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## Employees Code of Conduct

### Introduction

Tractors and Farm Equipment Limited (TAFE) is built on a foundation of trust and reliability which are our most valuable intangible assets. Our core values define our beliefs, principles, and practices, guiding every aspect of our business operations. This policy underscores our commitment to maintaining the highest standards of conduct in all interactions, ensuring that every employee embodies these values in their daily responsibilities.

### Purpose

The purpose of the Code of Conduct is to guide the Employees of TAFE Group on the following 10 conduct outcomes that nurture and protect the TAFE brand by adhering to its core value systems.

1. Ethical Conduct
2. Anti-Bribery and Anti-Corruption
3. Gifts and Donations
4. Political Activities
5. Employment of Near Relatives
6. Conflict of Interest
7. Monetary collection from employees / other Employees
8. Fair Competitive behavior
9. Embezzlement & Fraud
10. Confidentiality of Information

This policy applies to all employees (Permanent, Contractual, Trainees, Project Assignees, Field Officers, and Retainers) irrespective of their level and covers all the business entities, units, and offices, which are or would be, anytime later coming under the umbrella of TAFE Group (herein referred to as "Employees")

### Our conduct outcomes

#### 1. Ethical Conduct

TAFE expects all its Employees to conduct business with professionalism, honesty, and integrity. All Employees are expected to adhere to this Code of Conduct towards upholding fair, ethical, accountable, and transparent business conduct when acting as a company representative and/or dealing with third parties such as customers, vendor partners, service providers, consultants, and statutory agencies.



## 2. Anti-Bribery and Anti-Corruption

Bribery and corruption can take different forms, including offering, giving, accepting, or promising unofficial commissions, illegal inducements, improper rebates, and non-monetary favours, in addition to cash or gifts offered to an individual, their family, or colleagues. Anti-bribery and anti-corruption regulations aim to prevent and combat these illicit practices that undermine the principles of fairness, integrity, and transparency. The following will serve as guidelines:

- TAFE Employees are expected to demonstrate TAFE's core values and strictly adhere to the company regulations on accepting or offering gifts.
- Engaging in bribery, whether offering or accepting, is not acceptable.
- Candidates recommended by external agencies, business partners, or unrelated persons referred for employment by existing employees, must undergo additional due diligence by HR to identify the nature of the connection and take necessary actions to prevent acts of bribery or corruption in employment at TAFE.

## 3. Gifts and Donations

TAFE expects its Employees to not accept, or entertain gifts, hospitality, or personal favours that could, in any way, influence or appear to influence business decisions in favour of any person or organization with whom or with which TAFE has, or is likely to have, business deals or associations. Similarly, Employees must avoid accepting any other preferential treatment under these circumstances because their positions in TAFE may place them under obligation or under the risk of returning the preferential treatment. The following will serve as guidelines:

- TAFE Employees should not accept, or entertain gifts, hospitality, or personal favours that could, in any way, influence or appear to influence business decisions in favour of any person or organization with whom or with which TAFE has, or is likely to be associated.
- Employees must avoid accepting any other preferential treatment under these circumstances because their positions in TAFE may place them under obligation or under the risk of returning the preferential treatment.
- Gifts (other than eatables & office stationery) given or received should be modest in value and appropriate, that is should not exceed Rs. 2,000/- in value.
- Hospitality should be limited to meet basic business requirements. Any other occasions or offers like tickets/passes to entertainment events, holiday packages, etc., should not be accepted.
- No Employee shall accept or permit any member of the family or any person acting on their behalf to accept a gift.

## 4. Political Activities

TAFE employees are not expected to engage in political activities while being entitled to hold individual opinions. The following will serve as guidelines:



- TAFE employees are strictly discouraged from engaging in any political activities including campaigning, standing for, and occupying political offices.
- TAFE expects its Employees to not make any political contributions on behalf of TAFE, without appropriate prior approval.
- Only authorized TAFE personnel are allowed comment on policy in public forums, in line with corporate communications policies.

## 5. Employment of Near Relatives

Employment of near relatives involves referring immediate family members for employment in TAFE. Immediate family includes spouse, siblings, children, parents, 1<sup>st</sup> level – of aunts, uncles, nieces, nephews, cousins, and in-laws. The following will serve as guidelines to avoid nepotism, favoritism, and unbiasedness in employment at the workplace:

- All Employees or candidates are obliged to report a relative relationship to the Human Resources department or hiring managers before the employment of the relative (if he/she is aware)
- If the relationship between Employees changes (e.g., they enter a marriage or partnership), the Human Resources department must be duly notified so that proper actions may be taken (transfers or reassignments), as required.
- Such requests for employment of near relatives as defined above, will require the approval of the CMD/DMD.

## 6. Conflict of Interest

A conflict of interest could be any known activity, transaction, relationship or service engaged in by an employee, his/her immediate family (includes spouse, siblings, children, parents, grandparents, grandchildren, 1<sup>st</sup> Level of aunts, uncles, nieces, nephews, cousins, and in-laws.) or any other personal relationship, which may cause concern (based upon an objective determination) such that the employee will not be able to fairly perform his/her duties to the company.

A conflict of interest, whether actual or potential, arises when an employee, directly or indirectly:

- Engages in any business, activity, or relationship with someone who is party to a transaction with TAFE.
- Conducts business on behalf of TAFE or influences a decision related to TAFE's dealings with a supplier, dealer, distributor, or customer, where a relative of the employee or a person with whom the employee has a close personal relationship stands to gain a personal or mutual benefit.

The following will serve as guidelines to avoid conflict of interest:

- TAFE Employees should not have a financial interest, directly or indirectly through a relative, in any organization if that interest would give or appear to cause a conflict of interest with TAFE, particularly applicable to those employees who are involved in TAFE's business with these organizations



- TAFE Employees should not undertake an activity by which the interest of TAFE can be compromised.
- TAFE Employees must transparently disclose any potential conflicts of interest to TAFE's management, including financial, familial, or personal interests that may impact impartiality in business decisions, such as relationships with suppliers, customers, distributors, or other entities engaged in transactions with TAFE.
- The CFO / Legal Counsel shall be the competent authority to consider and where deemed fit, to approve such requests of their association with entities where there is no potential conflict of interest to TAFE.

## 7. Monetary collection from employees

Monetary collection refers to the process of gathering funds, typically in the form of contributions or donations for a known purpose, from employees within TAFE. The following will serve as guidelines:

- Individual or collective attempts to raise monetary funds at the workplace from Employees will not be permitted.
- Any requirement of a humanitarian nature (employee-related) that calls for a monetary collection viz. demise of an employee/dealer employee/contractual employee, medical assistance/support, retirement functions at local offices etc. will depend on GCHRO's decision and/or seeking subsequent approvals from Management.

## 8. Fair competitive behavior

TAFE adheres to fair competitive behavior in accordance with applicable laws and expects its employees to uphold the same standards.

## 9. Embezzlement & Fraud

TAFE is committed to ensuring prevention of and action against embezzlement and fraudulent activities. The following will serve as guidelines:

- TAFE expects its employees to report any instances of embezzlement, fraud, pilferage, theft, and similar activities.
- All reported cases of fraudulent behavior will be thoroughly investigated, and appropriate actions will be taken to address the misconduct.

## 10. Confidentiality of Information

Confidentiality of Information ensures that the privacy of employees, customers and other company information is maintained and protected with appropriate processes, systems, tools, and management. The following will serve as guidelines:



- Any information about TAFE that has not been published or made public is considered confidential and must be treated as such by all employees and their immediate relatives.
- Employees should not disclose or share any confidential information or Personally Identifiable Information (PII) for any commercial purposes other than the intended objectives like product/services/support/tax/labor/medical-related.
- Employees are expected to use social media responsibly, ensuring that their posts do not harm TAFE's reputation or disclose confidential information.
- All TAFE Employees are expected to sign the confidentiality policy.

### Training on Code of Conduct

TAFE provides Code of Conduct training to raise employees' awareness of ethical standards and expected behaviors. The training aims to provide guidance on making sound and right decisions in case of conflicts, and reporting possible violations. All employees are expected to attend training on the Code of Conduct during induction and at regular intervals. All new and existing Employees are expected to sign an undertaking periodically confirming that they have read and understood the Code of Conduct and its guidelines.

### Failure to Comply with Code of Conduct

Employees who fail to comply with TAFE's Code of Conduct will be subject to disciplinary action which may include penalties, suspension or termination of employment.

### Reporting violations

If a stakeholder is aware of or has witnessed any inappropriate behavior that violates this policy, the stakeholder must notify TAFE through email at [cocp@tafe.com](mailto:cocp@tafe.com). Any person found guilty of retaliation will be subject to disciplinary action.

### Policy Review Mechanism

This Policy is reviewed periodically by the relevant stakeholders/department and may be amended or modified based on any subsequent changes to applicable regulations or when deemed necessary to enhance our approach and commitment to employee code of conduct.

### Issuing Authority:




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**Muthu Kumar Thanu**  
President & Group Chief HR Officer

