

Code of Conduct



Let's fly high together!

Delhi Aviation Fuel Facility Private Limited
Aviation Fuelling Station,
Shahbad Mohammad Pur,
IGI Airport,
New Delhi – 110061
www.daffpl.in

Applicability

Delhi Aviation Fuel Facility Pvt Limited (DAFFPL) Code of Conduct is derived from three interlinked fundamental principles, viz. good corporate governance, good corporate citizenship and exemplary personal conduct.

The Corporate Governance Policy is the apex level instrument guiding conduct of the affairs of the Company and clearly delineates the roles, responsibilities and authorities of the key entities in the governance structure of the Company. This Code forms an integral part of the Company's Governance Policy. The directors, senior management and employees must adhere to the Corporate Governance Policy of the Company.

People in the Organization

- In dealing with each other, directors, senior management and employees shall uphold the values which are at the core of our HR Philosophy - trust, teamwork, mutuality and collaboration, meritocracy, objectivity, self-respect and human dignity.
- DAFFPL is committed to a gender friendly workplace. It seeks to enhance equal opportunities for men and women, prevent/stop/redress sexual harassment at the workplace and institute good employment practices.

Relationships with Suppliers and Customers

- All directors, senior management and employees shall ensure that in their dealings with suppliers and customers, the Company's interests are never compromised. Accepting gifts and presents of more than a nominal value, gratuity payments and other payments from suppliers or customers will be viewed as serious breach of discipline as this could lead to compromising the Company's interests.

Legal Compliance

- It is the Company's policy to comply fully with all applicable laws and regulations. Ensuring legal and regulatory compliance is the responsibility of the Chief Executives of the company

Health and Safety

- The Company attaches great importance to a healthy and safe work environment in operation and further committed to provide good physical working conditions and encourages high standards of hygiene and housekeeping in work place and operations.

Environment Policies

- The Company believes that commitment to sustainable development is a key component of responsible corporate citizenship and therefore deserves to be accorded the highest priority. Accordingly, the Company is committed to Best Practices in environmental matters arising out of its business activities

Personal Conduct

All directors, senior management and employees have the obligation to conduct themselves in an honest and ethical manner and act in the best interest of the Company at all times. They are expected to demonstrate exemplary personal conduct through adherence to the following:

- ***Avoidance of Conflict of Interest***
Directors, senior management and employees must avoid situations in which their personal interest could conflict with the interest of the Company.
- ***Transparency and Auditability***
Directors, senior management and employees shall ensure that their actions in the conduct of business are totally transparent except where the needs of business security dictate otherwise.
- ***Protection of Confidential Information***
No director, senior management and employee shall disclose or use any confidential information gained in the course of employment/ association with the Company for personal gain or for the advantage of any other person.
No information either formally or informally shall be provided to the press, other publicity media or any other external agency except within approved policies.
- ***Company Facilities***
Company facilities shall not be misused by director, senior management and employee, in the use of Company facilities, care shall be exercised to ensure that costs are reasonable and there is no wastage.

DAFFPL's directors, senior management and employees must constantly reinforce through their actions and behavior that DAFFPL's stated beliefs of responsible corporate citizenship are rooted in individual conviction and personal integrity.

Non Adherence

Any instance of non-adherence to the Code of Conduct / any other observed unethical behavior on the part of those covered under this Code should be brought to the attention of the immediate reporting authority, who shall in turn report the same to the board for appropriate action.