

1. **Compliance with laws:** Compliance to legal laws. Wherever there is a conflict, between the law and policy, we have to comply with the law.
2. **Divgi TTS Code of ethical conduct:** Every employee is expected to practice highest level of ethical conduct.
3. **Your responsibility:** Each employee is responsible to demonstrate the outlined code of conduct and encourage others to observe. Bring to attention any behaviour or conduct which may be illegal, unethical or in violation to the code of conduct.
4. **The Workplace:** Every employee is expected to treat everyone with respect across stakeholders where Divgi TTS business and actives are conducted. This is applicable to all employees regardless of race, gender, disability, ethnicity religious affirmation.
5. **Conflicts of interest:** Wherever conflict with regards to the individual interest of an employee and Divgi TTS, the issue needs to be discussed with the Compliance officer from the respective location. Neither the employee nor his family members can ask gifts, or any favours.
6. **Supplier and Customer interactions:** In the context of courteous business relationship between the suppliers to and customers of Divgi TTS the items offered as long as not influencing the judgement of the recipient are acceptable. In case of doubt the situation should be discussed with the compliance officer. Use of Divgi TTS suppliers for personal consumption even if paid for are discouraged.
7. **Sensitive payments:** Giving and accepting bribes is unacceptable. Payments for obtaining business and contributions to political parties/officials is prohibited.
8. **Assets:** Employees are expected to protect Company's assets and use them for proper business purposes.
9. **Confidential information and inside information:** Not to be shared that would give anyone unfair advantage.
10. **Personal information:** Company needs to protect the information of employees, directors, business partners and others.
11. **Competitive information:** Company would use only legitimate information sources to gather competition information.
12. **Accounting standards:** Accurately reflecting Company's financial position.
13. **Environment:** Compliance to the applicable laws and regulations governing the use, emission, storage, and disposal of potentially hazardous materials for minimizing the injury and risk to people and environment.
14. **Safety:** Every employee is responsible for creating safe working conditions. Compliance to safety and health rules and regulations, and any deviation should be promptly reported.
15. **Applicability:** The ethical code of conduct is applicable to all employees, directors, contractors, consultants, and subsidiaries worldwide. Violation of the code of conduct will lead to strict disciplinary action and legal proceedings.