



## CODE OF CONDUCT

1. All employees will perform duties with Honesty, Diligence, Professionalism, Impartiality and Integrity.
2. Employees will maintain highest level of ethical standard to sustain the trust of the customers.
3. All employees must comply with the laws, Policies & Procedures established by the laboratory.
4. Any incident relating to tempering, forging of document/record/ issued/received test report and customer favor will be treated as "ZERO TOLERANCE".
5. Employees have a duty not to disclose any information that has been obtained in the course of their official duties that includes sensitive information related to customer, Business information etc. Also require to protect privacy of individual and laboratories in the official dealing.
6. Employees should not accept solicit any gift or other benefits from customer.
7. No employee will be involved in any arrangement or circumstances, including family or other personal relationship, which discourage him/her from acting in best interest of the laboratory.
8. Protecting the laboratory asset is the key responsibility of every employee.
9. All employees have a duty to maintain healthy and safe workplace, use Personal protective equipment (Ear plug, Nose mask, Goggles, Hand gloves, etc.) where required.
10. Testing personnel will not speak directly to customer. If required, they will speak in presence of Proprietor/GM Technical/QM/TM/COORDINATOR.
11. Employees are not allowed to take standard/data without written permission.
12. All employee work as a team and put 100% efforts to achieve the objective of the laboratory.
13. Everyone will ensure safe disposal of waste generation in the laboratory.
14. Everyone will ensure compliance to the time management.
15. Good housekeeping shall be maintained by everyone.

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CEO

A handwritten signature in blue ink, appearing to read 'Ange', is written over a horizontal line.

Managing Director