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# INTEGRITY POLICY

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ARTERIA TECHNOLOGIES  
PRIVATE LIMITED

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## ARTERIA

**ARTERIA TECHNOLOGIES PRIVATE LIMITED**  
1<sup>ST</sup> FLOOR, INNOVATOR, ITPL, WHITEFIELD • BANGALORE 560 066, INDIA  
PHONE: +91 80 414 734 71 • FAX: +91 80 414 734 70  
E-MAIL: [SALES@ARTERiatech.COM](mailto:SALES@ARTERiatech.COM)  
[WWW.ARTERiatech.COM](http://WWW.ARTERiatech.COM)

## *Integrity Policy at Arteria*

*(The guiding principles are: honesty, openness and fair ethics.)*

Integrity is given the highest priority in Arteria. In the conduct of Arteria's business and in our personal dealings that affect Arteria's business, we abide by the principles of honesty, openness and doing what is right and fair..

If a breach of integrity occurs, Arteria will treat it as a serious issue and take immediate action. A breach of integrity violates our values and people who lose their integrity lose Arteria. It makes no difference who is involved or what is at stake because this is bedrock of our existence and the whole basis of an open and transparent organization.

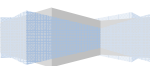
This Integrity Policy is applicable for

- ✓ All Employees of Arteria
- ✓ All the contractors of Arteria are bound by the same principles of integrity. Organizations that provide contract employees must be given a copy of the integrity policy as part of the agreement to ensure that
- ✓ their employees who are deputed to undertake any work on Arteria's premises or otherwise, remain consistent with the letter and spirit of this document.

(Note: In their dealings with Arteria, all suppliers must be made familiar with the integrity policy as well.)

When a breach of integrity occurs or is suspected, it must be investigated and closed quickly. Overlooking a breach of integrity leads to ruinous behavior and is in itself, a breach of integrity.

If anyone observes a breach of integrity, it must be immediately reported to the Manager – Administration & Finance or the immediate supervisor. The investigation is to be carried out with speed, but not at the expense of ensuring fairness and properly securing company property or interests. Once the investigation is completed, the matter is closed and the audit trail is retained.



Situations that constitute a breach of integrity include:

<i>Section I - Manipulation of Personal Information</i>
<ul style="list-style-type: none"> <li>✓ Providing incorrect personal information before and during employment. An illustrative example is furnishing of forged data relating to past training, employment or salary details.</li> <li>✓ Suppressing a material fact that could have adversely affected a person’s employment. Some illustrative examples are: past criminal record/credit history/an existing medical condition that is known to interfere with the discharge of the job a person is being selected for, or a contractual obligation that otherwise prevents a person from working for Arteria.</li> </ul>
<i>Section II – Expenses and Claims</i>
<ul style="list-style-type: none"> <li>✓ Forging of expense statements, regardless of the amount in question. Arteria will pay for lost documentation, but will not tolerate forging a penny.</li> <li>✓ Claiming reimbursement under flexible benefit plan (FBT) with false documentation or claiming Income tax exemption on false grounds.</li> </ul>
<i>Section III – Fraud and Corrupt Practices</i>
<ul style="list-style-type: none"> <li>✓ Influencing a supplier or contractor to provide personal service of any kind without prior notification to a line supervisor and /or obtaining a less-than-prevalent market price for such services.</li> <li>✓ Unduly influencing any supplier negotiation so as to grant favor to any one party in which a person may have vested interest or with whom a prior personal relationship existed.</li> <li>✓ Accepting and giving bribes including gifts which are beyond normal business custom. What constitutes “normal” is a matter of fair judgment .when in doubt, the best thing to do is to consult a line supervisor.</li> </ul>
<i>Section III – Disclosure of Confidential Information</i>
<ul style="list-style-type: none"> <li>✓ Giving away company confidential or customer confidential information. Illustratively, all documents marked confidential or proprietary to be treated as confidential information. In addition, there could be documents that are not exclusively marked as confidential but are in the nature of company business plan, product plans, organization structure or employee data these cannot be given away without prior approval.</li> </ul>

- ✓ Giving away details of personal compensation and benefits except on a need to know basis. One can discuss personal compensation issues with the line supervisor or a representative of the people function but not exchange such information with some other person.
- ✓ Giving away financial information, business processes and the IP of the company and its customers.

#### *Section IV – Company Premises and Resources*

- ✓ Using unfair means to secure business and competitive information. Illustratively, accessing other employees Systems, File Servers etc.
- ✓ Any violation of the law of the land.
- ✓ Discrimination on the basis of race, color, religion sex, sexual orientation, nationality or disability.
- ✓ Involvement in any activity that can cause embarrassment to the company on company premises.
- ✓ Accessing Pornographic Materials
- ✓ Tampering with official documents/data and furnishing of documents/data that are forged in the course of business.
- ✓ Misappropriation of company funds. Irrespective of the amount in question, company funds cannot be used for personal needs.
- ✓ Misuse of company resources and customer resources that have been given for official purposes.
- ✓ Downloading, storing and using pirated software on company resources.
- ✓ Company premises and resources should not be used for political activities of any kind.

*A breach of integrity will result in summary dismissal.*

