



PARTH SOMPURA FILMS LLP

(ISO 9001:2015 Certified)

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Code of Ethics & Business Conduct

1. Purpose

This Code of Ethics and Business Conduct (“the Code”) establishes the standards of integrity, professionalism, and accountability that guide all individuals representing Parth Sompura Films LLP (“the Firm”) in the conduct of business.

2. Scope

This Code applies to:

- All employees, directors, and partners
- Contractors, freelancers, and consultants
- Agents, representatives, and any third parties acting on behalf of the Firm

3. Compliance with Laws and Regulations

- All business activities shall be conducted **in strict compliance with applicable laws, rules, and regulations**, including:
 - Indian labor laws and employment regulations
 - Tax and financial reporting obligations
 - Intellectual property laws
 - Data protection requirements
- Employees are individually responsible for understanding and adhering to the laws relevant to their role.

4. Integrity and Professional Conduct

- The Firm expects all individuals to act with honesty, integrity, and transparency in all dealings.
- Unethical practices—including fraud, bribery, misrepresentation, or unfair business conduct—are strictly prohibited.
- Any actual or suspected violation must be reported immediately to management.

5. Confidentiality and Data Privacy

- Employees, contractors, and representatives must safeguard all confidential information, including:
 - Client data and project materials

- Business strategies and financial records
- Employee records and internal communications
- Confidential information must not be disclosed to unauthorized persons or used for personal gain.
- All data must be handled in compliance with:
 - The Information Technology Act, 2000
 - Applicable data protection regulations

6. Intellectual Property

- The Firm's intellectual property, including trademarks, logos, creative works, and proprietary content, must be protected at all times.
- All employees must respect the intellectual property rights of clients, partners, and third parties.
- Use of any third-party content requires appropriate licenses and permissions.

7. Conflicts of Interest

- Employees and representatives must avoid any personal, financial, or other interests that could interfere with their responsibilities.
- **All actual or potential conflicts of interest must be disclosed immediately** to the Managing Partner or designated Compliance Officer.
- Examples include:
 - Having a financial stake in a vendor or competitor
 - Accepting gifts that could influence decision-making
 - Engaging in outside employment or business that conflicts with Firm interests

8. Non-Discrimination and Anti-Harassment

- The Firm maintains a **zero-tolerance approach** to:
 - Discrimination on the basis of gender, caste, religion, age, disability, or any other protected characteristic
 - Harassment, bullying, or intimidation of any kind
- All individuals are expected to treat colleagues, clients, and stakeholders with respect and dignity.
- Complaints of discrimination or harassment will be investigated promptly and confidentially.

9. Responsible Use of Company Resources

- Firm assets, resources, and equipment must be used responsibly and only for authorized purposes.
- Misuse of resources—including unauthorized personal use or theft—is prohibited.

10. Reporting and Accountability

- Employees are encouraged to raise concerns or report any suspected violations of this Code.
- Reports may be made confidentially to:
 - The Managing Partner
 - The designated Compliance Officer
- Retaliation against individuals who report concerns in good faith is strictly prohibited.

11. Disciplinary Action

- Violations of this Code may result in:
 - Disciplinary action, including termination of employment or engagement
 - Legal action, where applicable
 - Recovery of losses or damages incurred

12. Policy Review and Updates

This Code shall be reviewed annually and updated as required to ensure continued alignment with the Firm's values and applicable laws.

13. Acknowledgment

All employees, contractors, and representatives must sign an acknowledgment confirming that they have read, understood, and agree to comply with this Code.

