



Code of Conduct Policy

Policy Statement:

HF Recycle Limited is committed to maintaining the highest standards of ethical conduct, professionalism, and integrity in all aspects of our business. This Code of Conduct outlines the principles and expectations that govern the behavior of all employees, contractors, suppliers, and stakeholders associated with our organisation.

1. **Compliance with Laws and Regulations:** We are committed to complying with all applicable laws, regulations, and industry standards. All employees must familiarise themselves with the relevant laws and regulations that pertain to their roles and responsibilities.

2. **Integrity and Ethical Behavior:** We expect all employees to act honestly, ethically, and with integrity in their dealings with colleagues, customers, suppliers, and other stakeholders. This includes avoiding conflicts of interest, maintaining confidentiality, and acting in the best interests of HF Recycle Limited.

3. **Respectful and Inclusive Workplace:** We promote a diverse and inclusive workplace, free from discrimination, harassment, or any form of disrespectful behavior. We treat all individuals with dignity, respect their differences, and value their contributions, regardless of their background, race, gender, religion, age, or other protected characteristics.

4. **Protection of Company Assets:** Employees are responsible for protecting and properly using company assets, including physical assets, intellectual property, confidential information, and data. Company assets should only be used for legitimate business purposes.

5. **Health and Safety:** We prioritize the health, safety, and well-being of our employees and strive to provide a safe working environment. All employees are expected to comply with health and safety regulations, report hazards, and actively contribute to maintaining a safe workplace.

6. **Conflicts of Interest:** Employees must avoid situations that create, or appear to create, a conflict of interest between their personal interests and the interests of HF Recycle Limited. If a conflict of interest arises, employees must promptly disclose it to their supervisor or the designated authority.

7. **Financial Integrity and Transparency:** We maintain accurate and reliable financial records and ensure compliance with applicable accounting principles, policies, and laws. Any financial transactions must be transparent, properly authorised, and accurately recorded.

8. **Protection of Privacy and Data:** We respect the privacy rights of individuals and handle personal data in accordance with applicable data protection laws. Employees

must comply with privacy and data protection policies and take appropriate measures to protect personal and sensitive information.

9. Reporting Violations and Concerns: Employees should promptly report any suspected or actual violations of this Code of Conduct or any concerns related to ethical or legal matters. Reports can be made through the designated reporting mechanism, and confidentiality will be maintained to the extent permitted by law.

10. Compliance Monitoring and Consequences: HF Recycle Limited will monitor compliance with this Code of Conduct and investigate reported violations. Failure to comply may result in disciplinary action, up to and including termination of employment or contract.

Responsibility:

The responsibility for implementing and maintaining this Code of Conduct Policy rests with the management team of HF Recycle Limited. All employees, contractors, suppliers, and stakeholders are expected to support and adhere to the principles outlined in this policy.

By signing below, I acknowledge that I have read and understood the HF Recycle Limited Code of Conduct Policy and agree to comply with its principles and requirements.

A handwritten signature in black ink, appearing to read 'Jadav VJ'.

Mr. Vrushabh Jadav
Recycling Plant General Manager, HF Recycle Limited.
Date: 01/10/2021