

Business Conduct and Code of Ethics

Statement of Intent

The Company ensures that ethical standards are highly maintained and observed in the conducting of business functions. The Code of Conduct policy has been devised to provide direction to the Company employees in meeting the standards of professional and personal integrity and guiding them towards the proficient conduct. The Human Resource department serves its purpose in ensuring that the employees are well aware of the guidelines. Following are the salient features of Code of Conduct:

Compliance with Laws and Regulations

Each employee must comply with all the applicable laws and regulations. Further, it is also imperative to ensure that the rights of all stakeholders are being protected.

Conflict of Interest

Employees are required to avoid engaging in activities that conflict with the Company's best interest. In case an employee or their close relatives are suppliers or competitors of the Company, it shall be disclosed upon the date of joining, as it might result in a situation of conflict of interest. Under the sustainable goal of peace, justice and strong institution, GTML strongly condemns the abuse of position to achieve any sort of self-interest.

Anti-Bribery and Anti-Corruption

Employees are required to conduct business operations fairly and honestly to maintain the Company's integrity and reputation. Involvement in the acts of bribery or corruption for business or financial gain is prohibited and must be reported.

The Company does not associate itself or is involved with any political party. Thereby, all employees are instructed to refrain from utilizing the assets of the Company in indulgence and appearance for any political activities by any means.

Confidentiality

Confidential information must not be disclosed to unauthorized personnel or used for personal benefit by the employees. Disclosure of sensitive data is permissible in the provision of written approval from authorized individuals, or the information is required by the court, regulatory body, or governmental agency. Confidentiality of the Company information shall be adhered to throughout the employment period, and even are leaving the Company.



Property Protection

The Company expects its employees to abide by the laws of refraining from any embezzlement of its property, both tangible and intangible assets, entrusted to them, and handle them responsibly.

Fair and Respectful Workplace

Providing a positive work environment for its employees is the utmost priority. The Company has high intolerance for disrespect, gender discrimination, favoritism, harassment, and misuse of authority. GTML is an equal opportunity employer and encourages diversity and gender equality in the workforce.

The Company expects its employees to withhold similar principals while conducting business functions decently, as employees are representatives of the Company.

Health, Safety, and Environment

Ensuring the health and safety of its employees and environmental protection is the focus of GTML. In this regard, the Company has adopted measures to offer a safe working environment and minimize its environmental impact.

The possession of firearms or other weapons or any other dangerous or illegal articles on Company premises or while on Company business, with the exception of employment / job requirement in the Company operations, is strictly prohibited.

Quality Assurance

Product quality is the core focus of GTML. The Company is committed to discovering, developing, manufacturing high-quality products without compromising on the contractual or agreed quality of the product.

Separation from the Company's Employment

Employees must ensure that on leaving the Company's employment due to any reason, the charge and all Company belongings are duly handed over to the satisfaction of management. All the material, electronic equipment, computer and accessories, mobile set and SIM card, soft or hard copies of Company documents, or any other Company information or property in any shape or form is returned.