

HINDUSTAN COPPER LIMITED
CORPORATE OFFICE

HCL/HR/17/8

12.01.2012

OFFICE ORDER

Sub : Code of Ethics and Business Conduct for Employees

In terms of the Guidelines of the Department of Public Enterprises, Government of India and approval of the Board of Directors, it has been decided to adopt 'Code of Ethics and Business Conduct for Employees of Hindustan Copper Limited.'

A copy of the 'Code of Ethics and Business Conduct for the Employees of Hindustan Copper Limited' is enclosed for wide circulation amongst Employees.

This issues with the approval of the Competent Authority.



(A Ghosh)
Chief Manager (HR)

Distribution

- a. CMD
- b. D(Op.)/D(P)/D(Mining)/D(F)
- c. CVO
- d. GM/ICC
- e. DGM/MCP/KCC
- f. AGM/TCP
- g. Regional Manager/Delhi/Bengaluru/Mumbai
- h. All HoDs at CO
- i. General Secretary of the Recognised Unions – Units/Offices
- j. General Secretary of the Officers' Association – Units/Offices
- k. Notice Board

**Code Of Ethics
And
Business Conduct
For Employees**



Corporate Office
Hindustan Copper Limited

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1. Preliminary

- 1.1 This Code shall be called the Code of Ethics and Business Conduct for the employees of Hindustan Copper Limited.
- 1.2 It shall be applicable to all employees of Hindustan Copper Limited hereinafter abbreviated as 'HCL' and referred to as 'the Company'.
- 1.3 This Code supplements the various laws and regulations applicable to the employees of Hindustan Copper Limited, as also the Company's internal policies, guidelines and the CDA (Conduct, Discipline and Appeal) Rules / Certified Standing Orders, compliance with which is mandatory and violations punishable as prescribed.

2. Ethical Conduct – General Expectations

- 2.1 This Code is a set of guidelines for ethical corporate and individual behaviour in conduct of business and discharge of duties.
- 2.2 The underlying values, principles and norms for such ethical conduct include, among others, honesty, integrity, professionalism, fairness, accountability, credibility, diligence, respect for others, a sense of responsibility to the job, loyalty to the Company, primacy of Company's interests over personal interests, respect for the law, staying above the temptation to utilize official position or knowledge for personal gain, and a strong personal sense of right and wrong.

3. Workplace Responsibility

- 3.1 In addition to adhering to the basic values and principles underlying ethical behaviour, employees should also strive to abide by the principles of respect for all persons including those junior/subordinate to them or who are less advantaged; respect for individual dignity and rights; non-discrimination on the grounds of race, ethnicity, caste, marital status or gender; and maintaining a work environment free of sexual harassment or exploitation.



- 3.2 It is incumbent upon all the employees of Hindustan Copper Limited to treat all those who deal with them with courtesy, and respond to their queries or legitimate requests positively and on a timely basis.
- 3.3 Any misuse of one's position as an employee of Hindustan Copper Limited to seek or accept any gratification for doing what is a part of the employee's duty is clearly illegal and unethical, and must be punished by the Company appropriately. The same must also apply to any employee offering any gratification to anyone, or bringing extraneous pressure, for seeking any undue favour.
- 3.4 It is the responsibility of every employee to bring to the notice of the appropriate authorities any violation of rules, regulations or codes of conduct, which they should do in a manner as may be prescribed by the Company. However, it is also important that this facility is not misused to wrongfully harm someone, and such misuse must also be punished by the Company appropriately.
- 3.5 Every employee should ensure at all times the integrity of the data information furnished by him/her to the Company or to the auditors/regulators/authorities.

4. Familiarisation With Relevant Laws, Regulations, Policies, Rules, Etc., And Regulatory Compliance

- 4.1 It is expected that all employees would study and familiarize themselves with the laws, regulations and guidelines/standards issued by the regulators that are relevant to their work, and ensured that they are complied with where they are responsible for doing so on behalf of the Company or/and in their personal capacity.
- 4.2 They should also be familiar with the policies, rules, etc., of the Company and follow them as a matter of course.
- 4.3 They should discharge their duties in this regard in a truthful, accurate, diligent and timely manner.



5. Protecting Assets Of The Company

5.1 It is the responsibility of all employees to ensure that all the assets of the Company, tangible (such as machinery, equipment, systems facilities, computers, vehicles, materials, etc.) as also intangible (such as information and communication systems and technology, proprietary information, relationships brand equity and intellectual property, etc.), must be used in the interest of the Company, for the conduct of business and the purpose for which they have been provided, and to prevent any misuse or misappropriation for personal or unauthorized use.

6. Conflict Of Interest

6.1 Every employee must act in the best interest of the Company, and ensure that any business or personal association, which he/she may have, does not involve a conflict of interest with the operations of the Company and his/her role therein.

6.2 A conflict of interest, actual or potential, may arise where, directly or indirectly, an employee

- (i) is unable to exercise an independent and unbiased judgment of the best interests of the Company, or is impaired in any manner to act in it's best interests, in view of his/her personal interest, or that of close relatives/associates, being involved or could be perceived to be involved;
- (ii) knowingly engages in a business relationship or activity with anyone who is a party to a transaction with the Company;
- (iii) is in a position to derive an improper benefit, personally or to any of his/her relatives/associates, by making or influencing decisions relating to any transaction.

6.3 In situations where some historic conflict of interest exists, or where an inadvertent conflict or potential conflict comes to the notice of the employee, it must be reported immediately to the superiors.



- 6.4 In situations of doubt about the likelihood of a conflict/potential conflict of interest, the employee must disclose the matter to the superiors and seek clearance / directions.

7. Confidentiality Of Company Related Information

- 7.1 Subject to the Code of Corporate Disclosure Practices or any other relevant policy/instructions on disclosures to the outside parties that may be prescribed in the Company, information regarding the Company's business should be treated as confidential and should not be shared with anyone within and outside the Company, formally or informally, unless authorized to do so, and only to those authorized to receive it, with suitable safeguards as feasible, to prevent misuse of the information.
- 7.2 Information and data relating to, but not limited to, areas like financial performance and results, asset revaluations, investment plans/decisions, business strategies, marketing plans, sales or contracts, customer lists and details, proprietary, pricing or costing data, etc., should be treated as confidential and not disclosed without proper authorization, while the employee is in service and even subsequently.
- 7.3 In situations where the performance of a specific job inherently requires sharing of information, including that of otherwise confidential nature (for example, with auditors, board committees, regulators, etc.), or where certain information needs to be provided under the law, regulations or in the course of any official enquiry / query or in similar situations, appropriate authorization should be obtained.
- 7.4 Even in situations where some information relating to the Company's business may be in public domain, its disclosure or elaboration should be done only by specifically authorized persons and within the bounds of the Company's policies and guidelines.
- 7.5 The confidentiality of information pertaining to other entities with which the Company has business dealings should also be equally respected and protected.



8. Prohibition Of Use Of Company Related Information For Personal Gain

- 8.1 No employee or his immediate family/close associate should derive, or assist anyone else derive, any benefit from access to information about the Company or those with whom it does business, that is not in the public domain and, therefore, constitutes unpublished and price sensitive insider information not available to the investing public.
- 8.2 No employee should use or share such information for making or giving advice on making investment decisions about the securities of the Company or of such entities with which it does business.
- 8.3 The existing laws and regulations on prevention of insider trading should be followed scrupulously by all employees of the Company.

9. Use Of Position In Company For Personal Purposes

- 9.1 The employee should not use his official position in the Company to obtain any support for activities in which he/she may be involved in a personal capacity, including those of a non-commercial nature, e.g. cultural, literary, charity etc. from anyone with whom the Company has business dealings; nor should he/she use the official position, time or resources to pursue such activities, even if these may be desirable activities per se.
- 9.2 The employee should not seek or accept, directly or indirectly, any gift, donation or comparable benefits from anyone having business dealings with the Company, except as prescribed under the policy or rules of the Company.

10. Concurrent Directorship Or Employment

- 10.1 No employee should accept any directorship or any employment, assignment or position of responsibility, including consultancy or freelance work, irrespective of whether it is with or without remuneration, in any other Company or organization without specific approval.



11. Social And Environmental Responsibility

11.1 The Company is committed to issues that go beyond the financial performance of a Company, such as those relating to corporate citizenship, health, safety, education, social justice, gender, climate change, and environmental sustainability, to name some. The Company shall ensure that its operations and business conduct, to the extent feasible, benefits the localities and communities in which it operates and are not detrimental to them or to the local environment.

11.2 The employees are responsible not just for carrying out the policies of the Company in this context as a part of their duties, but should also integrate these concerns in their working and contribute pro-actively in ensuring that the Company operates as a good and responsible corporate citizen. Where a Company operates in different geographies, the Company and also its employees should respect the culture, customs and traditions of each country and region.

