

*Venus Jewel is committed to the policy of doing business with customers, suppliers, employees, business associations, other stakeholders, government machinery and the general public in the true spirit of partnership.*

*The business policies of Venus Jewel are the reflection of Ethics and Transparency at the core which has been the philosophy of the founders since the very inception. Venus Jewel has laid in its foundations, a very clear understanding about the policy and practices it should follow. The terms on which Venus Jewel does business is briefly replicated in a nutshell in this leaf of etiquette.*

### **Business Ethics**

- *Comply with all the applicable laws, regulations and rules in its letter and spirit and benchmark high standards for itself as well as for business partners to follow and simulate.*
- *Allows only legitimate business transactions with reliable and trustworthy suppliers and clients having a credible market reputation, without any intention of defrauding, ensuring fair business dealings based on fixed and rational pricing and clear & transparent terms and conditions.*
- *Abstains from unofficial dealings or transactions and deters any mal-adjustments, which may at later stage result in any kind of financial offences under national or international law including money laundering or financing of terrorism.*
- *To ensure Reporting of entity's Business practices to the stakeholders and comply with National and International Accounting Standards and Generally Accepted Accounting Principles for Financial Accounting.*
- *Prohibits any kind of involvement or refrain from supporting corruption or being a participant in any such abuse of entrusted power for private gain amounting to corruption, in any form.*
- *Pledges to buy, manufacture and sell only Natural Diamonds and not to deal in Synthetics, Stimulants or Treated Diamonds and carry out import of rough diamonds from and export of polished diamonds to complicit free areas, in strict compliance of Kimberley Process Certification Scheme and System of Warranties and refrain from sourcing from Artisanal and Small scale mining .*
- *To ensure that the Provenance Claim(s) made by the entity is/are valid and supported by documented evidence, based on objective and factual information.*
- *To ensure complete integrity and security of each stone within the manufacturing chain,*

*maintaining traceability enabling traceability of every stone with respect to each stage of process, employee and location.*

- *To assure customer with the complete product knowledge that elucidates the grading parameters and ethical standards being followed by the entity.*
- *Ensure security of human life over the security of the product by considering staff and customer's security vital while putting security measures in place.*
- *Respect and protect human rights, foster a work environment, free from discrimination, harassment, intimidation and hostility of any kind.*
- *Striving to achieve best compliance in health, safety and environment practices, minimizing impact on and risk to employees, customers, public and natural environment, at all stages of business activities.*
- *To operate business according to the contractual compliance obligations, Principles and Code of Practices set by suppliers to which, the company is or becomes signatory.*

### **Human Rights & Social Responsibilities**

*Our people are the most important link for our continual success, as well as that of our customers. Human values form the most integral part of our system, where every employee irrespective of his position in the company is respected and well rewarded for his hard work and expertise.*

- *Protection of human rights, short listed by the Constitution of the country is an integral part of the company's ethical standards and corporate responsibility.*
- *To abide by the principal objective of serving the Seven Key areas as stipulated by the Jain philosophy in their Holy Scriptures and contribute voluntarily towards sustainable community development, considering human needs and priorities, across different segments of the society through numerous humanitarian activities regardless of any Caste, Creed, Gender or Religion.*
- *Prohibit employment of any person below the age of 18 year in any capacity.*
- *To offer lawful employment and establish recognized employment relationships through national law and practice.*
- *To offer and ensure to the employees all the legitimate rights as to life, liberty, social and personal security, without any kind of discrimination race, caste, creed, ethnicity, national origin, religion, age, disability, gender, marital status, pregnancy status, physical appearance, HIV status, sexual orientation, union membership, political or influential affiliation, or any other applicable prohibited basis, with a belief that all*

individuals who are “Fit for work” are accorded equal opportunities and are not discriminated against on the basis of factors unrelated to their ability to perform their job.

- To provide Safe and Hygienic working conditions, pay fair and legitimate minimum living wages as prescribed under law, reasonable limitation of working hours and periodic holidays as per law and refrain from employing or supporting use of any type of forced labour including slavery, any sort of bonding resulting out of any debt or obligation remaining unfulfilled by the employees allowing free entry and exit to the employees.
- To allow freedom of association and respect the right to collective bargaining. Every employee shall have the right to represent himself, to form and to join any union/association and to resign for protection of self-interests.
- To maintain decorum at workplace and develop a fellow feeling and spirit of togetherness among the employees, constantly encouraging endeavors towards correct and improved job-related behavior and performance.
- To provide an equal opportunity to grow and strictly prohibit any disciplinary action that includes threatening of violence, physical punishments, psychological, sexual or racial abuse, withholding of wages, food or services, corporal punishment, sexually coercive, threatening, abusive or exploitative behavior or any action that is considered to be violations of basic human dignity and human rights.
- As an endeavor towards community development, apart from economic, social and cultural development, treat every living being with utmost benevolence, showing immense empathy and mercy considering the principles of human rights.
- To aid sustained and effective development of the Community, with long-term focus, by contributing toward increasing the strength and effectiveness through cultural activities, improving standard of living, enhancing participation of community segments in decision-making and enabling the weaker sections of the society to achieve greater long-term control over their lives by ensuring education, health and environment.
- To address workforce recruitment and grievance issues, enhance brand image and employee loyalty, contributing towards healthier communities.
- To embrace social responsibility and keep the stream of donations flowing through the medium of Charitable Trusts for various noble causes like promoting Indian culture, women empowerment, educational and medical cause, encouragement to female education, art and literature and financial aid to the needy.

### Environmental Responsibilities

Venus Jewel is conscious about its social responsibilities and has therefore adopted the following protocol as part of its ethical standards in respect of issue concerning the environment protection, pollution control managing hazardous substances and usage of resources.

- To prohibit use of lawfully banned hazardous substances and solvents and comply with all the national legislations and established practices related to environment, pollution control, use of resources and management of hazardous and waste.
- To identify and address risk to the environment, prevention of air, water and land pollution, provide utmost contribution in the State's efforts for environment protection, observance of law and order, and strive for continuous improvement.
- To conserve resources like water, gas, energy and other such resources and to endeavor to minimize use of paper, plastics.
- To ensure behavioral compliance for the entire workforce so that the chances of causing any public nuisance are eliminated and that all activities of the company are conducted in a responsible and ethical manner, in accordance with the principles of sustainable development, not causing any damage to the environment in general, keeping the environmental needs of present and future generations at the centre of sustainable development.
- To carry appropriate risk assessment to assess the significance and impact on environment, determine requirement of controls, health surveillance and monitoring system and identify adequate opportunities to contribute towards environmentally sound and efficient use of Hazardous materials, effectively reducing any harm that can be caused to the environment.
- To implement environmental friendly procedures for storage, transport and disposal of hazardous substances and general operational waste, with a commitment to waste minimization, management and handling of air and water emissions, encompassing measures of health and safety.
- To eradicate reluctance and curtail inefficiencies by encouraging safe and proficient use of resources.
- To encourage waste reduction over waste disposal and promote effective re-use or use of recycled wastes, implement adequate final measure to ensure safe disposal of residual waste and to assess and seek opportunities for reducing, reusing, recycling and resource recovery depending on the products in use and manufacturing process implemented.