



Coenz has established “HIERO” business principles and code of conduct.

At Coenz we believe and promote HIERO – Honesty, Integrity, Ethics, Reliability and Openness in our business. These Business Principles echoes our commitment to our values.

We at Coenz expect that from the level of Board of Directors to all our employees, vendors, associates will adopt & adhere with these principles and continue fulfil the commitment to regular compliance.

Honesty

isn't only about doing things the right a way, it's also about expressing the values in which a company is founded. Honesty is one of the most effective ways to establish the work culture that will propel our company to long-term success.

Integrity

It is the ability to act with honesty and be consistent. We as Coenz, we do what we say, we make promise – we keep it, we mess up – we own up to it. Being a Partner, Employee, Associates, Vendor – we realize that we are a part of something bigger than ourselves and we are committed to carry out our duties with the best interest of our Partner, Employer, Associates, Clients in mind.

Ethics

We understand ethics addresses, morality, responsibility, decisions, and actions taken by company from the highest positions to the grassroots level. Business ethics are built upon attitude, value, behaviour and expectations. We emphasize demonstration of business ethics by each one of us from highest level of position to each one of our employees, vendors, associates, business partners in every business decisions, in areas of Human resource, accounting, finance, procurement, marketing, government compliances and all what we do.

Reliability

As Coenz, we are reliable to our Employees, Business partners, clients, vendors, associates. We manage our commitments and fulfil, communicate effectively, start things and complete it, we stand with our words and our ability to consistently perform well within given period makes us reliable partner all time.

Openness

We encourage and promote an atmosphere of Openness in our business and communication to our employees, business partners, clients, vendors, associates. We understand that the success of company is closely linked to the openness in communication in both ways. We expect each one of our employees, business partner, clients, vendors, associates express views, ideas, concerns, likes -dislikes for betterment and improvement of company culture and company policies.

CODE OF CONDUCT

PREMBLE:

COENZ GROUP is a Professionally managed policy driven company, committed to adhere and promote HIERO principles in each of Business actions.

The organization's philosophy on corporate grievance is built on strong foundations of transparent governance and fair business practices which includes, respect for human values, Individual's self-respect, adherence to HIERO.

COENZ's Employees, Business partners, clients, vendors, associates are guided by the vision statement, business principles and values defined by organization for the success and reputation of COENZ as well as individuals.

APPLICABILITY:

This Code of Conduct is applicable to all working with and for COENZ, including employees, business partners, clients, vendors, associates etc. involved in activities as Human Resource management, Procurement/purchase, business development, operations etc. directly or indirectly.

HEIRO:

All stack holders shall act in conformity with Organization's Business principles HIERO.

All action and decisions by stack holders and those who work with / for / on behalf of COENZ shall be free from any actual or potential conflicts of interest between personal advantages as against organization's Values and interests.

Respect:

Treat everyone with due respect and dignity, irrespective of position in organization, business model hierarchy, cast, sexual orientation, disability, appearance, religion or nationality. Signing company/individual commits to oppose all forms of discrimination.

Safety:

Tree of safety grows from top to bottom and hence we all have to be strongly committed to define, develop, implement, monitor and improve safety procedures, practices and ultimately culture of care continuously. The signing company/ individual commits adherence and support in implementing and continuous improvement / advancement of safety procedures and practices towards safety of our employees, business partners, clients, vendors, associates, in all aspects.

Company's confidential information:

The signing company/Individual commits itself/him/herself including its employees to safeguarding trade and company secrets. It is forbidden to divulge confidential information, as well as confidential documents, to third parties without proper authorization or to provide other forms of access to them, unless proper authorization has been granted or it has to do with publicly available information.

Gift Policy:

Shall not give/ take any gift/favor/facility/ cash equivalent which would result in any compromising / violation of law or commitment to personal / company's respect.

Acceptance of gift appropriate to the circumstances, promotional items with company Logo, occasional business meals, celebratory event, provided that they are not excessive (should not be more than INR2,000 – Rupees Two Thousand only in price per event/person), do not violate this policy. In case of such event, signing company / individual shall report formally to the COENZ management with the detail of gift/facility/ favor received.

Declaration:

Stock Holders, Employees, Business Partners, Clients, Vendors, Associates shall declare immediately if any of the COENZ Management/Employee/Business partner, Clients, Vendors, Associates has demanded / offered / expressed interest of taking / accepting / offering gift/favor/facility to /from any officials from the other side company/ individual.

Declaring incorrect information/ not declaring information will result in,

- 1) Disqualification as a vendor/ associate/ business partner
- 2) Cancellation of Purchase order
- 3) Return/rejection of the supplied item/product/services
- 4) Immediate Termination of employment with COENZ

In case of grievances/violations of Code of Conduct, the communication on the same to be sent directly to COENZ MANAGEMENT at mittal.pathak@coenzgroup.com.

For Female Employees - Grievances on Sexual Harassment, disrespect due to sexual orientation to be raised directly to COENZ MANAGEMENT at vaibhavi.pathak@coenzgroup.com.