

POLICY ON BUSINESS RELATIONSHIPS

RR Global, as an international business organization, is required to interact and transact with a variety of business organizations including international organizations and governments in different jurisdictions. By maintaining the highest level of corporate integrity through open, honest and fair dealings, RR Global earns trust for its products and services from all stakeholders and every person with whom RR Global comes in contact.

RR Global will only obtain and conduct business legally and ethically. The quality of our products and the efficiency of our services at the most competitive prices are our greatest tools in marketing our business. Profits do not justify unfair/ unethical business tactics. Employees must uphold the highest standards of integrity in all third party dealings. The world today is moving towards ethical business strategies, whether it is RR Global's customers, investors, suppliers, employees or any other stakeholder, everyone is looking for dependability and protection of their interests. Hence, honesty is not only the best policy but it is the best and everlasting business policy.

Gifts

RR Global Group and its employees shall neither receive nor offer or make, directly or indirectly, any illegal payments, remuneration, gifts, donations or comparable benefits that are intended to, or perceived to obtain business or uncompetitive favors for the conduct of its business. However, a RR Global company and its employees may accept and offer nominal gifts which are customarily given and are of commemorative nature for special events. They will be guided on the following factors:

- They are consistent with accepted business practices.
- They do not violate applicable law.
- They cannot be reasonably construed as payment or consideration for influencing or rewarding a decision or action.
- Their public disclosure would not embarrass RR Global.

GIVING GIFTS

In general no gifts shall be offered to any customers, vendors, government officials etc. only with the following exceptions:

1. Customary Gifts of value lower than or equal to the Acceptable Limit.
2. Business lunch (or breakfast or dinner) of a reasonable value may be provided to customers, visitors and business contacts/ associates.

Relationship with the government officials

Extra care and caution needs to be taken when dealing with government officials. No Gifts or other benefits including Entertainment shall be offered to government officials who could be considered as influencing any business decision or to obtain improper advantage. Exceptions:

1. Provision of local conveyance to the government officials while they are visiting our campus for any inspection/ audit. However, this would require prior approval of your immediate Supervisor.
2. Business lunch: Same rules as applicable to visitors and business contacts.

The following table may be used as a guideline:

Acceptable / Allowed	Not Allowed	Check & Report
<ul style="list-style-type: none"> • Examples of what is generally acceptable/usually OK and does not require approval: • Giving gifts or business amenities/entertainment of value up to the acceptable limit. • Other reasonable and customary gifts and entertainment within the acceptable limit <p>Giving promotional items within the above value, such as pens, diaries and calendars and other RR Global logo- ware.</p>	<p>Examples of what is generally always wrong:</p> <ul style="list-style-type: none"> • Giving any gift of cash or cash equivalent (gift vouchers, gift cheques etc.) • Using your own money or resources to pay for gifts or business Amenities/entertainment for a customer, vendor or supplier 	<ul style="list-style-type: none"> • Examples of when you must always ask: • Cases that do not fall into the first two categories: Eg: giving promotional items in excess of the <p>Acceptable Limit. Employees need to get prior approval from their immediate supervisor before giving such gifts or entertainment. Upon receipt of prior approval, employees are requested to disclose offering of any such gifts or entertainment which is above the acceptable limit in the gift disclosure tracker.</p>

RECEIVING GIFTS

Acceptable / Allowed	Not Allowed	Check & Report
<p>Examples of what is generally acceptable/usually OK and does not require approval include;</p> <p>Receiving Gifts of up to acceptable Limit.</p> <p>Receiving customary gifts and entertainment when it is customarily offered to a group including you.</p> <p>Discounts or bonus programs (like frequent flier, credit card points) offered by transportation companies, hotels, resorts or</p>	<p>Examples of what is generally always wrong include;</p> <p>Receiving any gift of cash or cash equivalent (gift vouchers, gift cheques, etc)</p> <p>Accept or request anything as a “quid pro quo” or as part of an agreement to do anything in return for the gift or entertainment.</p>	<p>Examples of when you must always hand over the gifts, include;</p> <ul style="list-style-type: none"> • In case of anything that does not fall into the first two categories: Eg. Items having a value in excess of the acceptable limit. <p>Offer of tickets for special events like sports matches, shows, entry to restricted areas (where these usually have a value of more than the acceptable limit) – by a person or corporation with whom you</p>

<p>holiday homes which are offered to travelers and guests generally.</p> <p>Mementos for in a conference as a guest speaker or attendees participating up to acceptable limit.</p> <p>Awards, rewards by customers given based on employee's performance and work recognition of any value.</p> <p>Sweets, chocolates and other perishables. In case the value is less than the acceptable limit, employee can use it as he desires. But if the value is above the acceptable limit, it is advisable that these be accepted and distributed among team members or colleagues in office. (Except wine which may not be distributed in the office but otherwise).</p>		<p>have a business association or potential to buy services.</p> <p>On receiving the gift, employee must update the gifts disclosure tracker and follow the process.</p>
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Employment of Relatives

Members of an employee's immediate family may be considered for employment on the basis of their qualifications. Immediate family members may be hired, if such employment would:

- Not create a direct supervisor/subordinate relationship with a family member.
- Not create a conflict of interest.

RR Global perceives harassment as a form of discrimination that is offensive, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of the organization. Harassment may include (but is not limited to) making unwelcome sexual advances, sending or displaying obscene or racist materials, or sending or telling offensive jokes or comments, verbally or otherwise. Harassment can be verbal, physical or visual behavior where the purpose or effect is to create an offensive, hostile or intimidating environment. RR Global endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without fear or favor. Any employee who engages in such prohibited conduct will be subject to disciplinary action.

Employees shall refrain from taking discriminatory actions or decisions which are contrary to the letter or spirit of RRCEC.

If employees believe that they have witnessed or are being subjected to discrimination or harassment, they shall immediately report the matter using the reporting procedures as mentioned in RRCEC. RR Global views reports of retaliation seriously. Anyone found to have retaliated against another individual will face disciplinary action.

In addition, the Company will not tolerate sexual harassment by or against third parties in the company's premises.

Employees are encouraged to raise concerns internally and at a high level and to disclose information, which the individual believes shows impropriety, abuse or wrongdoing.

What constitutes Harassment?

Conduct of a physical, verbal or non-verbal nature when

1. It is unwanted; and/or
2. It has the purpose or effect of violating another's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for another; and/or · submission to such conduct is implicitly or explicitly a term or condition of an individual's continued employment; and/or
3. Submission to such conduct is implicitly or explicitly a term or condition for decisions which could affect promotion, salary or any other job condition; and/or
4. Such behavior creates an intimidating, hostile or offensive work environment for one or more individuals.

Harassment may constitute discrimination if it is based on race, color, gender, sex national origin, religion or philosophical belief or on any other discriminatory basis not authorized by law, it is then unlawful.

Drugs and Alcohol

Any employee, who is found to be under the influence of or using, or possessing illegal drugs in RR Global or customer premises or while conducting RR Global's business, is subject to disciplinary action, including possible termination. While conducting RR Global's business, employees are advised not to be under the influence of alcohol or other similar substances or improperly use medication in any way that could diminish — or raise questions concerning —ability to perform their job or result in their doing things that might be harmful to RR Global.