



# MODERN TOOLING SOLUTION

## Business Ethics Policy

### 1. Purpose and Scope

#### **Purpose:**

This policy establishes the ethical standards and principles that guide the behavior of all employees, management, suppliers, and business partners of Modern Tooling Solution. It reflects our commitment to integrity, fairness, and responsibility in all aspects of our operations.

#### **Scope:**

This policy applies to:

- All employees, officers, contract workers, and trainees
- All third-party vendors, consultants, and suppliers
- All business activities and locations

### 1. Ethical Responsibilities

#### **Integrity and Honesty**

- All employees must act honestly, fairly, and transparently in all business dealings.
- Misrepresentation, fraud, or deceptive practices are strictly prohibited.

#### **2.1 Compliance with Laws**

- All applicable local, national, and international laws and regulations must be followed.
- This includes labor laws, environmental laws, health and safety regulations, and trade compliance laws.

#### **2.2 Anti-Bribery and Corruption**

- Bribery, kickbacks, or any forms of unethical payments (direct or indirect) is strictly prohibited.
- Gifts or hospitality must never influence business decisions and must be reported if they exceed approved limits.

#### **2.3 Fair Competition**

- We support open and fair competition and do not engage in anti-competitive practices such as price-fixing or collusion.

#### **2.4 Conflict of Interest**



# MODERN TOOLING SOLUTION

- Employees must avoid situations where personal interests conflict with company interests.
- Any potential conflicts must be disclosed to management.

## Internal Committee:

Sl no	Name	Designation
1	Mr. Venkatesan C	Managing Director
2	Mrs. Menaga V	Managing Partner
3	Mr. Naresh A	Administrator
4	Mr. John D'Silva	AGM

## 2. Workplace Behavior

### 3.1 Respect and Dignity

- Treat all colleagues, customers, and stakeholders with dignity and respect.
- Discrimination, harassment, bullying, or abusive behavior is not tolerated.

### 3.2 Health, Safety, and Environment

- Employees must follow all health, safety, and environmental guidelines.
- Everyone shares responsibility for maintaining a safe and clean workplace.

### 3.3 Confidentiality

- Employees must protect confidential business information and not disclose it without authorization.
- This includes trade secrets, financial data, customer information, and employee records.

## 3. Ethical Sourcing and Procurement

- Suppliers and contractors must adhere to ethical labor practices, including no use of child labor or forced labor.
- Materials must be sourced responsibly, without contributing to environmental harm or human rights abuses.

## 4. Reporting Violations

- Employees are encouraged to report any violations of this policy, unethical behavior, or illegal activities.
- Reports can be made to:
  - The HR Department
  - Ethics Officer / Compliance Officer
  - Designated email: [admin@mtsgroup.co.in]



# MODERN TOOLING SOLUTION

- Whistleblowers will be protected from retaliation.

## 5. Implementation and Enforcement

- The HR and Compliance Teams are responsible for:
  - Educating staff about this policy
  - Conducting investigations into reported breaches
  - Recommending appropriate disciplinary actions

Violations may result in disciplinary action, including termination and legal action where applicable.

## 6. Compliance Standards

This policy adheres to the following national and international laws and frameworks:

- **Indian Penal Code** (sections on fraud, corruption, bribery)
- **Prevention of Corruption Act, 1988**
- **Factories Act, 1948 & Tamil Nadu Factories Rules, 1950**
- **Sexual Harassment of Women at Workplace Act, 2013**
- **Environmental Protection Act, 1986** (for ethical environmental practices)
- **ISO 9001 / ISO 14001 / ISO 45001** (if applicable)

## 7. Time Frame and Deadline

Activity	Deadline
Policy rollout & communication	Within 15 days of management sign-off
Ethics audits	Biannually (every 6 months)
Review and update of policy	Annually or as per law change
Incident investigation	Within 7 working days of reporting



# MODERN TOOLING SOLUTION

## 8. Documentation and Record

The following records must be maintained securely:

- Training attendance and content logs
- Conflict of interest disclosures
- Annual audit and policy review document

## 9. Authorization and Approval

This policy has been reviewed and approved by the senior management of Modern Tooling Solution. It reflects the company's core values and commitment to ethical and legal compliance.

### Approved By:

[Name of Managing Director / CEO]

Position: Managing Director

Date:

Signature:

### Reviewed By:

[Name of HR / Ethics Officer]

Position: Ethics Officer / HR Head

Date:

Signature: