



# CODE OF CONDUCT

## 2025



# TABLE OF CONTENT

<b>01</b>	<b>FOREWORD</b>	01
<b>02</b>	<b>PREFACE</b>	02
<b>03</b>	<b>OUR VALUES</b>	03
<b>04</b>	<b>OBJECTIVE</b>	04
<b>05</b>	<b>OUR EMPLOYEES</b>	05
<b>06</b>	<b>OUR CUSTOMERS</b>	10
<b>07</b>	<b>OUR COMMUNITIES &amp; THE ENVIRONMENT</b>	14
<b>08</b>	<b>OUR VALUE-CHAIN PARTNERS</b>	17
<b>09</b>	<b>ACCOUNTABILITY</b>	20



# FOREWORD

At Enerparc Energy, our values form the foundation of everything we do. Integrity, transparency, respect, and accountability are not just principles—we live by them in every interaction, decision, and partnership.

Our Code of Conduct is more than a guiding document—it is a commitment to our stakeholders, communities, and business partners. It evolves with the changing business landscape yet remains steadfast in its core principles. We believe that true leadership is demonstrated through unwavering adherence to values that inspire trust and respect.

Each one of us carries the responsibility to uphold these standards—not just to comply with the law, but to lead by example and set benchmarks in ethical business practices. Let us continue to work with commitment, purpose, and the highest standards of professionalism.

**Together, we build a sustainable and respected future.**



**Chief Executive Officer**  
Enerparc Energy Pvt. Ltd.



# PREFACE

This handbook contains the guiding principles of this organization that will help its existing employees as well as the new employees joining this organization function easily. This handbook covers all the policies followed by this organization.

They are up to date and can be modified whenever necessary. As an organization, we aspire to reach our targets and goals while maintaining our core values with proper decorum. We encourage initiatives and creative ideas suggested by the employees of our organization.

Therefore, this handbook should not be treated as a limitation. Employees are free to give their suggestions and opinions to their respective Department Heads.





# OUR VALUES



## Entrepreneurship

Driving growth through innovation, agility, and visionary leadership.



## Integrity

Upholding honesty and transparency in all interactions to build trust and reliability.



## Customer centric

Promoting effective communication and collaboration for mutual success.



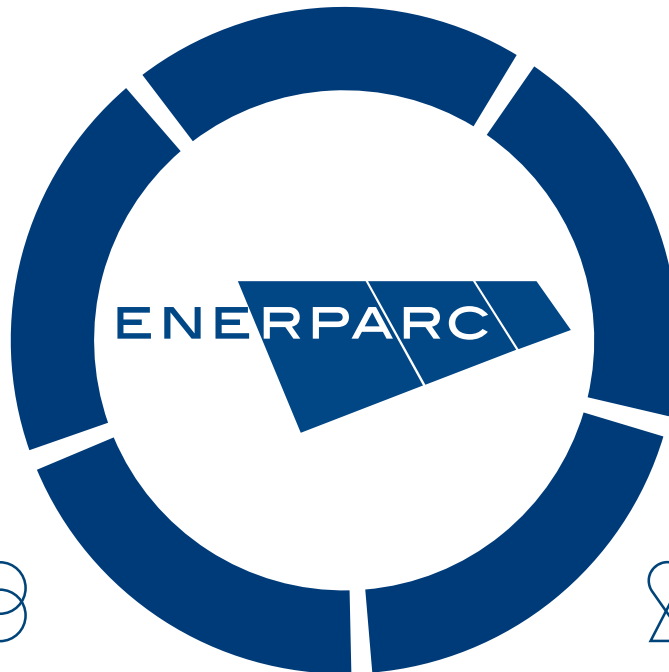
## Collaboration

Exceeding customer expectations through quality, commitment, and safety.



## Care for All

Acting with humility, respect, and sustainability for all stakeholders' benefit.



# OBJECTIVE

This Enerparc Energy India Code of Conduct outlines how we conduct ourselves in our professional relationships and interactions with:

- **Our employees**, interns, consultants, and others who work with us.
- **Our customers**, whom we serve with clean, reliable solar energy solutions.
- **The communities and the environment** in which we operate, where we aim to create a positive and sustainable impact.
- **Our value-chain partners**, including suppliers, vendors, contractors, distributors, channel partners, consultants, intermediaries, and agents.



# OUR EMPLOYEES

We're committed to building a workplace where every team member feels valued, respected, and empowered to grow. By fostering an inclusive culture, encouraging continuous learning, and supporting well-being, we ensure our people have the tools to thrive. When our people grow, so does our impact — together, we power a cleaner, brighter future.

-- Kalyanram Udathu



## Equal Opportunity Employer

At Enerparc Group, we are firmly committed to fostering a workplace that is inclusive, fair, and respectful. We believe that diversity brings strength, innovation, and broader perspectives to our organization. To this end, Enerparc ensures equal opportunities for all individuals, regardless of their background.

All employment-related decisions—including hiring, promotions, transfers, training, and career advancement—are made solely based on individual merit, qualifications, skills, and performance. We uphold a zero-tolerance policy against discrimination of any kind.

Enerparc does not permit any bias or unfair treatment based on:

- **Community or Caste**
- **Race or Ethnicity**
- **Gender or Gender Identity**
- **Religion, Age, or Physical Ability**

We strive to create a culture where every employee feels valued, respected, and empowered to contribute to their fullest potential. By promoting fairness and dignity in every aspect of the workplace, Enerparc aims to build a high-performing and collaborative workforce aligned with our values and vision.

## Dignity and Respect at Work

Enerparc Group upholds the principle that every individual has the right to work in an environment that fosters dignity, equality, and mutual respect. The organization recognizes that sexual harassment is a serious violation of fundamental rights, including gender equality, the right to life and liberty, and the right to work with dignity—as enshrined in the Constitution of India.

To uphold this commitment:

- Preventive and corrective measures are taken to address any form of unwelcome sexually determined behavior.
- **A Complaints Committee**, as mandated under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, is constituted to investigate and resolve complaints with fairness and confidentiality.
- Enerparc regularly **monitors and evaluates** workplace safety and submits the required **annual reports** to the concerned legal authorities.



Through these efforts, Enerparc ensures a safe, inclusive, and respectful work environment where every employee feels valued and protected.

## Human Rights & Fair Labour Practices

Enerparc is committed to upholding fundamental human rights and promoting ethical labour practices across the organization. We ensure a work environment that is free from discrimination, forced or child labour, and any form of exploitation.

All employees are treated fairly and with respect, irrespective of gender, caste, religion, age, or background. We provide equal opportunity, fair wages, safe working conditions, and support freedom of association.

By aligning with national laws and international standards, Enerparc fosters a culture of responsibility, inclusion, and social justice for every individual in the workplace.

## Safety and Health

Enerparc is committed to maintaining a safe, healthy, and law-abiding workplace for all employees, customers, and the wider community. Employees are expected to adhere strictly to environmental, health, and safety regulations, wherever they operate.

To ensure a productive and respectful environment:

- Substance abuse is strictly prohibited. The use, possession, or influence of illegal drugs or alcohol at work is not tolerated.
- Violence or threats of any kind—including physical harm, verbal abuse, or possession of weapons—are forbidden.
- Smoking and use of tobacco products (including pan, gutka, etc.) is banned within workplace premises.

Enerparc takes such matters seriously and will initiate appropriate disciplinary action in case of any violations to uphold a safe and secure work culture.

## Conflicts of Interest

Enerparc Group expects all employees to uphold the highest standards of honesty, fairness, and integrity in both professional conduct and interpersonal relationships. Employees must avoid situations where personal interests may conflict with the interests of the company.

No employee shall engage in any external business activity or recommend friends or relatives for business dealings with Enerparc without prior disclosure. If any personal or legal circumstance arises that may influence an employee's impartiality or decision-making, it must be promptly reported to management.

Maintaining transparency and acting in the company's best interest at all times is essential to building a trustworthy and ethical work culture.

## **Data Confidentiality & Asset Protection**

Enerparc places utmost importance on safeguarding its confidential information and physical assets. Employees are expected to handle all proprietary, financial, technical, and customer-related information with the highest level of discretion and care.

- Confidential information acquired during employment must not be disclosed to any unauthorized person or entity, either during or after the term of employment.
- All work-related materials, including documents, data, designs, and intellectual property created during employment, are the sole property of Enerparc.
- Employees must return all company assets and information upon separation from the organization.
- Misuse of systems, unauthorized access, sharing passwords, or transmitting sensitive data without approval is strictly prohibited.
- Employees are responsible for preventing loss, theft, or damage to company property and for reporting any breach immediately.

These guidelines ensure the integrity, security, and responsible use of Enerparc's assets and information at all times.

## **Gift Policy & Anti-Bribery**

Enerparc follows a zero-tolerance policy towards bribery, corruption, and fraud, in strict compliance with applicable laws. To maintain ethical integrity in all business dealings:

- Employees are prohibited from accepting or offering money, gifts, favors, discounts, or any item of value from/to individuals or organizations that are doing, or seeking to do, business with Enerparc.



- Employees are prohibited from accepting or offering money, gifts, favors, discounts, or any item of value from/to individuals or organizations that are doing, or seeking to do, business with Enerparc.
- Exceptions are permitted only if officially authorized as part of company-approved programs.
- Any such authorized transaction must be disclosed to the CEO or COO and must be recorded accurately in the company's books.

This policy ensures transparency, fairness, and the protection of Enerparc's reputation and trust with all stakeholders.

# OUR CUSTOMERS

At Enerparc Energy India, we build trust through action. Our commitment to customers goes beyond project execution — it is about delivering reliable, clean energy solutions with integrity, accountability, and transparency. We believe in serving every client with the same standard of technical excellence and ethical conduct, across all interactions and project stages.





## Commitment to Quality

At ENERPARC, delivering high-quality products and services is not just a goal—it is a fundamental responsibility that reflects our values and long-term vision. We are committed to ensuring that every solution we offer is engineered with precision, aligned with customer expectations, and benchmarked against both national and international quality standards.

All employees, regardless of function or department, must uphold this commitment in their daily work. Whether in design, engineering, procurement, execution, or support services, excellence must be embedded at every stage. Our success is measured by the trust our clients place in us, and that trust is earned through reliable performance, consistent delivery, and customer-centric innovation.

Enerparc ensures that:

- All products and services meet regulatory, safety, and quality requirements.
- Projects are executed with robust quality assurance and control protocols.
- Customer feedback is taken seriously and used constructively to improve future outcomes.
- Employees act with diligence, accountability, and a continuous improvement mindset.

By setting and adhering to the highest standards, ENERPARC aims to not only meet but exceed the expectations of its clients, reinforcing our reputation as a responsible, ethical, and forward-thinking leader in the renewable energy industry.

## Fair and Transparent Dealings

Enerparc Energy is committed to maintaining the highest standards of integrity and fairness in all competitive business practices. We firmly believe that healthy competition fosters innovation, drives excellence, and ultimately benefits the industry and our customers. As such, we compete solely on the merit of our products, services, and performance—never by undermining or misrepresenting our competitors.

All employees must ensure that:

- Our marketing, sales, and communication efforts are truthful, respectful, and based on factual representations of our offerings. At no point should we make disparaging, exaggerated, or misleading claims about competitors or their products and services.

- Competitive intelligence gathering must be lawful and ethical, conducted only through publicly available sources or legitimate business interactions. We strictly prohibit the use of deception, inducement, or misappropriation of confidential information to gain competitive advantage.
- Our bids, proposals, and contracts must reflect transparent, fair pricing and terms, ensuring compliance with applicable antitrust and fair trade laws.

Enerparc Energy does not tolerate any conduct that may result in monopolistic behavior, collusion, or any form of anti-competitive practice. We are committed to fostering a marketplace where innovation, quality, and customer satisfaction determine success—not unethical tactics.

Through honest competition, we uphold the credibility of the renewable energy industry and reinforce our reputation as a responsible and respected market leader.

## **Respecting Customer Confidentiality**

We handle all customer data responsibly, in compliance with the Digital Personal Data Protection (DPDP) Act, 2023, and internal policy (Page 47–49 of Employee Handbook).

We commit to:

- Collecting, storing, and using data only for business purposes and within lawful limits.
- Maintaining confidentiality of designs, drawings, commercial terms, and sensitive discussions.
- Never sharing customer data without explicit permission or legal obligation.

## **Ethical Conduct in Business Development**

- Enerparc is committed to maintaining the highest standards of integrity, transparency, and professionalism in all interactions with customers, clients, and stakeholders.
- We aim to enhance stakeholder value while complying with all applicable laws and regulations that protect stakeholder rights.
- All products and services delivered to customers must meet the highest standards of quality, safety, and reliability, aligned with both national and international benchmarks.

- Employees must ensure that customer requirements are clearly understood, documented, and met through consistent execution and timely communication.
- Customer feedback should be actively sought, addressed constructively, and used as a tool for continuous improvement.
- Any representations made to customers must be accurate, honest, and not misleading in any form—verbal, written, or promotional.
- Employees are prohibited from making negative, false, or disparaging statements about competitors when dealing with customers.
- All financial dealings with customers must be fully transparent. Payments, credits, and transactions must be clearly documented and processed through approved channels.
- No employee shall misuse company funds or resources, or assist in any unauthorized or unethical financial transaction.
- Gifts, commissions, or favors from customers or vendors must not be accepted unless officially approved and disclosed to the CEO/COO.
- Confidential customer data and business information must be protected and not shared with unauthorized parties under any circumstances.
- Ethical business conduct with customers is every employee's responsibility and a key pillar of Enerparc's reputation and long-term success.



# OUR COMMUNITIES & THE ENVIRONMENT

At Enerparc Energy India, our mission to power the world with clean energy is deeply connected to how we care for the communities we serve and the environment we operate in. We are committed to conducting our business in a socially responsible, inclusive, and environmentally conscious manner.



## Environment, Health, and Safety

- Environment, Health, Safety and Laws of the land – Employees shall adhere to the laws of the land, wherever they are, and shall not violate, cause, or take any action that impacts the Environment and the Health and Safety of ENERPARC Employees, Customers, and the Community at large.
- Substance Abuse- To meet our responsibilities to Employees, Customers and Investors, the Group shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.
- Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere. The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy
  - a. Causing physical injuries.
  - b. Making threatening remark
  - c. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
  - d. Intentionally damaging employer property or property of another employee.
  - e. Committing acts motivated by or related to sexual harassment or domestic violence.
- Smoking, consumption of alcohol, pan, tobacco, gutka etc. is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code

## Group Social Responsibility

At Enerparc Energy, Corporate Social Responsibility (CSR) is a vital part of our commitment to ethical and sustainable growth. We aim to contribute meaningfully to society by addressing key areas of need and empowering communities through purposeful initiatives.

Our CSR efforts are focused on four core areas:

- **Education:** Supporting inclusive access to quality education by enabling infrastructure, digital tools, and scholarship programs.
- **Community Service:** Contributing to the betterment of underprivileged communities through volunteering, outreach, and social development activities.
- **Health & Hygiene:** Promoting wellness through awareness drives, medical camps, and clean sanitation initiatives.
- **Livelihood:** Enhancing employment opportunities by providing vocational training and skill-building programs.

We actively encourage all Enerparc employees and their families to participate in CSR initiatives, fostering a culture of empathy, service, and social responsibility. Together, we strive to create a positive impact beyond business, building stronger and more resilient communities.

## **Climate Action through Solar Energy**

Our core business directly contributes to India's transition to renewable energy. By deploying solar plants across rooftops, carports, and open lands:

- We reduce carbon emissions and support climate targets.
- We generate clean energy for industries, institutions, and communities.
- We educate clients and stakeholders about the long-term value of sustainability.



# OUR VALUE-CHAIN PARTNERS

Enerparc Energy India collaborates with a broad spectrum of external partners, including suppliers, contractors, consultants, agents, and other service providers. These value-chain partners are essential to our project execution and service delivery, and we expect them to share our commitment to ethics, safety, transparency, and legal compliance.



## Ethical Engagement and Representation

Enerparc expects all its value chain partners—including consultants, agents, contractors, and suppliers—to maintain the highest standards of ethical behavior when representing or engaging with the company.

- No third party is authorized to represent Enerparc without explicit written permission from the company's authorized personnel.
- To ensure the protection of sensitive information, a Non-Disclosure Agreement (NDA) must be executed before any engagement begins.
- All partners are expected to strictly adhere to Enerparc's Code of Conduct, maintaining professionalism, integrity, and transparency in all dealings on behalf of the company.

## Compliance and Legal Conduct

Enerparc maintains a zero-tolerance policy toward non-compliance and expects all partners to follow the law both in letter and in spirit.

- All third-party interactions and business practices must align with Enerparc's internal legal and ethical frameworks.
- Partners are expected to operate in accordance with applicable national and international laws and regulations, including those related to labor, commerce, taxation, and environmental protection.
- Any political or charitable contributions made in the company's name or using company funds or resources must be explicitly pre-approved and compliant with relevant legal standards.

## Confidentiality and Data Security

Enerparc takes data protection and intellectual property seriously and mandates strict confidentiality from all associated partners.

- All partners must safeguard proprietary information, including trade secrets, customer data, technical specifications, and financial details.
- Third parties are expected to honor confidentiality agreements and are prohibited from sharing any sensitive information with external entities without prior written authorization.

- Upon completion or termination of any engagement, all physical and digital documents, devices, or materials pertaining to Enerparc must be returned securely.

## **ESG Alignment and Safety Standards**

Enerparc's commitment to sustainability and safety extends across its supply chain and partner network.

- All third-party partners are expected to align with Enerparc's Environmental, Social, and Governance (ESG) principles. This includes maintaining safe work practices, minimizing environmental impact, and promoting ethical labor conditions.
- No engagement should contribute to actions that negatively affect community health, safety, or ecological balance.
- Partners are encouraged to actively participate in corporate social responsibility (CSR) initiatives, contributing to areas such as education, community service, hygiene, and livelihood development in alignment with Enerparc's mission to build a better tomorrow.



# ACCOUNTABILITY

**Every employee, partner, and associate is expected to:**

- Comply with this Code and all related laws.
- Act responsibly and seek guidance when uncertain.
- Lead by example and contribute to Enerparc's culture of ethics.







# THANK YOU

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