



# MODERN TOOLING SOLUTION

## Code of Conduct

### 1. Purpose & Scope

#### **Purpose**

The purpose of this Code of Conduct is to define the standards of behavior expected from all employees and stakeholders of Modern Tooling Solution. It promotes integrity, accountability, respect, and compliance with laws and company values.

#### **Scope**

This policy applies to:

- All employees (permanent, temporary, contractual)
- Interns, trainees, and apprentices
- Suppliers, contractors, and business partners (where applicable)

The policy is applicable at all company locations, including manufacturing facilities, administrative offices, warehouses, offsite locations, customer premises, and during official events

### 2. Roles and Responsibilities

#### **General Conduct Expectations**

#### **2.1 Professionalism**

- Maintain punctuality and regular attendance.
- Perform duties with dedication, honesty, and efficiency.
- Follow all instructions from supervisors and managers unless unlawful or unsafe.
- Persons below the age of 18 years shall not be given employment.

#### **2.2 Integrity and Ethics**

- Be truthful in all communications and transactions.
- Do not engage in bribery, fraud, theft, or misuse of company property.
- Avoid any actions that could damage the company's reputation.

#### **2.3 Respect in the Workplace**

- Treat colleagues, visitors, and supervisors with dignity and respect.
- Discrimination, harassment, or abuse based on caste, religion, gender, age, or background is strictly prohibited.



# MODERN TOOLING SOLUTION

## 2.4 Health, Safety, and Hygiene

- Follow all safety rules and wear required personal protective equipment (PPE).
- Report unsafe conditions, accidents, or hazards immediately.
- Keep work areas clean and hygienic.

## 2.5 Confidentiality

- Do not disclose company information, customer data, or trade secrets to unauthorized persons.
- Protect documents, reports, and systems from misuse or theft.

## 3. Use of Company Resources

- Use machinery, tools, and equipment only for work-related purposes.
- Do not tamper with or misuse factory assets, including computers and IT systems.
- Use electricity, water, and materials responsibly to avoid waste.

## 4. Attendance and Leave

- Follow leave and attendance procedures as outlined by the HR Department.
- Inform supervisors in advance in case of absence.
- Habitual absenteeism, lateness, or false reporting of hours will lead to disciplinary action.

## 5. Substance Abuse

- Use or possession of alcohol, drugs, or intoxicants on company premises is strictly prohibited.
- Reporting to work under the influence is a serious violation.

## 6. Conflict of Interest

- Avoid any personal or financial interest that could interfere with your job responsibilities.
- Disclose any situation where your personal interests could conflict with company interests.

## 7. Dress Code and Identification

- Wear appropriate uniforms or dress as per company guidelines.
- Always carry and display your employee ID card.



# MODERN TOOLING SOLUTION

## 8. Disciplinary Action

Violations of this Code of Conduct may lead to:

- Verbal or written warnings
- Suspension
- Termination of employment
- Legal action, if applicable

## 9. Reporting Violations

- Any violations or unethical behavior must be reported to:
  - Supervisor or Line Manager
  - HR Department
  - Grievance Cell or Ethics Committee

Employees who report in good faith will be protected from retaliation.

## 10. Compliance Standards

This Code is framed in alignment with the following:

- **The Factories Act, 1948** – ensuring employee welfare and working conditions
- **The Tamil Nadu Industrial Establishments Act** – for employment practices
- **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**
- **The Code on Wages, 2019**
- **The Indian Penal Code (IPC)** and other applicable national and state laws
- **Company's internal policies** on ethics, safety, and data protection



# MODERN TOOLING SOLUTION

## 11. Time Frame and Deadline

Activity	Responsible	Timeline
Policy Distribution to New Joinees	HR	Day 1 of employment
Initial Code of Conduct Training	HR & Trainers	Within 7 days of joining
Annual Training Refresher	HR	Every 12 months
Review of Code of Conduct	HR & Legal	Once every year
Investigation Completion	HR	Within 10 working days
Disciplinary Action Implementation	HR & Management	Within 5 working days after investigation

## 12. . Documentation and Record

The following documents will be maintained by the HR department:

- Signed Employee Acknowledgment Forms
- Training Attendance Sheets and Feedback Forms
- Reported Complaints and Investigation Records
- Corrective Action Reports

## 13. Authorization and Approval

Designation	Name	Signature	Date
Managing Director			

Head of Human Resources

Legal/Compliance Officer