



Kumaran Educational Foundation

No: 58 / A -1, Kumaran Towers, TPK Main Road,
Palanganatham, Madurai – 625 003. Tamil Nadu, India.

KEF Ethos and Zero Tolerance Policy

DOC.NO

KEF
/HR/R/10

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KEF ETHOS and Compliance Principles

All KEF employees shall strictly adhere to the "KEF ETHOS" and associated Compliance Principles as outlined in manuals, procedures, and employment contracts. To ensure a clear understanding between each employee and KEF regarding the Ethos, each employee is required, as a condition of employment, to periodically affirm their acceptance and understanding of this policy by signing this document. This affirmation shall occur annually, at the commencement of each financial year.

KEF Ethos

The principles under which KEF operates are as follows:

Integrity

1. KEF's work shall be conducted in a professional, independent, and impartial manner.
2. KEF's work shall be performed honestly, with no tolerance for deviations from approved methods, procedures, or the accurate reporting of results.
3. Data, test results, and other material facts shall be reported by KEF in good faith and shall not be improperly altered.
4. All reports and certificates issued by KEF shall accurately present the actual findings, professional opinions, or results obtained.
5. Financial data shall not be misrepresented. All financial reports shall accurately reflect the current position and performance of the Company in accordance with Company Policy and legal requirements.
6. All work shall be performed in compliance with applicable laws and Company Policies. No employee is authorized to violate any legal, environmental, health, or safety requirements, whether intentionally or through disregard of procedure.
7. All employees are required to inform management of any condition that poses a danger to the environment, health, or safety, or that may constitute a violation of law or ethical conduct. The Company provides facilities to enable confidential reporting of such conditions.
8. All work is subject to periodic audit by trained personnel against applicable laws, regulatory requirements, and Company Policies and Procedures. Corrective actions will be taken in a timely and effective manner and will be monitored, tracked, and reviewed by Company Management.

Confidentiality

1. KEF shall treat all information received in the course of providing its services as business confidential, to the extent that such information is not already public, generally available to third parties, or otherwise in the public domain.

| Trait | Prepared By | Reviewed By | Approved By |
|-------------|-------------------|-------------------------|-------------------------|
| Name | Komal Yadav | M. Gayathri Devi | M. Gayathri Devi |
| Designation | Technical Manager | Chief Operating Officer | Chief Operating Officer |



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Conflict of Interest

1. All employees shall be free from any conflicts of interest. Conflicts of interest may include, but are not limited to, ownership or involvement in outside interests that could influence or adversely affect the employee's performance or the Company's reputation.

Anti-Bribery

1. No reward, gift, or favor in return for or dependent on the outcome of any work will be accepted, and any such offer must be reported.
2. KEF prohibits the offer, giving, or acceptance of bribes in any form, including kickbacks, on any portion of a contract payment, or the use of other routes or channels to provide or receive improper benefits from customers, agents, contractors, suppliers, employees of any such party, or government officials.
3. While the Company is committed to providing customer-focused services, it will not tolerate any breach of ethics, law, or Company Policy to satisfy customer requirements, whether stated or implied. Any attempt to subvert this policy must be reported to management through normal channels or the confidential reporting facility.

Fair Marketing

1. All employees shall conduct marketing activities truthfully, ensuring that they are not deceptive or misleading and are consistent with applicable laws.
2. KEF shall present itself in a fair manner, ensuring that descriptions of KEF's network, affiliations, resources, and services are accurate and unambiguous.

Disciplinary Actions

Any infraction of the above-mentioned policies will subject the employee to disciplinary action, up to and including dismissal.

KEF Ethos Certification


This is to certify that I have read the attached Ethos. To the best of my knowledge, I understand its intention and meaning and my responsibilities thereunder. I have had the contents explained to me and have had the opportunity to ask questions and seek clarification.

Employee Name (Print): _____

Date: _____

Employee Signature: _____

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Zero Tolerance Policy

KEF enforces a "Zero Tolerance" policy whereby all reports issued shall accurately reflect the actual measurements obtained or align with documented industry-accepted professional judgments.

Any employee contravening this policy will be subject to disciplinary action, up to and including immediate dismissal. Any employee engaging in work-related criminal activity will be dismissed and may be reported to the appropriate authorities. The cost of defence in such cases shall be borne by the employee. Claims of "acting under instructions" will not be accepted as a defence.

Zero Tolerance Policy Certification

This is to certify that I have read the above Company Policy regarding "Zero Tolerance." To the best of my knowledge, I understand its intention and meaning and my responsibilities thereunder. I have had the contents explained to me and have had the opportunity to ask questions and seek clarification.

Employee Name (Print)

Date

Employee Signature

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|-------------|-------------------|-------------------------|-------------------------|
| Name | Komal Yadav | M. Gayathri Devi | M. Gayathri Devi |
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