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Policy

CAPOVITEZ PVT. LTD. is committed to conducting business in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented. CAPOVITEZ PVT. LTD. has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships

POLICY FOR ACCEPTING FAVOURS OR GIFTS

We understand that it is an established practice in the Industry to offer gifts, favours, etc., as a mark of respect, as a business courtesy, etc. Sometimes, they are also misused in order to secure undue business advantage. These not only influence judgments and decisions, but also lead to unjustified favorable treatments.

This Policy is to lay down the conditions so as to prevent any of our stakeholders - Vendors, Suppliers, etc. - from resorting to such tactics, and our members from falling victims to them.

It is mandated through this policy that NO member of the organization shall accept any gifts or favours from Vendors, Suppliers, or any other Stakeholders, except as enumerated hereunder:

- a) Flowers,
- b) Diaries,
- c) Calendars,
- d) Meals,
- e) Sweets (only for common consumption, not to be individually accepted and/or taken home).

In the eventuality that any gift that is not covered hereinabove is offered by a valuable stakeholder, which cannot be refused on account of business sensitivities, or cultural appropriateness, the same must be disclosed by the recipient immediately to the respective Division Head and the Division Head should bring it up at the next MCM. The Management Committee will decide what is to be done with the Gift.

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It is also categorically stated that NO vendor/supplier should visit any members' home to give any such gift.

Penal Action

Any violation of this will be construed as a serious breach of the organisational values and ethics of the company, and appropriate disciplinary action will be initiated.

Effective Date

This Policy comes into existence with immediate effect

Control & Deployment

If any person – Member, Supplier, Vendor, or any other person - observes a violation of this policy, he or she should immediately report the same to the following in the given sequence:



NOTE: The Name and details of the person reporting will be kept confidential.