



**CODE OF BUSINESS CONDUCT**

BOTIL affirms its commitment to conduct all activities in compliance with ethical standards of business practice on all dealings with employees, customers, suppliers, certifying bodies, auditors and other stakeholders.

This Policy, as approved by the management of BOTIL, is developed to ensure that our business is conducted in adherence with ethical and legal principles and sets standards of professionalism and integrity for all employees and operations.

It covers the following:

- All employees have the right to expect and own the responsibility to ensure that BOTIL's business is conducted with ethical standards and legal principles.
- Our policy is to operate within applicable law.
- Discrimination or harassment of any kind will not be tolerated.
- We do not make political donations.
- No bribes shall be given or received.
- Conflicts of interest must be avoided.
- We aim to be a responsible partner within our local communities.
- Employees are encouraged and supported to report any suspected violation of this policy.

The policy shall be deployed through a documented  
Business Conduct System (BCS)

**Raksha Khushalani**  
**Managing Director**

Original issued on: Oct 01, 2009  
Rev 01: Oct 01, 2016  
Rev 02: May 22, 2017  
Rev 03: Feb 01, 2022  
Reference document: BOTIL/B-H/2016

**Corp. Office / Works :** Bhora Kalan, Bilaspur - Pataudi Road, Off NH-8, MS-60, Dist : Gurgaon, Haryana - 122 413  
T : +91 124 2866300 (30 Lines) F : +91 124 2279382

**Regd. Office :** Mohta Bldg., 4th Floor, 4 Bhikaiji Cama Place, New Delhi 110 066  
T : +91 11 26196442/43 F : +91 11 26196664  
E : botil@botilindia.com, botil@vsnl.com W : www.botilindia.com  
CIN: U74899DL1985PTC020130 GSTIN.: 06AAACB0222G1ZH