

Circular No. 127(a): Admin Division

Date: 27.10.2008

Sub.: Personal loans from contractors or office employees

It has come to the managements notice that several employees have borrowed money from contractors and suppliers. There is clear conflict of interest with the company's policy of zero tolerance for corruption. Loans taken from contractors /suppliers could have easily been taken from them under pressure.

Therefore, from today all employees shall be absolutely prohibited from borrowing any amount from any contractor/supplier or their staff. Any violation shall lead to immediate termination from service.

As a one time opportunity, if any, employee has taken a loan from any contractor/ supplier, they will be required to send a written declaration with the details of loan on or before 4th of November, 2008 and a one time exemption shall be given to them.

In case of emergencies like accidents, police complaints, etc., if a loan is taken from the supplier/contractor, the same shall be declared in writing within 48 hours.

Employees are discouraged from lending money to their colleagues. It has been observed that in most cases employees seeking loans are doing so for financing their ill habits. By giving the loans one is further encouraging the ill habits of their colleagues. For any loan of more than Rs. 1,000/- given to a colleague a written declaration shall be made.

In general the office is financing emergencies like medical, education, etc., to discourage the practice of borrowing from colleagues or loan sharks.

Soham Modi