OneSource Solutions Co.

OSC-POL-008 – Anti-Bribery, Anti-Corruption & Business Ethics Policy

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Document Title: Anti-Bribery, Anti-Corruption & Business Ethics Policy
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Prepared By: Protim Neog – Head of Sales & Information Technology
Reviewed By: Alok Poddar, CA – Head – Finance & Document Control Officer
Approved By: Managing Partner
Review Frequency: Every 12 Months

1. Purpose

OneSource Solutions Co. is committed to conducting business with honesty, integrity, fairness, and transparency. This policy establishes a zero-tolerance approach toward bribery, corruption, fraud, unethical business practices, and conflicts of interest.

2. Scope

This policy applies to:

- Directors
- Partners
- Employees
- Consultants
- Contractors
- Vendors
- Suppliers
- Logistics Partners
- Agents
- Business Representatives

Every person acting on behalf of OneSource Solutions Co. is expected to comply with this policy.

3. Policy Statement

OneSource Solutions Co. prohibits:

- Bribery
- Corruption
- Fraud
- Kickbacks
- Facilitation Payments
- Money Laundering
- False Accounting
- Misrepresentation
- Unethical Procurement Practices

Business decisions shall always be made based on merit, quality, price, service, and legal compliance.

4. Anti-Bribery

No employee or representative shall:

- Offer money or gifts to improperly influence decisions.
- Accept payments intended to obtain business advantages.
- Authorize any illegal payments.
- Request favors in exchange for business opportunities.

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5. Anti-Corruption

Employees and business partners shall not:

- Abuse their position for personal gain.
- Manipulate procurement decisions.
- Create false invoices.
- Submit fraudulent expense claims.
- Conceal financial transactions.

6. Gifts, Hospitality & Entertainment

Reasonable business hospitality may be accepted where it is lawful, transparent, and does not influence business decisions.

The following are prohibited:

- Cash gifts
- Personal loans
- Luxury gifts
- Expensive entertainment intended to influence decisions
- Gifts during active tender or procurement evaluations

Employees should disclose any gifts that could create a conflict of interest.

7. Conflict of Interest

Employees must avoid situations where personal interests conflict with the interests of OneSource Solutions Co.

Examples include:

- Awarding contracts to relatives without disclosure.
- Personal financial interests in suppliers.
- Outside employment affecting company duties.
- Using company information for personal benefit.

Any actual or potential conflict must be reported immediately.

8. Procurement Integrity

All procurement activities shall be conducted fairly.

Selection of vendors shall consider:

- Quality
- Price
- Service
- Delivery capability
- Compliance
- Business reputation

No procurement decision shall be influenced by personal benefit.

9. Financial Integrity

The Company shall maintain:

- Accurate accounting records
- Transparent financial reporting
- Proper approvals
- Supporting documentation
- Internal controls

False or misleading financial records are strictly prohibited.

10. Confidential Information

Employees shall protect confidential information relating to:

- Customers
- Vendors
- Pricing
- Quotations
- Contracts
- Financial Information
- Business Strategies
- Technical Information

Confidential information shall not be disclosed without authorization.

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11. Reporting Concerns

Employees and business partners are encouraged to report suspected violations in good faith.

Reports may relate to:

- Bribery
- Fraud
- Corruption
- Procurement irregularities
- Financial misconduct
- Ethical concerns

Retaliation against individuals reporting genuine concerns is strictly prohibited.

12. Investigation

All reported concerns shall be:

- Reviewed confidentially.
- Investigated impartially.
- Documented appropriately.
- Resolved in accordance with applicable laws and company procedures.

13. Disciplinary Action

Violations of this policy may result in:

- Written warning
- Suspension
- Termination of employment or contract
- Removal from the approved vendor list
- Legal action where appropriate

14. Training & Awareness

OneSource Solutions Co. encourages regular awareness regarding:

- Business ethics
- Anti-bribery compliance
- Procurement integrity
- Fraud prevention
- Corporate governance

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15. Responsible Officers

Ethics & Compliance Contact

Protim Neog
Head – Sales & Information Technology

Responsibilities:

- Ethics awareness
- Digital compliance
- Business communication
- Customer relationship management

Email: **sales@onesources.in**

Phone: **+91 9272093437**

Operations

Vishwajeet Rathore
Head – Operations

Responsibilities:

- Operational compliance
- Vendor coordination
- Logistics integrity

Email: **operations@onesources.in**

Phone: **+91 9424056324**

Document Control Officer

Alok Poddar, CA
Head – Finance & Document Control Officer

Responsibilities:

- Financial compliance
- Policy version control
- Internal documentation
- Compliance records

Grievance Officer

Vinay Jain
Head – Procurement & Supply Chain

Responsibilities:

- Ethics complaints
- Procurement disputes
- Vendor complaints
- Customer grievances

Email: **jain.vinay@onesources.in**

Phone: **+91 7470521155**

Response Timeline:

- Complaint Acknowledgement: **Within 2 Business Days**
- Target Resolution: **Within 7 Business Days**

16. Company Information

OneSource Solutions Co.

Registered Office

Shop No. 8, Ground Floor
Shri Pandharinath Apartment
Lohegaon – Wagholi Road
Sant Nagar
Pune – 411047
Maharashtra, India

Phone: +91 9272093437
Email: sales@onesources.in
Website: www.onesources.in

17. Employee & Vendor Acknowledgement

I acknowledge that I have read, understood, and agree to comply with the OneSource Solutions Co. Anti-Bribery, Anti-Corruption & Business Ethics Policy.

Name: _____

Designation: _____

Department / Company: _____

Signature: _____

Date: ____ / ____ / _____

Document Control

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Reviewed By	Alok Poddar, CA
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1.0	01 August 2026	Initial Release	Managing Partner

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