

Name of Document	Anti-Bribery and Anti-Corruption Policy (ABAC)
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State whether Policy/ Manual/ Guideline	Policy
Company	Pratibha Syntex Limited
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Owner of the Document	Deputy General Manager – HR
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Reviewed #1 by	Vice President – HR & ESG
Reviewed #2 by	JMD
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### **Anti-Bribery and Anti-Corruption Policy (ABAC)**

#### **Objective**

Pratibha practices a zero tolerance approach to bribery and corruption. The purpose of this Policy is to set out responsibilities of Stakeholders and provide guidance on dealings that could pose threat of bribery and corruption, with government and non-government organisations and individuals. We are committed to act professionally and fairly in all our business dealings and in implementing effective systems to counter bribery and corruption in any form.

#### **Applicability**

ABAC Policy is applicable to all persons working at all levels and grades, including directors, senior managers, officers, other employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, interns, seconded staff, casual workers and agency staff, agents, or any other person associated with our Company and such other persons, including those acting on behalf of our Company.

#### **Policy Statement**

This Anti-Bribery and Anti-Corruption Policy (the 'Policy' or 'ABAC Policy') provides a framework for ensuring compliance with legislations governing bribery and corruption globally.

Pratibha Syntex Limited practises a zero-tolerance approach to bribery and corruption. Pratibha is committed to act with integrity. As part of this commitment, any form of bribery and corruption is not acceptable.

In each of the jurisdictions where we operate, Stakeholders are expected to follow the ABAC Policy or the applicable laws around bribery and corruption, whichever is stricter. No Stakeholder can waive compliance with the Policy.

This policy should be read in conjunction with the Code of Conduct.

## **Forms of Bribery That Pose The Greatest Risk**

There are numerous forms of bribery and corrupt practices, but the following areas pose the greatest risk:

### **A. Engaging Third Parties**

Pratibha engages multiple third parties to act on its behalf, including vendors, dealers, liaison agents, consultants to interact with government authorities, etc. Every Stakeholder appointed to act on behalf of Pratibha must be selected on the basis of their commercial and technical expertise and Pratibha's need for the products or services.

Stakeholders are prohibited from fulfilling any corrupt offer, request, demand or promise for payment to be made or received directly or through any third party. Further, margins, trade discounts or other incentives paid to third parties engaged by Pratibha must be always be bonafide, reasonable and on market terms. To minimise the risk of doing business with third parties with corrupt antecedents, appropriate Due Diligence checks on Third Parties shall be conducted in accordance with the laid down Third Party Due Diligence (TPDD) process.

### **B. Gifts, Hospitality and Business Promotion Expenses**

Stakeholders shall not accept or offer gifts to any Government official or any private person. Refer Policy on Gifts and Entertainment for further detailed guidelines.

### **C. Political Contributions**

We are committed to not supporting any specific political party or having any political affiliation. No contribution shall be made by Stakeholders on behalf of Pratibha either directly or indirectly to any political party or for any political purpose without the prior approval of the Board of Directors. No stakeholder shall use their job title or affiliation with Pratibha in connection with political activities.

### **D. Charitable Contributions and Sponsorships**

Pratibha shall ensure that charitable contributions and sponsorships are not used as a vehicle for bribery or corruption. Any such charitable contribution/ sponsorship must be subject to Due Third-Party Diligence (TPDD) Process. Refer Pratibha TPDD Process for detailed guidelines. Also, we shall publicly disclose all our charitable contributions and sponsorships and ensure that all such transactions are legal and ethical under local laws and practices. Stakeholders may make donations and charitable contributions in their personal capacity, provided they are legal and ethical and not used as schemes to conceal any bribery or other corrupt practice.

### **E. Facilitation Payments**

We prohibit facilitation or grease payments of any kind. It is also our policy that we work to ensure that our Stakeholders do not make facilitation payments on our behalf.

### **F. Kickbacks**

Pratibha prohibits kickbacks of any kind. It is also our policy that we work to ensure that our Stakeholders do not make kickbacks on our behalf.



### **G. Employing / Engaging Public Officials**

Any employment or engagement of former public officials or their relatives by Pratibha requires a thorough background check of the individual. In addition to the above, any such relationship requires pre-approval of the VP HR/ MD.

The prospective individual should adhere to the cooling-off period prescribed by applicable laws.

#### **Getting Help**

Employees shall notify their Line Manager or consult the Chief Ethics Officer as soon as possible if they have a reason to believe or suspect, that a breach of this Policy has occurred or may occur in the future.

#### **Books and Record-Keeping**

Pratibha's books and records shall be fair and accurate and reasonably detailed. We shall keep financial records and have appropriate internal controls in place, which shall evidence the business reason for making payments to third parties. All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, shall be prepared and maintained with strict accuracy and completeness. Also, such records must be submitted for periodic evaluation to the respective authority in accordance with Company's authority matrix. No accounts shall be kept off-book to facilitate or conceal improper payments.

#### **Whistle-Blower Policy**

Stakeholders who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. Pratibha shall not tolerate retaliation in any form against anyone for raising concerns or reporting what they genuinely believe to be improper, unethical, or inappropriate behaviour. All reports shall be treated confidentially. For more information, please refer to the Whistle-blower Policy.

#### **Enforcement - Disciplinary Approach**

Pratibha's ABAC Policy shall be promoted and enforced consistently amongst Stakeholders with clear and consistent disciplinary consequences to anyone who violates the Policy. We reserve the right to terminate a contractual relationship with any Stakeholder if they breach this Policy. Failure to ensure compliance with this ABAC Policy could lead to serious consequences for Stakeholders, including but not limited to:

- Dismissal / termination of employment
- Termination of business relationship
- Reputational damage
- Reporting to regulatory authorities
- Conviction of offender under the applicable laws and regulations
- Personal criminal liability, including fines and / or imprisonment.

#### **Training and Communication**




As part of the prevention, identification and detection of Anti-bribery and Anti-corruption issues, trainings and risk assessments shall be conducted. Training on this Policy shall form part of the induction process for new employees at all levels working in areas that are susceptible to ABAC risk. Post joining and completion of the induction process, such new appointees must undergo the same

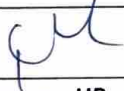
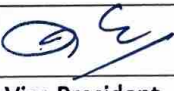
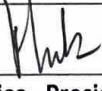
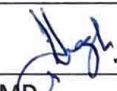
trainings as scheduled for existing employees. Existing Stakeholders at all levels, shall receive regular, relevant trainings on how to implement and adhere to this Policy throughout the term of their relationship with Pratibha.

Stakeholders may be required to give an annual certification confirming their compliance with this Policy.

### Relevant Regulations

The United States Foreign Corrupt Practices Act (FCPA), the U.K. Bribery Act (UKBA), the Prevention of Corruption Act, 1988 (PC Act) and many other Anti-Bribery and Corruption (ABAC) laws and regulations around the world make it clear that bribery and corruption is prohibited and illegal. Violation of these regulations lead to fines, penalties, reputational damage, and in some cases criminal liability. The key provisions of these regulations have been attached below. For more information on these regulations and prevalent regulation in the geography of operations, it is advisable to refer to the relevant government websites or seek guidance from legal experts.

Particular	Documents
Foreign Corrupt Practices Act (FCPA)	 Foreign Corrupt Practices Act.docx
U.K. Bribery Act (UKBA)	 U.K. Bribery Act (UKBA).docx
Prevention of Corruption Act, 1988 (PC Act), India	 Prevention of Corruption Act, 198

Reviewer	Prepared by	Checked by	Reviewed #1 by	Reviewed #2 by
Signatory				
Designation of Signatory	Manager HR	Vice President – L&D & IR	Vice President – HR & ESG	JMD