


भारत सरकार
 Government of India


आधार

Aadhaar No. Issued: 2710320312



सतीश कुमार पाण्डेय
 Satish Kumar Pandey
 जन्म तिथि/DOB: 08/10/1996
 पुरुष/ MALE

आधार पहचान का प्रमाण है, नागरिकता का कब्रितीबि कत नहीं ।
 इसका उपयोग सत्यापन (ऑनलाइन प्रमाणीकरण, या क्यूआर कोड/ ऑफलाइन एक्सएमएल की स्कैनिंग) के साथ किया जाना चाहिए ।
Aadhaar is proof of identity, not of citizenship or date of birth. It should be used with verification [online authentication, or scanning of QR code / offline XML].

5298 5355 0311
मेरा आधार, मेरी पहचान


भारतीय विशिष्ट पहचान प्राधिकरण
 Unique Identification Authority of India


आधार

Details as on: 29/01/2026

पता:
 द्वारा: अनिल कुमार पाण्डेय, फ्लैट नं. 2306, टावर - बी-7,
 पंचशील ग्रीन्स - 2, सेक्टर -16, ग्रेटर नोएडा वेस्ट, रोजा
 याकुबपुर, गौतमबुद्ध नगर,
 उत्तर प्रदेश - 201009

Address:
 C/O: Anil Kumar Pandey, Flat No. 2306, Tower - B-
 7, Panchsheel Greens - 2, Sector -16, Greater Noida
 West, PO: Roza Yakubpur, DIST: Gausam Buddha
 Nagar,
 Uttar Pradesh - 201009



5298 5355 0311
VID : 9174 4309 4292 0792

1947 | help@uidai.gov.in | www.uidai.gov.in

Satish Pandey



PAN CARD

Name : SATISH KUMAR PANDEY
Gender : MALE
DOB : 08-10-1996
Pan Number : CYXPP9639P



Tap to Zoom

Satish Pandey



[Handwritten signature]

नाम Name: SATISH KUMAR PANDEY
माता का नाम Mother's Name: SAVITRI PANDEY
पिता का नाम Father's Name: ANIL PANDEY
जन्म तिथि Date of Birth: 08/10/1996 8TH OCTOBER NINETEEN HUNDRED NINETY SIX
विद्यालय School: 50106-DAV PUBLIC SCHOOL LALGANJ BUXAR BIHAR

अनुसूचक Roll No: 7108526
पंजीकरण सं. Registration No: P/11/50106/701079



1 (क) (A) : शैक्षणिक विस्तार Academic Performance

विषय कोड एवं नाम Subject Code and Name	श्रेणी Class IX				श्रेणी Class X			
	Grade FA	Grade SA	Grade BA	Grade CA	Grade FA	Grade SA	Grade BA	Grade CA
101 ENGLISH COMM.	A2	B2	B1	08	B1	B1	B1	08
122 COMM. SANSKRIT	A2	B1	A2	09	B1	A2	A2	09
041 MATHEMATICS	A2	B2	B1	08	A2	C1	B1**	08
086 SCIENCE	A2	B1	B1	08	B1	B1	B1	08
087 SOCIAL SCIENCE	A2	A2	A2	09	B1	A2	A2	09

शैक्षणिक विस्तार को "अनुसूचक" के अन्तर्गत, अधिकांश से कम से लेकर सभी श्रेणियों में दर्शाया गया है।
The list of descriptive indicators and their corresponding grades are given below.
* Descriptive indicator of performance indicator is given in the table.
* The list of descriptive indicators is given in the table.
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सतत एवम् विस्तार का औसत (संगणक) Cumulative Grade Point Average (CGPA) : 8.4

श्रेणी Class IX	श्रेणी Class X
वर्णनिक सूचक Descriptive Indicators	वर्णनिक सूचक Descriptive Indicators
<p>कार्य अनुभव Work Experience</p> <p>Adheres to timelines, is involved, helpful and facilitates others.</p>	<p>Plans and keeps deadlines, is helpful and has a positive attitude</p>
<p>कला शिक्षा Art Education</p> <p>Is creative and original with good observation. Displays willingness to correlate art with real life and appreciate works of artists.</p>	<p>Displays aesthetic sensibility and originality in interpretation as well as output. Appreciates works of Art and artists</p>
<p>शारीरिक एवं स्वास्थ्य शिक्षा / खेल कूद Physical and Health Education / Games</p> <p>Displays understanding of physical fitness, awareness of rules of safety, knowledge of different sports and rules of games and self-discipline. Participates in physical and health education programme and is motivated.</p>	<p>Demonstrates an appreciation and understanding of good physical health, knowledge of rules of games, is motivated and displays leadership qualities. Displays skills of co-ordination, agility and balance</p>

भाग Part - 2 : सह-शैक्षणिक क्षेत्र Co-Scholastic Areas

श्रेणी Class IX	श्रेणी Class X
वर्णनिक सूचक Descriptive Indicators	वर्णनिक सूचक Descriptive Indicators
<p>विचार कौशल Thinking Skills</p> <p>Is flexible, raises questions and implements well-thought out decisions.</p>	<p>Is flexible, can identify problems, give ideas and implement decisions</p>
<p>सामाजिक कौशल Social Skills</p> <p>Needs to develop the ability to listen actively, take criticism positively and use appropriate body language while communicating</p>	<p>Can be a better communicator by listening actively and being open to criticism.</p>
<p>भावनात्मक कौशल Emotional Skills</p> <p>Is able to overcome weaknesses with guidance and help. Needs to be guided to develop coping mechanisms for stress and emotions.</p>	<p>Needs to develop coping mechanisms to overcome stress and manage emotions</p>

2 (ख) (B) अभिवृत्तियाँ एवं मूल्य Attitudes and Values :

वर्णनिक सूचक Descriptive Indicators	श्रेणी Grade	वर्णनिक सूचक Descriptive Indicators	श्रेणी Grade
<p>अवस्था Attitude towards Teachers</p> <p>Shows respect and courtesy and follows school rules.</p>	B	Is courteous and respectful	B
<p>सहपाठी School-mates</p> <p>Shares a healthy rapport with peers, interacts effectively with classmates, contributes original ideas and respects the ideas of others in a group and is helpful.</p>	A	Interacts well with peers, expresses opinion in a group, accepts differences and is kind.	A
<p>विद्यालय कार्यक्रम School Programmes</p> <p>Is a regular participant in most school programmes. Is responsible and demonstrates a healthy school spirit.</p>	A	Is punctual and volunteers to be a part of school programmes on a regular basis. Displays a healthy school spirit.	A
<p>पर्यावरण Environment</p> <p>Is environmentally aware, sensitive and responsible, participates in environment related activities at school and community levels and cares for animals, plants and other human beings.</p>	A	Is aware and responsible towards the concerns of environment. Participates in school driven activities	A
<p>मूल्य प्रणाली Value Systems</p> <p>Follows rules, possesses honesty, is polite, kind and helpful and displays a positive attitude.</p>	B	Is peace loving and finds happiness within oneself	B

भाग Part - 3 सह-शैक्षणिक क्षेत्र (सतत) Co-Scholastic Areas (Continued)

कार्यकलाप Activity	वर्णनिक सूचक Descriptive Indicators	श्रेणी Grade	वर्णनिक सूचक Descriptive Indicators	श्रेणी Grade
LITERARY & CREATIVE SKILLS	Reads widely and expresses ideas clearly. Participates in literary activities at school level.	B	Appreciates well written texts in all genres, expresses ideas creatively.	B
SCIENTIFIC & ICT SKILLS	Participates in scientific activities at school and displays good experimental skills.	B	Displays good experimental skills and is able to work effectively in a group	B

3 (ख) (B) शारीरिक एवं स्वास्थ्य शिक्षा Physical and Health Education :

कार्यकलाप Activity	वर्णनिक सूचक Descriptive Indicators	श्रेणी Grade	वर्णनिक सूचक Descriptive Indicators	श्रेणी Grade
SPORTS/INDIGENOUS SPORTS (KHO-KHO ETC.)	Displays talent in an identified sport, possesses endurance, strength and speed, is agile and flexible with good hand-eye coordination, demonstrates sportsmanship, team spirit and discipline. Has represented school at many levels.	A+	Demonstrates talent in sporting activities, possesses endurance, strength, agility and flexibility. Has represented school at many levels. Displays a healthy team spirit	A+
YOGA	Demonstrates good techniques in breath regulation exercises and postures. Shows agility and flexibility, keenness and interest in Yoga	A+	Is agile and flexible. Is keenly interested in pursuing yoga	A+

परिणाम Result : QUALIFIED FOR ADMISSION TO HIGHER CLASSES

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दिल्ली Delhi
दिनांक Dated 10-06-2011

(Principal's Signature)
Principal
D.A.V. PUBLIC SCHOOL

(Controller's Signature)
Controller of Examination

S. N^o 135103

Regn./Roll No. 11020170531



HARYANA STATE BOARD OF TECHNICAL EDUCATION
DIPLOMA

Sh./ Ms. Satish Kumar Pandey

Son/Daughter of Shri Anil Pandey (FATHER)

and Smt. Savitri Pandey (MOTHER)

Having completed the prescribed Three year Diploma

Course of instruction in Mechanical Engineering

at P.D.M. Polytechnic, Sarai Aurangabad, Bahadurgarh (Jhajjar) and

Having passed the Final State Board Examination in June-2014

in the First Division securing 5930 marks out of 7300
with Hons.

is hereby awarded the Diploma.

Place : PANCHKULA.

CONTROLLER OF EXAM.

ADDITIONAL SECRETARY

Dear Mr. Shashank & Team,

As today is my last working day with the organization, I would like to thank you for the support, cooperation, and guidance throughout my time here. It has been a pleasure working with such a professional team.

I would like to inform you that my responsibilities were already handed over to (Operations Team- Manish & Bishal as advised by Pramod Gupta sir) effective from 12.02.2026. For any ongoing or future matters, please feel free to reach out to them.

@Shashank Sharma-Please complete the process of Full and final settlement, Reimbursement of travelling expenses and Experience letter with me ASAP on email- satishpandey081096@gmail.com

Wishing you all continued success and growth.

Warm Regards
Satish Kumar Pandey
Dear Mr. Satish,

Your resignation has been approved, You are requested please come to the plant and complete the Handover process.

 Best Regards,

3:35

28

2 Messages



166

Resignation Notic...



<anamika.gulati@sgmart.co.in>; Anubhav Gupta (110)

<anubhav@aplapollo.com>

Subject: Resignation Notice- Satish Kumar Pandey

Dear Sir,

Good Afternoon !!!

I would like to inform you that I am resigning from my position as senior manager , effective from 07th February 2026. My last working day will be 9th March 2026.

Thank you for all the support and opportunities you have provided me over the month.

I have truly enjoyed my time working at SG Mart Limited and grateful for the encouragement you have given me to pursue my personal and professional goal.

I will do everything, I can to complete the target of this month and train other team members to take over my duties,

Please let me know if there is anything else I can do to help during this transition period.

I Wish the company continued success in the future and hope to stay in touch.

Thanks & Regards
Satish Kumar Pandey
Sr. Manager- Solar Division

See More



Satish Kumar Pandey



PAYSIP FOR OCTOBER 2025

Name	Satish Kumar Pandey	PAN	CYXPP9639P
Employee Code	SGM288	Sex	Male
Designation	Senior Manager	Account Number	914010036060211
Location	Dujana	PF Account Number	100632172800
Joining Date	01/07/2025	PF UAN	100632172800
Leaving Date		ESI Number	
Tax Regime	NEW		

PAY DAYS:	ATTENDANCE ARREAR DAYS:	INCREMENT ARREAR DAYS:
31.00	0.00	0.00

EARNINGS (INR)					DEDUCTIONS (INR)	
COMPONENTS	RATE	MONTHLY	ARREAR	TOTAL	COMPONENTS	TOTAL
Basic	71400.00	71400.00	0.00	71400.00	Other Deduction	23790.00
HRA	35700.00	35700.00	0.00	35700.00	PF	1800.00
MEDICAL	1250.00	1250.00	0.00	1250.00	IT	10763.00
Special Allowance	52302.00	52302.00	0.00	52302.00	TOTAL DEDUCTIONS	36353.00
Other Earing	23790.00	23790.00	0.00	23790.00		
CONVEYANCE ALLOWANCE	1600.00	1600.00	0.00	1600.00		
TOTAL EARNINGS	162252.00	186042.00	0.00	186042.00		

NET PAY (INR)	149689.00
NET PAY IN WORDS	One Lakh Forty Nine Thousand Six Hundred Eighty Nine Only

LEAVE BALANCE			
LEAVE TYPE	OPENING BALANCE	AVAILED LEAVE	CLOSING BALANCE
Earned Leave	4.50	0.00	6.00
Causal Leave	1.50	0.00	2.00
Sick Leave	1.50	0.00	2.00

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TAX SLIP FOR NOVEMBER 2025

Name	Satish Kumar Pandey	PAN	CYXPP9639P
Employee Code	SGM288	Sex	Male
Designation	Senior Manager	Joining Date	01/07/2025
Location	Dujana	Tax Regime	NEW

A. INCOME UNDER SALARY HEADS					1484058.00
COMPONENTS	EARNING YTD	PROJECTED ANNUAL EARNING	EXEMPTED INCOME	TAXABLE INCOME	
Basic	357000.00	285600.00	0.00	642600.00	
HRA	178500.00	142800.00	0.00	321300.00	
Medical	6250.00	5000.00	0.00	11250.00	
Special Allowance	261510.00	209208.00	0.00	470718.00	
Other Earnings	23790.00	0.00	0.00	23790.00	
Conveyance Allowance	8000.00	6400.00	0.00	14400.00	

B. PREVIOUS EMPLOYER INCOME	0.00
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C. OTHER INCOME/ LOSS	0.00
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D. GROSS TOTAL INCOME (A+B+C)	1484058.00
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E. STANDARD DEDUCTION	75000.00
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F. DEDUCTION UNDER SECTION 80 C	0.00
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G. DEDUCTION UNDER CHAPTER SECTION VIA	0.00
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NET TAX	
Net Taxable Income (D-E-F-G)	1409060.00
PFPERQ_Taxable_Amount	0
PFPERQ_Interest_Amount	0
Tax on Total Income	91359.00
Professional Tax	0.00
Sur Charge	0.00
Marginal Relief	0.00
Ecess	3654.00
Tax	95013.00
Rebate under Section 87 A	0.00
TDS deducted outside HROne	0.00
Additional Tax	0.00
Net Tax	95013.00
TDS till Month	51961.00
Tax deducted from previous employer	0.00
TDS to be deducted	43052.00

MONTH WISE TDS												
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
0.00	0.00	0.00	10145.00	10145.00	10145.00	10763.00	10763.00	0.00	0.00	0.00	0.00	

HRA EXEMPTION	
	TOTAL
Actual Rent Paid	0.00
X. HRA	0.00
Y. 50% of Basic	0.00
Z. Actual rent paid- 10% of Basic	0.00
Min of X, Y & Z	0.00

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PAYSLIP FOR DECEMBER 2025

Name	Satish Kumar Pandey	PAN	CYXPP9639P
Employee Code	SGM288	Sex	Male
Designation	Senior Manager	Account Number	914010036060211
Location	Dujana	PF Account Number	100632172800
Joining Date	01/07/2025	PF UAN	100632172800
Leaving Date		ESI Number	
Tax Regime	NEW		

PAY DAYS:	ATTENDANCE ARREAR DAYS:	INCREMENT ARREAR DAYS:
31.00	0.00	0.00

EARNINGS (INR)				
COMPONENTS	RATE	MONTHLY	ARREAR	TOTAL
Basic	71400.00	71400.00	0.00	71400.00
HRA	35700.00	35700.00	0.00	35700.00
Medical	1250.00	1250.00	0.00	1250.00
Special Allowance	52302.00	52302.00	0.00	52302.00
Conveyance Allowance	1600.00	1600.00	0.00	1600.00
TOTAL EARNINGS	162252.00	162252.00	0.00	162252.00

DEDUCTIONS (INR)	
COMPONENTS	TOTAL
PF	1800.00
IT	10763.00
TOTAL DEDUCTIONS	12563.00

NET PAY (INR)	149689.00
NET PAY IN WORDS	One Lakh Forty Nine Thousand Six Hundred Eighty Nine Only

LEAVE BALANCE			
LEAVE TYPE	OPENING BALANCE	AVAILED LEAVE	CLOSING BALANCE
Earned Leave	7.50	0.00	9.00
Causal Leave	0.50	1.00	0.00
Sick Leave	2.50	0.00	3.00

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PAYSLIP FOR JANUARY 2026

Name	Satish Kumar Pandey	PAN	CYXPP9639P
Employee Code	SGM288	Sex	Male
Designation	Senior Manager	Account Number	914010036060211
Location	Dujana	PF Account Number	100632172800
Joining Date	01/07/2025	PF UAN	100632172800
Leaving Date		ESI Number	
Tax Regime	NEW		

PAY DAYS:	ATTENDANCE ARREAR DAYS:	INCREMENT ARREAR DAYS:
31.00	0.00	0.00

EARNINGS (INR)					DEDUCTIONS (INR)	
COMPONENTS	RATE	MONTHLY	ARREAR	TOTAL	COMPONENTS	TOTAL
Basic	71400.00	71400.00	0.00	71400.00	PF	1800.00
HRA	35700.00	35700.00	0.00	35700.00	IT	10763.00
Medical	1250.00	1250.00	0.00	1250.00	TOTAL DEDUCTIONS	12563.00
Special Allowance	52302.00	52302.00	0.00	52302.00		
Conveyance Allowance	1600.00	1600.00	0.00	1600.00		
TOTAL EARNINGS	162252.00	162252.00	0.00	162252.00		

NET PAY (INR)	149689.00
NET PAY IN WORDS	One Lakh Forty Nine Thousand Six Hundred Eighty Nine Only

LEAVE BALANCE			
LEAVE TYPE	OPENING BALANCE	AVAILED LEAVE	CLOSING BALANCE
Earned Leave	9.00	0.00	10.50
Causal Leave	0.00	0.00	0.50
Sick Leave	3.00	0.00	3.50
compensatory off	0.00	0.00	1.00

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Date: 05 December 2025

To,
Satish Kumar Pandey,
 H.S No.- 313, Street No.-2, vishwamitra
 colony, Charitravan, Buxar, Bihar Bihar
 802101

APPOINTMENT LETTER

Dear Satish Kumar Pandey,

On the basis of your application/ interviews, we are pleased to appoint you as **Senior Manager - Operations** at **Dujana**, with effect from **01 July 2025** on the following terms & conditions: -

1. Compensation:

Entitlem ent Info.	Component	Monthly
	Basic	71400.00
	HRA	35700.00
	Medical	1250.00
	Special Allowance	52302.00
	Conveyance Allowance	1600.00
	Gross Pay	162252.00
	Employee PF	1800.00
	Net Pay	160452.00
	Statutory Deduction (A)	
Employer PF	1800.00	
Total (A)	1800.00	
Other Perks and Benefits		
Bonus Amount	5948.00	
Total (B)	5948.00	
Total (A+B)	7748.00	
Total CTC	170000.00	

Note: -Tax liability, if any shall be borne by you.

2. Statutory Benefits:

In addition to the salary and allowances, you will be entitled to statutory benefits as applicable from time to time such as Provident Fund, Bonus and Gratuity etc. as per law.

SG MART LIMITED

(Formerly known as Kintech Renewables Limited)

Registered Off: H No. 37, Ground floor, Hargovind Enclave, Vikas Marg, Delhi-110092, India

Corporate Off: A-127, Sector-136, Noida, Gautam Buddha Nagar, Uttar Pradesh, 201305

Tel: 011 - 22373437 | Email: compliance@sgmart.co.in

Website: www.sgmart.co.in | CIN: L46102DL1985PLC426661



3. Working Hours:

You will be governed by the working hours prevailing in the establishment / project site in which you work. You will be notified of your actual duty timings from time to time. You may also be required to work in shifts as and when considered necessary by the Company. The Company does not on principle desire any overtime work and no payment for such overtime will be paid.

4. Probation:

You will be on probation for a period of 6 (Six) months from your date of joining and shall continue to remain on probation until you receive written confirmation of your employment. The management reserves the right, at its discretion, to extend the probation period. During the probation period, the notice period applicable to you will be 1 Month.

5. Leave:

You will be eligible for the facilities of leave according to the accepted terms/Rules of the Company in force from time to time.

6. Resignation from Service:

In the event you resign from the services of the Company for any reason, you would serve the Company till the expiry of the notice period of 2 Months. It will be at the sole discretion of the Management to waive off the notice period. In that event recovery towards the short fall in the notice period shall be an amount equivalent to monthly gross salary.

Also in lieu of any joining expenses being incurred by the company with respect to relocation expenses, Brokerage expenses, joining bonus, if any notice period payments, one-time flight expense etc. & if you leave the company within period of one year from date of joining then any of the above expenses will have to be refunded back by you.

7. Termination by Company:

The Company may terminate your services without stating any reason. At its option, and as an alternative, the Company may pay you salary and allowances for the whole or any part of the notice period as per company policy. These provisions do not apply if your services are terminated for reasons such as misconduct, dishonesty, breach of this contract, violation of law and the like.

You shall not in any circumstances or at any time whether during the continuance or after the termination of this agreement impart any information regarding the business or affairs of the Company (or of any associate of the Company) to any persons, firm or Company except under the direction, and with the consent in writing of the Company.

In the event you disregard the provisions of the preceding clause or if you or any

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member of your family shall accept any illegal gratification or bribe of any nature whatsoever or if you are found to have committed an act of misappropriation of the Company property or money whether directly or indirectly, or if you are found to have made any illegal monetary profits directly or indirectly out of the Company's deals or if you disclose directly or indirectly any of the Company's trade secrets or copyrights and proprietary rights of process of manufacture or formulas or blue prints etc. or if you disregard any specific directions for observation and acts directly or indirectly contrary to the said directions.

This alone will not, however, render you free from all liabilities and consequences for such loss and damages that the Company may suffer directly or indirectly through your act as previously mentioned

8. Data Protection:

Your appointment is based on the information supplied by you regarding qualification, experience and capability and other personal data and if any of the aforementioned information is found to be in error then your services are liable to be terminated.

9. Other Rules, Regulations and Terms:

- a) You will be governed by the general rules and regulations of the Company as are valid today and their future amendments issued from time to time including the service conditions of standing order.
- b) During the course of your employment with us you shall not promote, assist in or carry on any business of whatsoever nature in your own name or in the name of others.
- c) You shall, during your employment, work faithfully and honestly and shall observe the current rules of discipline and/or other similar instructions given in connection with your work from time to time.
- d) **The terms of your employment should be treated as being strictly confidential and should not be revealed to any person within or outside the Company.**
- e) You will be responsible for the safe keeping and good condition of the Company's property, which may be in your use, custody, care or charge. The Company will have the right to deduct the money value of such items from you and also take necessary disciplinary action in the event of any negligence or misuse.
- f) You will automatically retire without any notice on your reaching the age of 60 year.
- g) During your employment you will be required to comply with Code of Conduct of company.
- h) You will disclose fully to the Company or to any competent person appointed by the Company a full and complete description of any invention, improvement or secret process made or discovered by you in the course of your employment with the Company.
- i) The Company shall be entitled to the sole benefit of, and exclusive property in, any inventions

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and/or improvements in plant, machinery, processes or other things used or which might be used in the business of the Company, which may be discovered by you whilst in the service of the Company and in all patents for the same and you shall do all acts and things required by the Company for giving effect to this clause.

- j) Your services will be liable to transfer from time to time at the discretion of the Company and such transfer may be made departmentally or to any of the Branch/Factories or any of the Company's Offices anywhere in the country. The Company does not take any responsibility for providing or finding accommodation for you, for whom you shall have to make your own arrangement, and the same will also apply in the case of a transfer.

Kindly return the duplicate copy of this letter, duly countersigned by you, in token of your acceptance of the terms and conditions stipulated in this contract.

Yours faithfully,

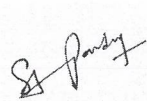
For: SG MART Limited



Authorized Signatory

Name of the employee: Satish Kumar Pandey

Signature of the employee: _____



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Code of Conduct

1. Objective

To state the code and accepted norms and standards of conduct expected to be followed by all employees at SG MART Limited.

2. Scope

2.1. This policy is applicable to-

2.1.1. All categories of employees employed by the company.

2.1.2. All non- SG employees (including visitors and third-party vendors) conducting business with the SG premises located anywhere within the Geographical limits of India.

3. Policy Statements

3.1. This policy establishes guidelines to be followed by all employees to maintain decorum, discipline, and healthy working relationships in the midst of diversity.

3.2. It is important for employees to follow the established code of conduct since failure to observe them can prejudice the company's reputation, its business and its legal position.

4. Guidelines

There are certain obligations on both the company and the employee, which can be broadly summarized as follows:

4.1. The company has a duty to:

4.1.1. Ensure that its rules, regulations and standards are made known to all employees who are bound and governed by them.

4.1.2. Ensure that when any rule(s), regulations or standards are infringed, the company through its managers and supervisors deals freely and fairly with all offenders irrespective of grade differentials

4.1.3. Provide clear procedures for dealing with grievances and for the enforcement of discipline.

4.2. The employee has a duty to:

4.2.1. To carry out all lawful and reasonable instructions given by the company through its managers and supervisors.

4.2.2. To conduct himself in a way, which is consistent with efficient performance of his duties.

4.2.3. To act responsibly, at all times in all circumstances and in particular to observe all rules, regulations, procedures and standing instructions.

4.2.4. Personally guarantee that the information given to superiors/colleagues is reliable and immediately informs superiors of any new risks.

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- 4.2.5. Refuse any payments or benefits from suppliers or customers and/or grant any payment or significant benefit to any person or organization in exchange for a contract or an order.
- 4.2.6. Never use inside information for personal gain.
- 4.2.7. Under no circumstance is an employee allowed to propagate any negative information of the company either to employees within the company or outside to customers etc. In case an employee has any grievance that needs to be addressed, the matter must be discussed with the immediate supervisor or with the HR Department.

5. Specifications

Secrecy of information: Confidentiality

It is mandatory for all employees to maintain confidentiality and secrecy of information that they have access to in the course of their employment at SG.

5.1. In this regard, the following guidelines have to be followed:

- 5.1.1. An employee will not at any time either during the continuance of his employment or at any time either during the continuance of his employment or at any time thereafter (except with the prior written consent of the company), misuse information or data and utilize it for personal use.
- 5.1.2. Divulge or disclose either directly or indirectly, to any person, firm or body any information with respect to:
 - 5.1.2.1. Company Know-how, drawings, knowledge or information or
 - 5.1.2.2. Company Trade secrets or
 - 5.1.2.3. Confidential information of the method or process in connection with any manufacturing activity or financial matter,
 - 5.1.2.4. Companies' business activities or
 - 5.1.2.5. Company affairs or property of the company or any of its affiliates or subsidiary companies which the employee has acquired during the course of employment or as incidental to his employment.

6. Conflict of Interest

Employees must avoid any relationship, which may cause or could be perceived as a conflict between their own interests and those of the company. In the event of a potential conflict of interest, the employee must disclose the nature of the conflict to his/her manager. If disapproved, the employee must remove himself/ herself from the conflict situation.

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Conflicts of interest generally arises in one of the following ways:

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- 6.1. An employee's engagement in work or business relationships outside the company, which is similar to/ competitive with, business of the company or involvement in an outside business activity that interferes with his/her ability to perform the job.
- 6.2. An employee investing in a company in which SG has or is making an investment.
- 6.3. An employee's relationship with a vendor or a subcontractor or a former employee who represents a vendor or subcontractor in dealing with the company.
- 6.4. All employees are expected to devote their working time to fulfill their assigned duties and not to engage in any other business, which may or may not be deemed to conflict with their responsibilities to the company.

The company shall not allow any individual to take improper advantage of their power and position in the company. In case, an employee wishes to engage in any business activity deemed not to be in conflict with the interest of the company, prior permission of the Function HOD, CHRO and Director-Operations is required.

7. Disclosure of Family Members/ Relatives/ Acquaintance

SG Mart is committed to a policy of employment based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. However, to avoid any potential, perceived or actual conflicts at workplace, it is mandatory to declare the details of any family member (Parent, Child, Nephew, Niece, Brother/ Brother-in-law, Sister/ Sister-in-law etc.) working in SG Mart.

Non-adherence of this clause shall be construed as misconduct that could warrant disciplinary action, including dismissal in deserving cases.

8. Insider Trading / Personal Investments:

- 8.1. To protect the integrity of SG Mart and its subsidiaries and affiliates, it is essential that senior management and employees conduct their personal trading as per the framework prescribed for prohibition of insider trading under SEBI (Prohibition of Insider Trading) Regulations, 2015, in an appropriate manner that withstands public scrutiny and does not create even the appearance of impropriety.
- 8.2. SG Mart policy and the laws of many countries prohibit trading in securities of any company (listed / proposed to be listed) while in possession of material, non-public information (also known as inside information or UPSI*) of any company. Employees of certain SG Mart businesses are subject to additional personal trading policy restrictions.
- 8.3. Employees should note that using non-public information to trade in securities, or providing a family member, friend, or any other person with a "tip", is illegal. All nonpublic information should be considered inside information and should never be used for personal gain.

- 8.4. Employees are required to familiarize them self and comply with the Code of

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Conduct laid by the Group in line with SEBI (Prohibition of Insider Trading) Regulations, 2015, as amended from time- to-time copies of which are available on the Intranet or from the Company Secretary.

- 8.5. Employees are required to ensure compliance and conduct their trading in accordance with “Code of Conduct for Regulating, Monitoring and Reporting of Trading by Insiders” (Code of Conduct on Insider Trading) and “Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information” (UPSI) of the company.
- 8.6. Even though the Codes above have statutorily been made applicable to directors and certain prescribed employees (“designated persons” as mentioned in Para 1.7 of the attached Code), all the employees should endeavor to comply with the Code of Conduct on Insider Trading in their own interest.

“UPSI” means any information relating to the Group or Other Listed Companies, as applicable, or their respective Securities, directly or indirectly that is not Generally Available Information, which upon becoming Generally Available Information, is likely to materially affect the price of the Securities of the Group or Other Listed Companies, as the case may be, and ordinarily includes but is not restricted to information relating to the financial results, dividends, changes in capital structure, mergers, de-mergers, acquisitions, delisting, disposals and expansion of business and such other transactions; and changes in Key Managerial Personnel.

9. Whistle Blower Policy

SG Mart is committed to adopting the highest business, governance, ethical and legal standards. An important policy in this context is the Whistle Blower Policy. The Whistle Blower Policy covers all employees, including directors of the Group.

The Whistle Blower Policy encourages employees to report any breach of any law, statute or regulation by the Group, issues related to accounting policies and procedures, acts resulting in financial or reputation loss and actual or suspected fraud and criminal offences. The Policy provides a secure mechanism for employees to raise concerns (with an option to remain anonymous), which are appropriately and independently investigated, addressed, and reported to the Audit Committee of the Board. The policy also ensures appropriate protection for the individuals raising their concerns.

The Whistle Blower policy also complies with the vigil mechanism as envisaged by the Companies Act 2013 and the rules framed thereunder. Directors and Employees are requested to familiarize themselves with the Whistle Blower Policy of the Company.

10. Non-Engagement in any other business

It is a condition of employment, that while in service of the company, the employee shall not, without the prior consent of the company, engage himself directly or indirectly, whether with or without remuneration, in any trade, business, occupation, profession or employment and / or be connected in any capacity, directly or indirectly whether with or

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without remuneration, with any existing or proposed firm, company or business undertaking.

11. Non-Compete Clause

The Employee agrees that, for a period of twelve (12) months following cessation of employment with SG Mart Ltd., irrespective of the reason for separation, the Employee shall not, directly or indirectly, engage in, be employed by, consult for, or otherwise be associated with any business or entity that competes with the Company in the manufacture, sale, marketing, or distribution of structural steel tubes, pipes, or any other products or services offered by the Company during the term of employment, within India or any other territory where the Company operates.

This restriction is intended to protect the Company's legitimate business interests, confidential

information, and goodwill, and is agreed to be reasonable in scope, geography, and duration.

12. Gifts from Customers & Suppliers

Employees may be offered valuable gifts or services in cash or kind by customers or suppliers who wish to have a business relationship with the company. Acceptance of the same is not permissible as it may be detrimental to the company's interest and will be viewed as a conflict of interest with the company's business principles. There is no objection to accepting small value hand-outs given for advertising purposes from companies. Under no other circumstances should a gift or service be accepted by a customer or a supplier.

If a gift is offered, other than in the circumstance mentioned above, employee as a policy must politely but firmly decline acceptance. In case of any doubts, especially in a case where refusal of a gift could cause offence at a senior level or involve commercial risk, employees must consult their Reporting Manager and HR or HR Head immediately.

13. Accountability towards Company Property

The employee shall be responsible for the safe keeping and return in good condition and order, all company property entrusted to his care and charge. The company reserves the right to deduct the money value of such articles from its duties or take such action as may be deemed proper, in the event of failure to account for such property to its satisfaction.

14. Harassment

The Company is committed to provide a work environment that is free of inappropriate behavior of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex, sexual orientation or gender identity. Employees are responsible for supporting the Company in its endeavor to protect others from any form of such harassment.

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In the course of business conduct of any Employee, wherever harassment occurs to any such Employee as a result of an act or omission by any third party or outsider, the Company shall take all steps necessary and reasonable to assist such an affected Employee in terms of support and preventive action. This is separately detailed in the “Prevention of Workplace Harassment Policy”.

15. Alcohol & Substance Abuse

The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace and being under the influence of these substances on the job and during working hours is strictly prohibited. However, possession of prescription medication for medical treatment is permitted.

There may be company-sponsored events where management approves the serving of alcoholic beverages. In these cases, all appropriate liquor laws must be followed, including laws regarding the prohibition of serving of Code of Conduct & Workplace Ethics alcohol to those under the legally permissible age. However, under all such cases, excessive drinking, intoxication and misbehavior at these events is prohibited and will be dealt with severely.

16. Fraud

Fraud — or the act or intent to cheat, trick, steal, deceive, or lie — is both dishonest and, in most cases, criminal. Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee. Some examples of Fraud include:

- 16.1. Submitting false expense reports
- 16.2. Forging or altering checks
- 16.3. Misappropriating assets or misusing Company's property
- 16.4. Unauthorized handling or reporting of transactions
- 16.5. Inflating sales numbers by shipping inventory known to be defective or non-conforming
- 16.6. Making any entry on Company records or financial statements that is not accurate and in accordance with proper accounting standards Compliance with Laws and Agreements

All Employees shall conduct business in compliance with all applicable laws and regulations of the District, State or Country.

17. Health, Safety and Environment

All Employees shall comply with the company health and safety norms as communicated to them from time to time. Employees shall bring to the management's attention any workplace safety or health hazard.



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18. Purchasing Ethics and Obligations

Purpose	Define company purchasing ethics and obligations.
Field of Application	This directive is applicable to all SG entities and its subsidiaries.
Addressees	All individuals who interface with an external supplier, regardless they are or are not direct members of the purchasing teams. In the present directive, “Buyer” is a terminology used to describe all individuals interfacing with an external supplier.
Scope of Application	This directive is applicable to all the entities of SG and all the companies comprising it.

SG employees in general, but more specifically members of the purchasing teams, are responsible for making sure strict professional ethics are respected in relation to the supplier market and community.

The guidelines for the relationship with suppliers include:

1. Behaving with integrity and establishing fair contractual relations.
2. Engaging business transactions primarily with suppliers who are committed to acting in a responsible manner with respect to people, community and environment.

18.1. Objective

- 18.1.1. All purchasing decisions are to be taken in an objective manner based on concrete elements which avoid all personal bias. The buyer must, at any time, be in a position to justify his decisions.
- 18.1.2. The following are considered to be examples of serious misconduct, possibly resulting in dismissal: accepting all commissions or gratuities or equivalent advantages on behalf of the suppliers. Only advertising type gifts of a small value, fixed within the framework of the financial legislation of the buyer's country, may be accepted. Buyers must inform their managers about such practices.

Buyers must refuse any attempts to manipulate them in order to influence their choice of supplier whether these are made by a supplier or by a member of the SG Team. Buyers must inform their ma

18.2. Equity

- 18.2.1. The buyer carries out consultations in an equitable manner with regard to the objectives set out in the specifications.

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18.2.2. The buyer shall not provide the supplier with information which may distort competition.

18.2.3. When planning a change in contractual agreements, the purchaser takes into account the financial risk run by the supplier.

18.3. Independence

18.3.1. Holding financial shares in SG Mart, suppliers or potential supplier companies shall not make, either directly or indirectly, purchases from these companies.

18.3.2. Commercial reciprocity is only invoked when SG interests are required, and only after the agreement of the relevant Function Head, HOD, HR Head and Director-Operations is required.

18.3.3. All buyers should ensure that commercial relationships with companies in which close family relations may hold decision-making positions are clear and objective.

18.3.4. Purchasing staff are bound to be genuinely discrete about their private life and, in particular, shall not provide their home address to suppliers.

18.3.5. No buyers shall carry out any other activity leading, either directly or indirectly, to sales negotiations with SG, its subsidiaries or its suppliers.

18.3.6. Sponsoring by suppliers, in whatever form, is not allowed.

19. Misconduct and Non-Conformance with the Policy

Non-observance of this Policy shall be construed as misconduct that could warrant disciplinary action, including dismissal in deserving cases. The decision in this regard will rest with the Management, including the Director-Operations and CHRO and shall be binding on the Employees.

Compliance Declaration & Undertaking

I have read this document, and I do hereby solemnly affirm that I will comply with the provisions of the

Code of Conduct - Ethics & Integrity, in the interest of company

and self.

Employee Signature: _____



Date: **05 December 2025**

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