



## **CODE OF CONDUCT:**

### **Introduction**

Seaplast<sup>TM</sup> has a statutory obligation to be a good employer and we personally recognise the importance of treating staff fairly and properly in all aspects of employment.

In return, the management expects a high standard of behaviour from you. All staff is expected to identify with and have a commitment to the philosophy and values of the organisation, and to demonstrate that commitment in the performance of their duties.

The Code of Conduct is an elaboration of the Seaplast<sup>TM</sup> Principles of Conduct and Action and sets out what is expected of the Company's employees. The objective of this Code is to ensure that every employee of the Company in India is aware of acceptable conduct and ethical behaviour, in consonance with the Seaplast<sup>TM</sup> Principles of Conduct and Action.

Please make yourself fully familiar with the standards in this document.

Santosh Kumar  
Managing Director  
20<sup>th</sup> August 2016

Promens (India) Pvt Ltd

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CIN NO : U25201GJ1996PTC031114



## Purpose of the Code

The purpose of this Code of Conduct is to assist you to know and understand the minimum standards of conduct and behaviour expected of you as an employee of the Seaplast<sup>TM</sup>.

This reflects the basic requirements of professionalism, integrity and courtesy needed to ensure that we provide a quality product to our customers, and that a pleasant and safe working environment exists for all staff and customers.

## Coverage

The Code applies to all employees of Seaplast<sup>TM</sup>, including permanent, temporary and casual / Daily Workers / employees. This Code forms part of your employment with the Seaplast<sup>TM</sup>.

This Code applies to all employees of the Seaplast<sup>TM</sup> in India including trainees and temporary staff.

Seaplast<sup>TM</sup> believes in conducting its affairs in a fair and transparent manner by adopting the highest standards of professionalism, honesty, integrity and ethical behaviour. All employees of Seaplast<sup>TM</sup> are expected to strictly adhere to this Code of Conduct.

## Principles

The Code of Conduct establishes three principles of conduct which all staff are expected to observe:

- 1) You should fulfil your lawful obligations to Seaplast<sup>TM</sup> with professionalism and integrity.
- 2) You should perform your official duties honestly, faithfully and efficiently, respecting the rights of the employees, customers, the community, society, vendors, suppliers and your colleagues.
- 3) You should not bring your employer into disrepute through your activities, whether inside or outside company. Activities outside the company are not likely to be acceptable if they:
  - damage the standing or reputation of Seaplast<sup>TM</sup> because of the position you hold in it;
  - interfere with the proper performance of your duties.
  - Use of unethical practise while doing your responsibilities

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We expect all our employees to conduct their business dealings honestly, openly, fairly, diligently and courteously and in a manner, that enhances the image of the Company.

All employees should be aware of all policies and procedures applicable to the Company and abide by them to the fullest extent. While policies and procedures could be questioned, it should happen through appropriate forums responsible for review of policies and until any such change happens, no person should violate the existing policy/procedure.

## **Seaplast<sup>™</sup> Expectations of Staff**

Seaplast<sup>™</sup> expects you to:

- work within the law with honesty and integrity;
- comply with all lawful and reasonable instructions;
- comply with the policies of the Seaplast<sup>™</sup>;
- work diligently and meet the requirements of your employment agreement;
- respect the rights of colleagues and customers.

## **Obligations of Seaplast<sup>™</sup> to Staff**

As a good employer, we are committed to meeting the following staff expectations:

- a commitment to the spirit and principles of all statutory laws and regulations;
- opportunities for equal employment, including recognition of:
  - the aims and aspirations of ethnic or minority Company's;
- impartial and open selection and appointment procedures;
- fair rates of remuneration for skill, responsibilities and performance;
- an up-to-date job description that provides clear statements of your duties and your employer's expectations of you;
- adequate training and equipment to perform your duties;
- regular and appropriate feedback and communication on your work performance;

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- effective communication of information;
- good and safe working conditions;
- opportunity for the enhancement of your abilities;
- freedom from harassment or discrimination in the workplace;
- a commitment to a supportive and confidential Employee Assistance Programme;
- appropriate disciplinary and dispute procedures and the opportunity for redress against unfair or unreasonable treatment by the employer.

## Equal Opportunities for All

Unless local laws or regulations require us to do otherwise, we will recruit people solely on merit and reward people on the basis of their performance and potential without discrimination on grounds of age, race, caste, ethnic origin, religion, political or other opinion, gender, sexual orientation, marital status, or disability/disease unrelated to the role.

No employee of the company will discriminate between others based on any of the above grounds or on the basis of any other personal prejudices or biases.

## Enabling Work Environment

The Company respects the rights and dignity of all employees. We aim to establish clear values and objectives so that all employees understand and are committed to the aims of the Company and clearly see their roles within it. We will seek to create a challenging environment of empowerment and continuous learning, to recognize individual and team contributions, and to reward competitively, relative to performance.

It is expected that all employees in the Company treat the people they interact with, both within and outside the Company, with respect and in a manner, that their self-esteem and dignity are maintained at all times.

All employees will work together in a collaborative manner as a well-knit team towards the achievement of business goals, putting the interests of the team and the Company before their own. They will work in a manner that is open, honest, straightforward and fair, respectful of the roles and views of others and actively listening and dialoguing with team-mates. Employees will freely share required information with each other, learn

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from each other, help one another to develop and grow, and contribute towards making the experience of working for Seaplast<sup>TM</sup> an enjoyable one for every member of the Seaplast<sup>TM</sup> family.

The Company is committed to provide a work environment free of unlawful harassment. Sexual harassment and harassment based on age, race, religion, caste, ethnic origin, disability unrelated to the role, marital status, sexual orientation, pregnancy/ childbirth, or any other basis is prohibited.

No employee will indulge in or condone harassment of any kind. Our policy on sexual harassment spells out further details on this particular type of harassment.

## **Conflict of Interest**

The term "conflict of interest" describes any circumstances that could cast doubt on our ability to act with total objectivity with regard to the Company's interests.

- a) No employee will be involved in any arrangement or circumstances, including family or other personal relationships, which might discourage him/her from acting in the best interest of the Company.
- b) No employee or his/her family member will act as a broker or on behalf of a third party in transactions involving or potentially involving his/her company.
- c) Employees or their family members will not have any financial interest in any outside enterprise which is currently doing business or seeks to do business with or is a competitor of his/her Company. If the employee comes to know that his/her Company is doing business with any organisation/individual with which he/she is directly or indirectly involved for example, through a relative he/she is obliged to bring it to the notice of his Department Head or Head-HR through a written letter/ mail.
- d) An employee should not be the final decision maker for any business contract or arrangement with any organisation wherein his/her relatives/close friends are employed in key positions. In the event an employee finds himself / herself in a position of having to decide on such a contract or arrangement, he/she should refrain from taking such a decision and refer the matter to his/her superior for taking a decision, clearly informing his/her superior of his/her relationship with key personnel in the concerned organisation.

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- e) It is obligatory for an employee to declare that he/she is related to any other employee of the Company as soon as he/she discovers it, through a written letter/mail to the Head HR.
- f) Employees shall not exploit for their own personal gain opportunities that are discovered through the use of corporate property, information or position.
- g) No employee shall solicit or promote any personal/public cause or organisation/ association during working hours.

As a general rule, when in doubt, ask your Manager or the Head of Finance/HR.

## **Payments, Gifts & Entertainment**

- a) The Company will not make any contribution of company funds, property or services to a political party or religious organization, or to a candidate for or holder of any Government office.
- b) No employee will offer any gifts, favours or entertainment to others that are:
  - not consistent with customary business practice.
  - excessive in value and / or could be construed as a bribe or pay-off in violation of applicable laws or ethical standards, such that public disclosure could embarrass the Company or oneself.
- c) Employees should get the prior approval of the Business/Functional Head to incur any expenses towards entertainment. Business /Functional Heads are responsible to monitor the incurred entertainment expense patterns of their employees to ensure that the amount is used judiciously. All expenditure which does not have the necessary documentation, bills, etc. will not be reimbursed. Entertainment expenditure on alcoholic drinks will be permitted only with the specific approval of the Business / Functional Head.
- d) Employees should not as a principle, accept gifts in kind or cash or enjoy any special privileges from any business associate. Complementary / sweets may be accepted only on festive occasions/new year/special anniversaries, if it serves the purpose of maintaining proper and good relationship with our regular business associates; however, the value of such complimentary should not exceed Rs. 500/-. Moreover, it is preferable that sweets etc. if accepted on festive occasions, are received only at the place of work and shared with colleagues.

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Employees should not accept offers to be entertained by an individual or organizations with whom his/her Company transacts business. Invitations to occasional lunches/dinners hosted by our business associates may be accepted, if it serves the purpose of enhancing the relationship, after informing the immediate superior. It is essential that in the event of an employee accepting complimentary (up to value specified) or attending an occasional lunch/dinner, there should be no scope for this being construed as having influenced the judgement of the recipient.

e) Employees will be reimbursed outstation travel/local conveyance expenses incurred on account of official work as per company's travel policy. Employees should claim only expenses actually incurred and should not inflate/falsify expense claims even if these are within the prescribed limits for the individual. Under no circumstances shall personal expenses be reimbursed by the company.

Here again, as a general rule, when in doubt, ask your Manager or the Head of Finance/HR.

## Usage of Company Assets

Protecting the Company's assets is a key responsibility of every employee. Care should be taken to ensure that assets are not misused, misappropriated, loaned to others, or sold or donated or mortgaged, without appropriate authorization. Employees may not use Company assets for personal use, nor may they allow any other person to use Company assets.

Every employee is personally responsible for all Company funds over which he or she exercises control. Company funds must be used only for business purposes.

Every employee must take reasonable steps to ensure that the Company receives good value for Company funds spent and must maintain accurate and timely record of expenditure.

## Compliance

It is the Company's policy to comply fully in letter and in spirit with all applicable laws, rules and regulations. In case of ambiguity of the laws or their interpretation, legal advice should be sought.

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All required information shall be made accessible to the Company's auditors and other authorized persons and government agencies. False or misleading entries, unrecorded funds or assets, or payments without appropriate supporting documentation and approval are strictly prohibited and violate Company policy and the Law. There shall be no wilful omissions of any company transactions from the books and records, no advance income recognition and no hidden bank accounts and funds. No employee in any way will cause the company's accounts or other records to not clearly describe and properly state the true nature and timing of a business activity or transaction.

## **Electronic Resources Usage**

Employees should ensure that they use only licensed software and take back-up of all important data. Uses that threaten the integrity of the system, the privacy of others, or that are otherwise illegal, are hence forbidden. The Company reserves the right to access and monitor all messages and files on its system, including information regarding employee internet use, as and when deemed necessary and appropriate. The electronic resources shall be used in an effective, ethical and lawful manner. Users who receive or notice obscene or inappropriate messages are needed to report the same immediately to their immediate superior or the Human Resources Department. The Company will not be responsible for actions of employees deemed illegal with respect to the usage of electronic resources.

All employees (as well as other relevant persons) shall follow the "Security Guidelines and User Charter for Computing Resources"

## **Handling Confidential Information**

a.) Employees should use information received in the course of their business dealings only for the purpose it is intended or normally used and never for personal gain or for a third party's gain. They should also not release confidential data or information to others without proper authorisation.

b.) The Company has many kinds of business relationships with many companies and individuals. All employees should take special care to handle confidential information of our customers, potential customers, suppliers, potential suppliers or any other third party with responsibility.

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c.) In keeping with the terms of the Employment Contract, all employees shall, during their service with the Company, devote their full-time attention to the responsibilities entrusted to them. No employee will serve as an employee, agent, director, partner or consultant of any other business enterprise. Also, employees who resign from the services of the Company should not take up employment with a competitor for a period of at least two years.

### **Media Policy**

Employees should refrain from interaction/communication with the print and electronic media on matters which are likely to have an impact on the image of the Company as a whole without consulting the Delegation office.

It is important to ensure that all statements made to the media are true and fair. Each business unit and division shall have selected persons who are authorized to speak to the media on identified subjects. Employees should not disclose non-public information selectively to a particular Company. One should ensure approval of customers, vendors etc. if reference is made about such customers. Posting or discussing information concerning the Company's/Company's services or business on the Internet without the prior written consent of the Head of the Company / Business is prohibited.

Advertising must not misrepresent, or be likely to mislead the consumer, as to the character, quantity, composition or safety of the product advertised. The Company requires every employee to protect all trademarks, brand names and other proprietary material of the Company and of third parties. We should not disparage products or services of competitors and should avoid political or religious remarks in advertisements.

### **Procurement Practices**

The Company's policy is to purchase supplies based on need, quality, service, price and terms and conditions. Suppliers should be selected based on merit, price, quality and performance. The Company's policy is to, as a rule, select significant suppliers or enter into significant supplier agreements through a competitive bid process. Under no circumstances should any Company employee, agent or contractor attempt to coerce suppliers in any way. All supplier agreements must be reviewed after a 3-

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year period and fresh bids invited to confirm the competitiveness of the existing supplier agreement.

Supplies may be purchased from our customers when a combination of quality, price, services offered and reliability of supply warrant such purchases. In addition, the Seaplast<sup>TM</sup> "Purchasers' Policy" must be adhered to.

### **Relation with Customers**

The Company recognizes that our customers are of paramount importance and the Company will prosper only to the extent that we meet and exceed the needs of our customers. All employees will at all times:

- a) Recommend to customers, products that are most appropriate for their needs from the Company's/Company's range of the products.
- b) Ensure that products supplied to customers are as per the stated quantity and specifications.
- c) Endeavour to meet delivery commitments to customers and inform customers well in advance in the event of inability to meet delivery commitments for unavoidable reasons.
- d) Promptly respond to all queries from customers.
- e) Handle all customer complaints promptly and fairly.

### **Free and Fair Competition**

Employees of the Company may not, knowingly, make false or misleading statements regarding its competitors or the products of its competitors, customers or suppliers. Participating with competitors in a trade association or in a standards creation body is acceptable when the association has been properly established, has a legitimate purpose, and has limited its activities to that purpose.

No employee shall at any time or under any circumstances enter into an agreement or understanding, with any competitor concerning prices, discounts, other terms or conditions of sale, profits or profit margins, costs, allocation of product or geographic markets, allocation of customers, limitations on production, boycotts of customers or suppliers, or bids or the intent to bid.

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Company employees may not unlawfully use the information, material, products, intellectual property, or proprietary or confidential information of anyone including suppliers, customers, and business partners. Employees should never attempt to obtain a competitor's confidential information by improper means.

## **Environment, Health and Safety**

Employees should consider the potential impact of the activities, products and services of the Company on human health and environment and should take necessary measures, over and above legal requirements, to reduce such impact.

Company companies are expected to take particular care to adopt measures necessary to ensure the best possible protection against health and safety risks in the workplace. They should take steps to minimize the risk of accidents at the workplace, follow-up on application of these steps, check actual results against the applicable standards. All employees must follow all safety practices and procedures and use the personal protective equipment provided.

We must ensure that employees, contractors and visitors are well informed, and given appropriate training and guidance to enable them to carry out their tasks in a safe and competent manner. Company companies are expected to actively promote the protection of the environment. All company sites are expected to follow management methods, which allow measurable environmental performance standards to be set and actual performance to be regularly evaluated and checked against applicable standards. Employees should take care that in the course of carrying out their responsibilities none of their acts of commission and omission adversely affect the Environment.

## **Breaches of the Code of Conduct**

This Code of Conduct describes the standards of behaviour expected of staff. As outlined in the Code, behaviour or actions that are considered unacceptable by Seaplast<sup>TM</sup> may result in disciplinary action against the employee concerned, which could include termination of employment.

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## Disciplinary Action

Disciplinary action is about problem solving. Seaplast<sup>TM</sup> is concerned to identify problems associated with performance or behaviour, and to make sure that the process for fixing those problems is prompt, consistent and fair. In general, disciplinary procedures include informal or formal disciplinary action along the following lines:

### 1. Informal Disciplinary Action:

- discussion of the problem;
- assistance to help overcome the problem;
- referral to the Employee Assistance Programme, if appropriate;
- temporary transfer to other duties.

### 2. Formal Disciplinary Action:

- oral warning;
- written warning;
- removal of discretionary conditions of employment (i.e.: delegations, flexible working hours, etc.);
- transfer to another position at existing salary;
- transfer to another position with reduced pay (but not below the minimum rate for that position);
- suspension (with or without pay);
- dismissal with notice;
- dismissal without notice.

Other options may be considered, depending on the circumstances of the case.

Whether disciplinary action is informal or formal, the Seaplast<sup>TM</sup> will make sure that the disciplinary procedures are fair. This means that:

- (a) You must be told of your right, legal or other assistance and/or representation.
- (b) You must be told of the specific behaviour or performance that is causing concern, and given a reasonable opportunity to provide an explanation.
- (c) You must be told, where appropriate, of the action that is required to amend or improve your behaviour or performance, and be given a reasonable opportunity to do so.
- (d) We must undertake an appropriate investigation before any substantive disciplinary action is taken.

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- (e) If the offence is sufficiently serious, an employee is to be placed on suspension pending investigation.
- (f) An oral warning would usually precede a written warning, depending on the seriousness of the misconduct.
- (g) It is a requirement that the process and result of any disciplinary action are recorded in writing, read and signed by you (the employee), and then placed on your personal file.

In general terms, no disciplinary papers will go on your file unless you have seen them or have been given a genuine opportunity to see them. If you are not satisfied with the disciplinary action taken, you have the right to pursue a personal grievance. This procedure is outlined in your employment agreement.

Seaplast<sup>TM</sup> is a leading global roto moulding company for product innovation & design, lean manufacturing process, value addition and customer service.

**Mission:** To design, innovate and add value to our customers supply chain.

**Vision:** Product that stand for high quality and brand value.

**Values:** Teamwork, Trust, Courageous Leadership, Clear Accountability and Tell it like it is.

Santosh Kumar  
Managing Director  
Seaplast India