



## **COMPANY CONFIDENTIAL POLICY**

### **STATEMENT:**

We, CONVMECH the Heavy Engineering company (hereinafter referred to as “CONVMECH” or “the Company”) are committed to conduct all of our business in an honest and professional manner with the highest possible ethical standards and vigorously enforce our fair and honest business practices. CONVMECH believes in a zero-tolerance approach towards Confidential policy and unethical activities. We are also committed to act professionally, fairly and with integrity in all our business dealings and relationships in all areas of our business.

CONVMECH's long standing commitment is to adhere constantly to all laws relating to countering bribery and corruption in all the jurisdictions in which we operate in addition to our own “Confidential policy”. We remain bound by local, national and other applicable laws at domestic and international.

### **SCOPE AND APPLICABILITY:**

This policy applies to all officers, employees, associates, vendors, agents, Contact employee, Workers, contract based workers, Fix term contract workers, contractors of the Company, including third parties. In the context of this policy, the relevant third parties refer to any contractor, supplier, vendor, advisor, actual and potential clients, customers, suppliers, business contacts, individuals or organizations with whom the Company deals in connection with the business of the Company or otherwise. It also refers to agents, advisors, joint ventures, private, government and public sectors, representatives and officials thereof to the extent permitted in law.

### **COVERED UNDER CONFIDENTIAL POLICY:**

- Do not use OR share company's OR customer's drawing, documents, technical information, technical documents, technology documents, design documents, design drawings, software & hardware details, customer's information, projects information, contracts documents, service order, purchase order, Quality documents, inspection reports, collaboration, Agreements, deed, bid, costing sheet, price details, material details, consumables details, our / vendors' office and workshops / factory operational video OR photographs and company's and company's customer's OR vendor's OR Contractors any other details which is not mention in this agreement but it is covered under this producer which is strictly prohibited and un-legal activity out of compay's policy .
- We bond to do not use personal e-mail, facebook, video, youtube, photos, pen drive, hard drive, online online drive, Google drive, apps, special sharing software, bluetooth, mobile sharing, any company instrument, machines, accessories, tools, goods, consumables, computers, laptops, vehicles, phones, cell phones, any other things that directly OR in-direct in violation of company policy that we know and understand very well.
- We Confirm That we cannot doing any kind of personal works, and after working hours we cannot doing same OR similar type work without company's written permission. Without that it is considering prohibited and un-legal activity against compay's policy .

**Smt. S.Y. Gosai**

**Head – Group HR & Admin**