activities should be conducted with consideration for the environment. Employees should minimize pollution, noise, and waste, and ensure compliance with environmental standards.

8. Reporting Misconduct

- **Whistleblower Protection:** Employees are encouraged to report any violations of the Code of Conduct, unethical behavior, or legal non-compliance. The company will ensure that employees who report such matters are protected from retaliation.
- **Internal Reporting Mechanism:** Reports of misconduct should be made to the relevant supervisor, HR, or via the designated whistleblower channels. All complaints will be handled confidentially and thoroughly investigated.

9. Disciplinary Action

Violation of the Code of Conduct may result in disciplinary action, including but not limited to verbal warnings, written warnings, suspension, or termination of employment. The severity of the action will depend on the nature of the violation.

10. Employee Engagement and Acknowledgment

- **Ongoing Training:** Employees will receive regular training on the company's Code of Conduct and related policies, with an emphasis on ethical behavior, safety standards, and legal compliance.
- **Acknowledgment:** By signing below, employees acknowledge that they have received, read, and understood the Code of Conduct and agree to abide by its provisions.