

# Ethical Business Practices Policy

## Our Commitment

### Dear Business Partners,

We would like to extend our warmest appreciation for your support and cooperation with ESBEE. As part of our efforts to promote “mutual growth and prosperity” with our partnering companies, ESBEE has launched a campaign to establish a clean and ethical business culture. In that regard, we would like to mention that the exchange of gifts has become a commonly practiced mode of expressing one’s wishes on various occasions such as Birthdays, Weddings, Festivals like Pongal, Makar Sankranti, Holi, Gudi Padwa, Ram Navmi, Ganesh Chaturthi, Dura Puja, Dussehra, Deepavali, Christmas, New Year and many other similar occasions. In past years, some of the companies we do business with have, with very best of intentions, expressed their goodwill gesture towards us by sending gifts during such occasions, to individual employees or to select departments.

### Our Policy on Gifts & Gratuities

Our corporate policy prohibits acceptance of gifts, entertainments or other gratuities from any of our business associates, customers, vendors or trade partners. If a gift is delivered from your company to any of our employees, it may result in unexpected disadvantage to our employee and your organization. Therefore, we request you and other members of your company to refrain from giving any gifts to our employees. Nonetheless, we sincerely appreciate your kind gesture.

### In Case of a Concern

If any employee of ESBEE demands a gift from you, or if you have any further inquiries, please do not hesitate to contact us immediately.

### Appreciation

Thank you for your assistance and cooperation in supporting our commitment to exemplary standards of business conduct. We would like to extend our best wishes for a happy and prosperous year ahead to you, your employees, and your families.

### **Important Disclaimer\***

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