



## Customer & Supplier Code of Conduct

mjunction expects that its customers, suppliers and their representatives will share and embrace the letter and spirit of mjunction's commitment to its Values and hence will adhere to mjunction's Customer & Supplier Code of Conduct while they are conducting business with and/or on behalf of mjunction.

**Committed for National Interest-** Customers & Suppliers of mjunction will not be involved in activities which are detrimental to the nation's interests where they operate or may have adverse impact on the social and cultural life patterns of its citizens.

**General Standards of Conduct-**The following actions or behaviors of customers and suppliers (during interaction with junctionites, during the period of contract and even after its expiry and inside the office premise of mjunction) will be considered as violation of the Code of Conduct-

1. Inappropriate behaviour (verbal/physical) which includes using abusive or offensive language or gestures, harassment of any type including sexual harassment.
2. Smoking/drinking or being under the influence of alcohol inside the office premise, using, selling, or transferring contraband article during business interaction, not maintaining the office decorum, using microphones, cameras including mobile cameras inside the office premise, soliciting handouts, donations or contributions, conducting sales activities inside the office premise.
3. Carrying items inside the office premise which may cause safety hazards inclusive of arms and ammunitions.
4. Threatening or intimidating mjunction's other stakeholders.

**Compliance to Legal and Regulatory norms-**All mjunction's customers and suppliers are expected to conduct their business activities in full compliance with the applicable laws and regulations of the land.

**Business Practices-**mjunction's Customers & Suppliers and their representatives are expected to conduct their business interactions and activities with integrity and in accordance with their obligations under their specific agreements with mjunction. Customers & Suppliers will

- Protect and responsibly use both physical and intellectual assets of mjunction.
- Use mjunction provided information technology and systems (including e-mail) only for authorized mjunction's business-related purposes.
- Not take recourse to any unethical behaviour (implicit or explicit) with any junctionite for business purpose.
- Comply with all mjunction's requirements for maintenance of passwords, confidentiality, security, and privacy. All data stored or transmitted on mjunction owned or leased equipment is to be considered private and is the property of mjunction.
- Comply with the intellectual property ownership rights of mjunction and others including but not limited to copyrights, trademarks, and trade secrets.
- Not speak or address the press on mjunction's behalf.
- Ensure gifts are not given to or received from junctionites either to obtain favours or preferential treatment or in return for favours or preferential treatment
- Avoid any activity that is or may be perceived as a conflict of interest to mjunction i.e. Customers & Suppliers to declare if they had or have any relative employed with mjunction. Failure to make such declaration shall be construed as a conflict of interest.

*mjunction's Customer & Suppliers are expected to self-monitor their compliance with each of the above Codes of Conduct. Deviations from the above Code of Conduct may lead to termination of business relationship with the customers, suppliers and their sister concerns. Law enforcement may be contacted if any customer or supplier engages in what is believed to be unlawful behavior.*

Report on questionable behavior or possible violation of the Customer & Supplier Code of Conduct may be written to the Ethics Counsellor at [ethics@mjunction.in](mailto:ethics@mjunction.in).

**Nonexclusivity-** Nothing expressed in the above Code of Conduct can represent all the policies and procedures customers and suppliers should follow. Customers and Suppliers have a continuing obligation to familiarize themselves with all the applicable laws and Company policies and procedures.

1. Document reference no.: MJ/CoC/CS /2009
2. Revision no.: 00
4. Date of last revision: na
5. Revision history: na

