

	Triton Valves Limited	Security Policy	Version : 02
	Mercara Road, Belavadi		Effective Date: 01.01.2024
	Mysore 570 018	Policy No: TVL/HR Policy and procedure/2024/11	Revision Date: 01.01.2024

1. Purpose

Triton Valves Limited is committed to providing a safe, secure, and protected working environment for all employees, contractors, visitors, customers, and other stakeholders. This Security Policy establishes the framework for safeguarding employees, Company assets, information, facilities, equipment, materials, and intellectual property while ensuring business continuity and compliance with applicable legal and regulatory requirements.

2. Scope

This Policy applies to:

- All permanent, probationary, temporary, and contract employees.
- Apprentices and trainees.
- Contractors and service providers.
- Visitors, customers, consultants, and vendors.
- All Company premises, manufacturing facilities, warehouses, offices, parking areas, and any other locations under the Company's control.

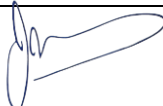
3. Policy Statement

The Company is committed to:

- Maintaining a secure workplace free from violence, theft, vandalism, sabotage, and unauthorized access.
- Protecting employees, visitors, Company assets, confidential information, and intellectual property.
- Implementing appropriate physical, procedural, and technological security controls.
- Respecting the dignity, privacy, and human rights of all individuals while implementing security measures.
- Complying with applicable laws, customer requirements, and industry standards.

4. Access Control

To ensure workplace security:

	Prepared By	Approved By
Name	Praveen K S	Aditya M Gokarn
Signature		
Designation	AGM – HR & Admin	Chairman & Managing Director

	Triton Valves Limited	Security Policy	Version : 02
	Mercara Road, Belavadi		Effective Date: 01.01.2024
	Mysore 570 018		Revision Date: 01.01.2024

- Entry to Company premises shall be permitted only through authorized entry points.
- Employees shall display valid Company Identity Cards at all times.
- Visitors shall register at the security gate, produce valid identification, and obtain a Visitor Pass.
- Visitors shall be escorted while inside manufacturing or restricted areas unless specifically authorized.
- Contractors shall carry valid authorization issued by the Company.
- Lost identity cards shall be reported immediately to Human Resources or Security.

5. Protection of Company Property

Employees shall:

- Protect Company property from theft, misuse, loss, or damage.
- Use Company equipment only for authorized business purposes.
- Report any missing, damaged, or suspicious items immediately.
- Return all Company property upon resignation, retirement, or termination.

Unauthorized removal of Company property is strictly prohibited.

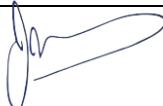
6. Security of Information

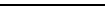
Employees shall:

- Maintain the confidentiality of Company information.
- Protect technical drawings, product designs, customer information, business records, and intellectual property.
- Use passwords and Company systems responsibly.
- Avoid sharing confidential information without proper authorization.
- Dispose of confidential documents securely.

7. Material Movement Control

No material, finished goods, scrap, tools, machinery, equipment, or Company property shall leave the premises without:

	Prepared By	Approved By
Name	Praveen K S	Aditya M Gokarn
Signature		
Designation	AGM – HR & Admin	Chairman & Managing Director

	Triton Valves Limited	Security Policy	Version : 02
	Mercara Road, Belavadi		Effective Date: 01.01.2024
	Mysore 570 018	Policy No: TVL/HR Policy and procedure/2024/11	Revision Date: 01.01.2024

- Authorized Gate Pass.
- Approval from the designated authority.
- Verification by Security personnel.

Security personnel shall inspect vehicles entering or leaving the premises as per Company procedures.

8. Vehicle Security

- Employee and visitor vehicles shall be parked only in designated parking areas.
- Vehicle entry and exit shall be recorded where applicable.
- Security personnel may inspect vehicles in accordance with Company procedures and applicable law.
- Speed limits within Company premises shall be strictly observed.

9. Workplace Surveillance

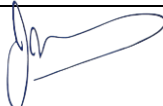
Where required for safety and security:

- CCTV cameras may be installed in appropriate areas.
- CCTV shall not be installed in washrooms, changing rooms, or other areas where privacy is expected.
- CCTV recordings shall be retained and accessed only by authorized personnel for legitimate business or legal purposes.

10. Emergency and Incident Reporting

Employees shall immediately report:

- Theft or attempted theft.
- Unauthorized entry.
- Violence or threats.
- Suspicious persons or activities.
- Fire or explosion.
- Security breaches.
- Damage to Company property.

	Prepared By	Approved By
Name	Praveen K S	Aditya M Gokarn
Signature		
Designation	AGM – HR & Admin	Chairman & Managing Director

	Triton Valves Limited	Security Policy	Version : 02
	Mercara Road, Belavadi		Effective Date: 01.01.2024
	Mysore 570 018		Revision Date: 01.01.2024

- Loss of confidential information.

Security incidents shall be investigated promptly, and appropriate corrective actions shall be implemented.

11. Responsibilities

Management

- Provide adequate security resources.
- Ensure implementation of this Policy.
- Review security performance periodically.

Security Department

- Control entry and exit.
- Monitor security systems.
- Conduct patrols and inspections.
- Maintain visitor and vehicle records.
- Respond to security incidents.

Human Resources

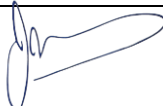
- Communicate this Policy.
- Coordinate employee awareness programs.
- Support investigations involving employees.

Employees

- Comply with all security procedures.
- Protect Company assets and information.
- Wear Company ID cards while on premises.
- Report suspicious activities immediately.

Contractors and Visitors

- Follow all Company security rules.
- Cooperate with Security personnel.
- Wear visitor passes while on Company premises.

	Prepared By	Approved By
Name	Praveen K S	Aditya M Gokarn
Signature		
Designation	AGM – HR & Admin	Chairman & Managing Director

 TRITON Touching Lives. Moving India.™	Triton Valves Limited	Security Policy	Version : 02
	Mercara Road, Belavadi		Effective Date: 01.01.2024
	Mysore 570 018	Policy No: TVL/HR Policy and procedure/2024/11	Revision Date: 01.01.2024

12. Human Rights and Ethical Security Practices

The Company shall ensure that all security personnel:

- Treat employees and visitors with dignity and respect.
- Do not use intimidation, harassment, discrimination, or excessive force.
- Respect human rights during inspections and investigations.
- Receive periodic training on ethical conduct, emergency response, and workplace safety.

13. Training and Awareness

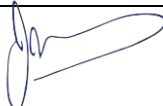
The Company shall provide periodic training on:

- Security procedures.
- Emergency response.
- Access control requirements.
- Information security.
- Incident reporting.
- Fire and evacuation procedures.
- Protection of Company assets.

14. Policy Violations

Failure to comply with this Policy may result in:

- Counseling or retraining.
- Disciplinary action.
- Recovery of losses where applicable.
- Termination of employment or contract.
- Legal action where required.

	Prepared By	Approved By
Name	Praveen K S	Aditya M Gokarn
Signature		
Designation	AGM – HR & Admin	Chairman & Managing Director