



ISO 9001 : 2015 CERTIFIED

## **SOCIAL RESPONSIBILITY POLICY / CODE OF CONDUCT**

1. The Company, its management and employees shall fully comply with all applicable local and international laws, rules and regulations. Practices that are unlawful or may be damaging to its reputation must be avoided at all times. For e.g. We must follow the proper procedure while dealing with relevant government authorities; customs department, registration departments and our overall operations.
2. The company will take all necessary steps to ensure that employees are trained for their duties effectively throughout the duration of their employment.
3. Each staff member shall observe courtesy, ethics, honesty and professionalism in dealing customers, employees and vendors etc.
4. Work with our suppliers to help us achieve our sustainable and socially responsible procurement policy aspirations in the delivery of our services. We expect our supply chain to abide in a similar way to their own local regulations that may be promoted to them for the purposes of complying with our accreditations etc.
5. Each staff member shall observe the punctuality, cleanliness and discipline in carrying out all their duties.
6. The company is committed to ensuring the health, safety and welfare at work for all employees.
7. Providing and maintaining safe work systems and arrangements for the proper use, handling, storage, transport and disposal of articles.
8. Providing the information, instruction, training and supervision necessary to ensure health and safety for all staff.
9. All management and employees must avoid situations in which their personal interest could conflict with the interest of the company and community.



MITHALS INTERNATIONAL MOVERS PVT. LTD.  
F-3/7 Okhla Industrial Area, Phase 1, New Delhi- 110020, India  
Tel: +91 11 26817185; Fax: +91 1126817186  
Email: [sales@mithalsindia.com](mailto:sales@mithalsindia.com)



URS is a member of Registrar of Standards (Holdings) Ltd.



ISO 9001 : 2015 CERTIFIED

10. Creating an environment where every employee feels free and secure to report specific incidents of unethical behavior, actual or suspected incidents of discrimination, harassment of any kind, fraud, bribery and extortion.
11. We are committed to the principle of equal opportunities in employment.
12. We are opposed to any form of unfavorable treatment or direct/ indirect discrimination, harassment to employees or job applicants on the grounds of caste, religious beliefs, political opinions, ethnicity, color, marital / parental status, sex, sexual orientation or disability.
13. We will not use child labor within any element of our services.
14. Not to disclose confidential information including financial information, sensitive commercial data, future sales promotion plans and prices unless the Directors expressly approve such disclosure or required by law.
15. We must within the framework that promotes fair market competition and refrain from any kind of anti-trust or anti-competitive practices.
16. Not to offer / accept improper payments or bribes or items of value to/from any customers, vendors, government officials and employees.
17. We must not accept or offer kickbacks when obtaining or awarding contracts, services, referrals, goods. Please refer to our specific anti bribery and anti corruptions policies incorporated in our Anti Bribery and Anti Corruption Charter.
18. Undertake voluntary activities and continue to support at least one charitable organization every year through voluntary fundraising activities.

**Version 01/2017**



MITHALS INTERNATIONAL MOVERS PVT. LTD.  
F-3/7 Okhla Industrial Area, Phase 1, New Delhi- 110020, India  
Tel: +91 11 26817185; Fax: +91 1126817186  
Email: [sales@mithalsindia.com](mailto:sales@mithalsindia.com)



URS is a member of Registrar of Standards (Holdings) Ltd.