

BUSINESS PRACTICES:

1 Confidential and Proprietary Information and Privacy Rights

Indelox business secrets, proprietary information and much of its internal information are valuable assets. Protection of this information, including maintaining its secrecy, plays a vital role in our continued growth and ability to compete.

The significant business developments and new products and services obtained by the company are periodically shared with its employees. These confidential information is maintained in strict confidence by the employees.

The confidential information comprises of and is not limited to:

- a. Any formula, design, device or information that is used in our business.
- b. Employee, Vendor or Customer lists
- c. New Product or Business Plan
- d. Marketing, Service and Strategic Objectives
- e. Customer and Vendor Contracts
- f. Specific Process or practice knowledge, correspondence, documents, records and all printed matter of the company.
- g. Financial or pricing information

Your obligations with respect to Company's trade secrets or proprietary information are:

- Do not disclose any company information to persons outside of the Company.
- Do not utilize this information for self benefit or for the benefit of outside people.
- Do not disclose any information deemed to be confidential to yourself or to any Indelox people except on a "Need to Know" basis.
- Respect and protect the privacy rights and dignity even after leaving Indelox.

Any violations/deviations to the above would attract strict disciplinary action. In case you are in doubt on whether the information is confidential or otherwise, please contact your supervisor/Manager/CEO on the same.

2 Antitrust

Fair competition is fundamental to the free enterprise system. Indelox supports laws prohibiting restraints of trade and unfair practices.

The antitrust laws prohibit the following activities.

- a. Sharing of prices, terms and conditions and other commercially valuable information with Competitors
- b. Entering into contract with Competitors for fixing prices.
- c. Not engaging with competitors in any conversation, friendly or otherwise about bids.
- d. Not engage in unjustifiable criticism of a competitor's product or service or engage in critical advertising of the competitor.
- e. You must not boycott a supplier or customer as a way to make the supplier or customer stop dealing with a rival. A group boycott – an agreement with others not to deal with another person or business – may violate the antitrust laws if it is used to force customers to pay higher prices or to hinder a rival from entering the market.
- f. Agreements between competitors in restraint of trade, such as agreement to fix prices or to allocate customers, territories or markets.
- g. Discrimination in terms of services offered to customers.

3. Fraud

Fraud is a deliberate misrepresentation causing damage and in most case, criminal. The following are recognized as fraudulent acts.

- a. Misusing of company assets
- b. False financial statements
- c. Misappropriation of company funds
- d. Forging or altering company information
- e. Deliberate inflation of sales figures
- f. False Employee records
- g. Biased Employee assessment

Indelox imposes severe disciplinary actions up to dismissal and legal action.

4. GIFTS AND ENTERTAINMENT

We agree and accept the fact that strong personal and prospective relationships with our customers and vendors are important for effective performance of the organization. It is appropriate at times to foster the relationship by hosting meals or by including them in our

celebrations.

However, employees must not accept entertainment, gifts, or personal favors that could, in any manner influence or appear to influence business decisions in favor of any person or organization with whom or with which the organization has or is likely to have business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their positions with the Organization might be inclined to or be perceived to place them under obligation to return the preferential treatment.

5. CONTRACTING

Commercial agreements are an essential mode of transacting business. We abide by all applicable contracting laws, respect our obligations and vigorously enforce our rights under such agreements. We also understand that to exercise our rights, the contents and terms of our agreements are clear, unambiguous and clearly understood.

We look to achieve this objective by ensuring that all our commercial agreements are in writing and this reflects terms that are commercially and legally acceptable.

6. CONFLICTS OF INTEREST

In order to make sound, ethical, impartial and objective business decision favoring the organization to its maximum, we must consciously avoid the following:

- Do not work for a supplier, customer or competitor while working for Indelox or do any work for, or provide assistance or judgment on the job.
- Do not use Company time, facilities or materials for outside work that is not related to your job at Indelox without authorization from the CEO.
- Hiring, supervising, disciplining or engaging in any action of employment status of a colleague or close associate with whom you share a close personal relationship such as anyone in the family or household.
- We avoid situations in which your loyalty may become divided or be called into question. Each individual's situation is different, and in evaluating your own, you will have to consider many factors. As a general rule, if you have any question as to whether any activity on your part might create a conflict of interest or an appearance of a conflict, you should inform and seek guidance from your supervisor/Manager/CEO .
- You should not market products or services that are in competition with Indelox's current or future offerings.
- You should not perform alternate work or solicit outside business while on Indelox's premises.