



**INTERNATIONAL INSTITUTE OF  
BIOTECHNOLOGY AND TOXICOLOGY (IIBAT)**

Formerly Known as

**Fredrick Institute of Plant  
Protection And Toxicology (Fippat)**

Registered Office / Research Centre

Padappai - 601 301, Kancheepuram(Dist)  
Tamil Nadu, INDIA

Recognised by DST, Ministry of  
Science and Technology, Govt. of India

Notified Under Section 35 (I) (II) of  
Income Tax Act 1961 as Scientific &  
Industrial Research Organisation

Recognised by the University of Madras

Dept. of Toxicology, Recognised by  
The Tamil Nadu Dr. MGR Medical  
University and SV University, Tirupathy

Monday, 24 November 2008

**IIBAT code of conduct**

**1. National Interest**

IIBAT shall be committed in all its actions to benefit the economic development of the countries in which it operates. It shall not engage in any activity that adversely affects such an objective. It shall not undertake any project or activity to the detriment of the nation's interests, or those that will have any adverse impact on the social and cultural life patterns of its citizens. IIBAT shall conduct its business affairs in accordance with the economic, development and foreign policies, objectives and priorities of the nation's government, and shall strive to make a positive contribution to the achievement of such goals at the international, national and regional level, as appropriate.

**2. Financial Reporting and Records**

IIBAT shall prepare and maintain its accounts fairly and accurately in accordance with the accounting and financial reporting standards which represent the generally accepted guidelines, principles, standards, laws and regulations of the country in which IIBAT conducts its business affairs.

Internal accounting and audit procedures shall fairly and accurately reflect all of the IIBAT's business transactions and disposition of assets. All required information shall be accessible to IIBAT auditors and other authorised parties and government agencies. There shall be no wilful omissions of any of IIBAT transactions from the books and records, no advance income recognition, and no hidden bank account and funds.

Any wilful material misrepresentation of and/or misinformation on the financial accounts and reports shall be regarded as a violation of this code, apart from inviting appropriate civil or criminal action under the relevant laws.

**3. Competition**

IIBAT shall fully strive for the establishment and support of a competitive, open market economy in India and abroad, and shall cooperate in efforts to promote the progressive and judicious liberalisation of trade and investment by a country. Specifically, IIBAT shall not engage in activities that generate or support the formation of monopolies, dominant market positions, cartels and similar unfair trade practices.

IIBAT shall market its products and services on its own merits and shall not make unfair and misleading statements about others products and services. Any collection of competitive information shall be made only in the normal course of business and shall be obtained only through legally permitted sources and means.

**4. Equal - Opportunities Employer**

IIBAT shall provide equal opportunities to all its employees and all qualified applicants for employment, without regard to their race, caste, religion, colour, ancestry, marital status, sex, age, nationality and disability. Employees of IIBAT shall be treated with dignity and in accordance with the IIBAT's policy of maintaining a work environment free of sexual harassment, whether physical, verbal or psychological.

Employee policies and practices shall be administered in a manner that ensures that in all matters equal opportunity is provided to those eligible and that decisions are based on merit

IIBAT shall not employ under any circumstances any person below the age of 18 years.

## **5. Gifts and donations**

IIBAT and its employees shall neither receive nor offer or make, directly or indirectly, any illegal payments, remuneration, gifts, donations or comparable benefits which are intended to or perceived to obtain business or uncompetitive favours for the conduct of its business. However, IIBAT and its employees may accept and offer nominal gifts, which are customarily given and are of a commemorative nature, for special events.

## **6. Government Agencies**

IIBAT and its employees shall not offer or give any of IIBAT's funds or property as donation to any government agencies or their representatives, directly or through intermediaries, in order to obtain any favourable performance of official duties.

## **7. Political Non-Alignment**

IIBAT shall be committed to and support a functioning democratic constitution and system with a transparent and fair electoral system in India. IIBAT shall not support, directly or indirectly, any specific political party or candidate for political office. IIBAT shall not offer or give any of IIBAT's funds or property as donations, directly or indirectly, to any specific political party, candidate or campaign.

## **8. Health, Safety and Environment**

IIBAT shall strive to provide a safe and healthy working environment and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territory it operates in. IIBAT shall be committed to prevent the wasteful use of natural resources and minimise any hazardous impact of the development, production, use and disposal of any of its products and services on the ecological environment.

## **9. Quality of Products and Services**

IIBAT shall be committed to supplying services of the highest quality standards, backed by efficient service consistent with the requirements of the customers / sponsor to ensure their total satisfaction. The quality standards of IIBAT services should meet the required national / international standards.

## **10. Corporate (Institution) Citizenship**

IIBAT shall be committed to be a good corporate citizen, not only in compliance with all relevant laws and regulations, but also by actively assisting in the improvement of the quality of life of the people in the communities in which it operates, with the objective of making them self-reliant.

Such social responsibility would comprise: initiating and supporting initiatives in the field of community health and family welfare, water management, vocational training, education and literacy, and encouraging the application of modern scientific and managerial techniques and expertise. This will be reviewed periodically in consonance with national and regional priorities.

IIBAT shall also not treat these activities as optional ones, but shall strive to incorporate them as integral part of its business plan. IIBAT shall also encourage volunteering among its employees and help them to work in the community. IIBAT is encouraged to develop social accounting systems and to carry out social audits of their operations.

## **11. Cooperation of IIBAT**

IIBAT shall cooperate with other of IIBAT's run and managed organizations by sharing physical, human and management resources as long as this does not adversely affect its business interests.

In the procurement of products and services, IIBAT shall give preference to another IIBAT run and managed organization as long as it can provide these on competitive terms relative to third parties.

## **12. Public representation of IIBAT and the Group**

IIBAT shall honour the information requirements of the public and its members. In all its public appearance with respect to disclosing IIBAT and business information to public constituencies such as the media, the financial community, employees and members, IIBAT and its Group shall be represented only

by specifically authorised Governing Body Members (Executive Council of IIBAT) and employees. It will be the sole responsibility of these authorised representatives to disclose information on IIBAT or the group.

### **13. Third-Party Representation**

Parties which have business dealings with IIBAT or its Group but are not members of the group, such as consultants, agents, sales representatives, contractors, suppliers, etc. Shall not be authorised to represent IIBAT if their business conduct and ethics are known to be inconsistent with this code.

### **14. Use of the IIBAT Brand**

The use of the IIBAT name and/or any brand/ trademark/process owned by IIBAT shall be governed by manuals, codes and agreements issued by the Governing Body of IIBAT. The use of IIBAT or any one of the brands of IIBAT is defined in and regulated by IIBAT's Equity & Business Promotion Agreement.

### **15. Ethical Conduct**

Every employee of IIBAT, including all members of the Governing Body of IIBAT, shall deal on behalf of IIBAT with professionalism, honesty and integrity, as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.

### **16. Policies**

IIBAT's Governing Body shall recommend to its employees, men, agents and servants the adoption of policies and guidelines periodically formulated by the Governing Body of IIBAT.

### **17. Members**

IIBAT shall be committed to comply with all regulations and laws that govern member's rights. The Governing Body of IIBAT shall duly and fairly inform its members about all relevant aspects of IIBAT's business, and disclose such information in accordance with the respective regulations and agreements.

Every employee shall be responsible for the implementation of and compliance with this code in his or her professional environment. Failure to adhere to the code could attract the most severe consequences, including termination of employment.

### **18. Regulatory Compliance**

Every employee IIBAT shall, in his or her business conduct, comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which he or she operates. If the ethical and professional standards set out in the applicable laws and regulations are below that of the code, then the standards of the code shall prevail.

### **19. Concurrent Employment**

An employee of IIBAT shall not, without the prior approval of the Governing Body of IIBAT, accept employment or a position of responsibility (such as a consultant or a director) with any other company/ institution, nor provide 'freelance' services to anyone.

### **20. Conflict of Interest**

An employee of IIBAT shall not engage in any business, relationship or activity, which might detrimentally conflict with the interest of IIBAT or the Group. A conflict of interest, actual or potential, may arise where, directly or indirectly:

- an employee of IIBAT engages in a business, relationship or activity with anyone who is party to a transaction with IIBAT;
- an employee is in a position to derive a personal benefit or a benefit to any of his or her relatives by making or influencing decisions relating to any transaction;
- an independent judgement of IIBAT or Group's best interest cannot be exercised

The main areas of such actual or potential conflicts of interest would include the following:

- Financial interest of an employee of IIBAT or his relatives, including the holding of an investment in the subscribed share capital of any company or a share in any firm which is an actual or potential competitor, supplier, customer, sponsor, joint venture or other alliance partner of IIBAT. (The ownership of up to 1 per cent of the subscribed share capital of a publicly held company shall not ordinarily constitute a financial interest for this purpose.)
- An employee of IIBAT conducting business on behalf of IIBAT, or being in a position to influence a decision with regard to IIBAT's business with a supplier or customer of which his or her relative is a principal, officer or representative, resulting in a benefit to him/her or his/her relative.
- Award of benefits such as increase in salary or other remuneration, posting, promotion or recruitment of a relative of an employee of IIBAT, where such an individual is in a position to influence the decision with regard to such benefits.
- Acceptance of gifts, donations, hospitality and/or entertainment beyond the customary level from existing or potential suppliers, customers or other third parties which have business dealings with IIBAT.

Notwithstanding that such or other instances of conflict of interest exist due to any historical reasons, adequate and full disclosure by the interested employees should be made to IIBAT's management. It is also incumbent upon every employee to make a full disclosure of any interest which the employee or the employee's immediate family, which would include parents, spouse and children, may have in a company or firm which is a supplier, customer, sponsor of or has other business dealings IIBAT.

Every employee who is required to make a disclosure as mentioned above shall do so, in writing, to his or her immediate superior, who shall forward the information along with comments to the Director – Cum-Secretary, who in turn will place it before the Governing Body of IIBAT and, upon a decision being taken in the matter, the employee concerned will be required to take necessary action as advised to resolve/avoid the conflict.

If an employee fails to make a disclosure as required herein, and the management of its own accord becomes aware of an instance of conflict of interest that ought to have been disclosed by the employee, the management shall take a serious view of the matter and consider suitable disciplinary action against the employee.

#### **21. Protecting IIBAT Assets**

The assets of IIBAT shall not be misused but shall be employed for the purpose of conducting the business for which they are duly authorised. These include tangible assets such as equipment and machinery, systems, facilities, materials and resources as well as intangible assets such as proprietary information, relationships with customers / sponsors and suppliers, etc.

#### **22. Citizenship**

An employee of IIBAT shall in his or her private life be free to pursue an active role in civic or political affairs as long as it does not adversely affect the business or interests of IIBAT or its Group.

#### **23. Integrity of Data Furnished**

Every employee of IIBAT shall ensure, at all times, the integrity of data or information furnished by him or her to IIBAT.

#### **24. Reporting Concerns**

Every employee of IIBAT shall promptly report to the management any actual or possible violation of this code, or an event he or she becomes aware of that could affect the business or reputation of IIBAT or any other IIBAT group.

#### **25. Integrity – The Spirit and Letter of our commitment**

Please refer to Statement of Integrity – The Spirit and Letter of our commitment dated 16<sup>th</sup> October, 2002.

**26. Code of Conduct for IIBAT Governing Body**

The Governing Body of IIBAT will always act in the interest of IIBAT and ensure that any other business or personal association which they may have, does not involve any conflict of interest with the operations of IIBAT and his/her role

The Governing Body of IIBAT will comply with all applicable laws and regulations of all the relevant regulatory and other authorities as may be applicable to such Governing Body in their individual capacities.

The Governing Body of IIBAT will safeguard the confidentiality of all information received by them by virtue of their position.

Acknowledgement

I certify that I have received, read, understood, will abide by IIBAT Code of Conduct and agree to participate and receive training as required.

\_\_\_\_\_

Employee Name

\_\_\_\_\_

Date

\_\_\_\_\_

Title of Employee

\_\_\_\_\_

Signature of Employee

*To the employee: This signed Code of Conduct must be given to your Supervisor/ Manager / HOD for files.*