



TOLIA GROUP OF COMPANIES BALL & ROLLER

Corporate Policies

a) **Child labor Policy**

TGOI management is committed for compliance of Child Labour (Prohibition & Regulation) Act, 1986. The employees below 14 years are not recruited in any of our functions . The service providers are communicated not to employ workers below 14 years to work at TGOI premises.

b) **Sexual harassment of women at workplace (Prevention, Prohibition & Redressal) act 2013**

TGOI management is committed to support the rights of all employees to work in an environment free from sexual harassment . it aims to build up confidence among female employees to stand up against harassment. ALL TGOI employees are responsible to ensure that our work place is kept free from sexual harassment. Internal committee is formed to resolve any incidents regarding sexual harassment.

c) **Code Of Conduct**

1. No employees of the Company will ever give personal work to subordinates without written consent of Director.
2. No employees shall approach Customer/ Supplier/ Sub contractor for any personal work.
3. No employees of the Company shall abuse his/her position/Authority in the Company.
4. No employees will take the property of the Company outside the gate without express consent of the Director in writing. This includes drawings & other Company related papers/CD's etc.
5. No employee will sleep in the Company while on duty.
6. No employee, if allowed Mobile Phone shall misuse the same.
7. No employee will inflate the bills/ accounts/expenses other than actual
8. No suppliers / Sub Contractors to be called home or even if they visit on own, then to decline them and report to the Director.
9. No employee shall embezzle funds.

d) **Anti-bribery policy**

It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to Bribery and Corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery.

e) **Ethics Escalation policy**

TGOI management is committed to honesty, fairness, and providing a safe and healthy working environment that respects the dignity due everyone.

Customers... we are committed to providing complete confidentiality, attention to detail, reliable product \ delivery, and uncompromising service at a fair price.

Suppliers and sub contractors... ..we are committed to fair competition and the sense of responsibility required of a good customer & teammate.

Employees... we are committed to honesty, fairness, and providing a safe and healthy working environment that respects the dignity due everyone.

Obeying the Law... We will conduct our business in accordance with all applicable laws and regulations.