



MASTER CODE OF CONDUCT AND ETHICS

For

META INFOTECH LIMITED

(Applicable to Board of Directors, Senior Management and Employees)

Meta Infotech Limited.

Unit # 118, 119, 1st Floor, Ackruti Star, Opp. Ackruti Centre Point, MIDC, Andheri (E), Mumbai – 400 093. India Email: info@metainfotech.com
CIN No. L72100MH1998PLC117495 WWW.metainfotech.com

Phone 91 22 6937 2500

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In Meta Infotech Limited (“**Company**”), Master Code of Conduct and Ethics (“**Policy**”) sets out the comprehensive standards of behaviour, discipline, professionalism, confidentiality, information security, legal compliance and governance expected from all persons associated with the Company. The Policy is intended to create a respectful, secure, accountable and well-governed work environment and shall be read in conjunction with all other Company policies and applicable laws.

1. APPLICABILITY AND SCOPE

This Policy applies to all employees, users of the Company’s information systems, Senior Management Personnel, Members of the Board of Directors, full-time employees (whether permanent or on probation), contractors, consultants, and any other individuals engaged by the Company (collectively referred to as “**Employee**”). It governs conduct within the workplace, in the use of Company resources and information systems, in dealings with colleagues, clients and third parties, and in the discharge of managerial and governance responsibilities. Non-compliance with this Policy may result in disciplinary action in accordance with the Company’s policies and applicable laws.

2. PROFESSIONAL BEHAVIOUR AND STANDARDS OF ETHICAL CONDUCT

- All persons covered under this Policy shall conduct themselves with honesty, integrity and professionalism in all work-related activities and interactions. They shall deal fairly and transparently with customers, vendors, competitors and all other stakeholders and shall not engage in any form of fraud, misrepresentation, deceptive practice or unethical conduct.
- Every individual is expected to act in the best interests of the Company at all times and to ensure that their actions uphold the reputation, credibility and values of the Company.

3. COMPLIANCE WITH LAWS AND COMPANY POLICIES

- All persons covered under this Policy shall strictly comply with all applicable laws, rules and regulations in the course of their duties. In addition, they shall adhere to all internal policies, procedures and guidelines of the Company, including but not limited to the HR Policy, POSH Policy, Information Security Policy, Insider Trading Policy, Policy on obligations of Directors and Senior Management Personnel, Vigil Mechanism/Whistle Blower Policy, Risk Assessment and Management Policy and any other policy issued from time to time.
- Any known or suspected violation of laws or Company policies shall be promptly reported through the prescribed reporting channels or the vigil mechanism established by the Company.

4. ATTENDANCE, PUNCTUALITY AND RESPONSIBILITY

- Employees shall strictly adhere to the prescribed working hours, attendance requirements and work schedules as notified by the Company from time to time. Employees are expected to report to work on time, remain present during working hours, and diligently discharge the duties and responsibilities assigned to them.
- Habitual late attendance, unauthorized absence, frequent absenteeism, leaving the workplace without prior approval, negligence in performance of duties, or failure to complete assigned work without reasonable cause shall constitute misconduct and may attract disciplinary action in accordance with this Policy and other applicable Company policies.

5. DRESS POLICY AND PERSONAL APPEARANCE

- Employees shall maintain a neat, clean, and professional appearance at all times while on Company premises or during any work-related interaction. Employees are expected to wear decent and workplace-appropriate attire suitable for a professional environment.
- Employees who interact with clients, including those working from client offices, shall wear formal attire and shall comply with the dress code and policies prescribed by the respective client.
- Footwear shall be clean, formal and appropriate for office wear at all times.

6. WORKPLACE DISCIPLINE AND ETIQUETTE

- Employees shall observe proper workplace discipline and maintain a professional and harmonious work environment at all times. Employees are required to follow the established reporting hierarchy and comply with all lawful and reasonable instructions issued by their supervisors or management.
- Employees shall maintain workplace decorum, demonstrate cooperation with colleagues and teams, and refrain from engaging in arguments, conflicts, gossip or any behaviour that may disturb workplace harmony. All communication, whether verbal, written or electronic, shall be courteous, respectful and professional.

7. PROTECTION AND PROPER USE OF COMPANY ASSETS

- All persons covered under this Policy shall protect and use the Company's physical and digital assets responsibly and solely for legitimate business purposes. Company assets include, but are not limited to, equipment, devices, infrastructure, documents, systems, data, intellectual property and any other resources provided for official use.
- Misuse, unauthorized use, damage, theft, negligence or wastage of Company assets is strictly prohibited and may result in disciplinary action in accordance with this Policy and applicable Company policies.

8. STANDARDS OF PERFORMANCE

Employees are expected to perform their duties with diligence, efficiency and honesty, and to consistently meet the timelines, quality standards and role expectations communicated by the Company. Employees shall demonstrate accountability, reliability, teamwork and adherence to Company policies in the discharge of their responsibilities. Persistent failure to meet expected performance standards may result in corrective measures in accordance with this Policy.

9. PERFORMANCE EVALUATION

The Company shall conduct performance evaluations of employees based on their role expectations, quality and timeliness of work, conduct, accountability, teamwork and adherence to Company policies. Employees shall acknowledge the feedback provided during such evaluations and are expected to take appropriate corrective and improvement measures wherever required.

10. PERFORMANCE IMPROVEMENT PLAN (PIP)

- Where an employee's performance is found to be unsatisfactory, the Company may place the employee on a Performance Improvement Plan ("PIP") for a defined period of 3 (three) months at the discretion of the Reporting Manager and/or HR Team. The PIP shall set out clear performance objectives, expectations, and review timelines in writing, and the employee shall be provided reasonable guidance and opportunity to improve.
- An employee may be placed on a PIP for a maximum of 2 (two) instances during the course of employment.
- Failure to demonstrate satisfactory improvement during or upon conclusion of the PIP period may result in appropriate performance-related action, including reassignment, demotion, or termination of employment, at the discretion of the Company.

11. SUSPENSION PENDING REVIEW, RECTIFICATION OR INQUIRY

- Where the Company considers it necessary in the interest of the organisation, including for the purpose of investigating alleged misconduct, reviewing any act or omission, enabling rectification of errors for Employees, safeguarding Company assets or records, or examining any matter that may be prejudicial to the Company, the Company may place an Employee under suspension pending review.
- Such suspension may be for a period up to ninety (90) days or for such further period as may be reasonably required based on the nature of the matter. During the period of suspension, the Employee may be restricted from accessing the workplace, systems, data, clients or performing assigned duties, as determined by the Company.
- Suspension shall not be construed as a disciplinary penalty and shall be without prejudice to the Company's right to conduct inquiry and take appropriate disciplinary action in accordance with the Company's policies and applicable law.



12. OUTSIDE ENGAGEMENT, NON-COMPETE AND NON-SOLICITATION

A. No Dual Employment / Outside Engagement

- Employees shall not undertake any other employment, assignment, consultancy, freelancing work, business activity or professional engagement during the term of employment with the Company without prior written approval from the Company.
- Engaging in dual employment or outside activities that conflict with the duties, working hours, confidentiality obligations or interests of the Company shall constitute misconduct under this Policy.

B. Non-Compete

- During the term of employment, employees shall devote their full working time, attention and abilities to the business of the Company and shall not, directly or indirectly, engage in any trade, business, profession, employment, consultancy, advisory role or other activity which competes with or is detrimental to the interests of the Company.
- Employees shall not associate themselves, whether as employee, consultant, partner, proprietor, director, investor or in any other capacity, with any entity engaged in a business that competes with the business of the Company without prior written approval of the Company.
- Nothing contained herein shall restrict an Employee from holding passive financial investments that do not result in a conflict of interest with the Company.

C. Non-Solicitation

During employment and for a period of twelve (12) months following cessation of employment for any reason, an Employee shall not, directly or indirectly:

- a. solicit, induce or attempt to solicit any employee, consultant, vendor or business associate of the Company to terminate or alter their relationship with the Company; or
- b. solicit or attempt to solicit any client, customer or prospective client of the Company with whom the Employee had dealings during the course of employment, for the purpose of offering competing services.

13. CONFLICT OF INTEREST

- All persons covered under this Policy shall avoid situations in which their personal interests may conflict, or appear to conflict, with the interests of the Company. Any actual, potential or perceived conflict of interest shall be promptly disclosed to the Company in the prescribed manner.
- No individual shall use their position for personal gain or derive any undue benefit for themselves, their family members or associates. Engagement in outside employment, business, investments or relationships that may interfere with the discharge of duties or compromise the interests of the Company is prohibited without prior written approval of the Company.

14. GIFTS, HOSPITALITY AND ANTI-BRIBERY

- All persons covered under this Policy shall strictly refrain from offering, giving, soliciting or accepting any form of illegal gratification, bribe, kickback or undue advantage in connection with the Company's business.
- Only nominal and customary gifts or hospitality of reasonable value may be accepted or offered in the ordinary course of business, provided the same does not influence, or appear to influence, any business decision or professional judgment. Any gift or hospitality that could create a sense of obligation, conflict of interest or reputational risk to the Company shall be declined or appropriately disclosed to the Company.

15. CONFIDENTIALTY AND PROTECTION OF INFORMTAION



- All persons covered under this Policy shall safeguard and protect all confidential, proprietary, sensitive and customer information belonging to the Company or any third party. Such information shall be accessed, used and shared strictly on a need-to-know basis and only for legitimate business purposes.
- Unauthorized disclosure, transmission, copying or misuse of any confidential information is strictly prohibited. The obligation to maintain confidentiality shall continue even after cessation of employment, engagement or association with the Company.

16. INFORMATION SECURITY AND ACCEPTABLE USE OF IT SYSTEMS

A. General

- All data created, stored, processed or transmitted on the Company's systems, networks, devices or infrastructure, whether within or outside the office premises, remains the exclusive property of Company. While the Company endeavours to provide a reasonable level of privacy, Users shall have no expectation of personal privacy in respect of information created or stored on Company systems.
- All persons covered under this Policy shall exercise due care in safeguarding Company IT assets, infrastructure, systems and information. This section shall be read by and is applicable to all Employees and Users of the Company's information systems.

B. Acceptable Use and Security Obligations

- Users shall use Company IT systems, networks, email IDs, devices and information strictly for authorized business purposes and in accordance with approved procedures, security guidelines and change management processes.
- Users shall:
 - a. Protect login credentials and follow password and encryption guidelines;
 - b. Ensure systems are updated with approved security configurations, patches and anti-virus protection;
 - c. Follow Clear Desk and Clear Screen practices when away from workstations;
 - d. Use only authorized software, devices and storage media;
 - e. Use only official Company email IDs for business communication, except with prior approval;
 - f. Avoid accessing malicious, obscene, restricted or unauthorized websites;
 - g. Refrain from installing pirated software or using unauthorized tools;
 - h. Not use personal devices or removable media without prior approval;
 - i. Not store confidential information on external devices, cloud storage or personal systems without authorization;
 - j. Immediately report any information security incident, suspicious activity or system weakness to the designated authority.

C. Prohibited Activities

The following actions are strictly prohibited:

- a. Unauthorized access or attempts to access any Company system, device, server, network or another User's system;
- b. Attempting to hack, bypass, test or compromise Company IT infrastructure;
- c. Sharing passwords, using generic user IDs or storing passwords insecurely;
- d. Unauthorized copying, deletion, modification or transfer of confidential or copyrighted material;
- e. Misuse of Company email IDs for unauthorized, illegal or personal promotional purposes;
- f. Tampering with CCTV systems, recordings or physical security equipment;
- g. Obstructing or manipulating evidence during any security investigation;
- h. Leaving storage devices unattended or using removable media without approval;
- i. Unauthorized recording through photo, video or audio devices in secure areas;
 - j. Theft, loss or misplacement of Company IT assets or infrastructure due to negligence;
 - k. Failure to follow change management, hardening guidelines or security checklists.

D. Reporting of Security Incidents



Any User who becomes aware of or witnesses an information security event, breach or suspicious activity shall immediately report the same to the Reporting Manager, CISO or designated authority. Failure to report a known incident shall itself be treated as a violation of this Policy.

E. Disciplinary Consequences for Breach

- Any violation of this section shall attract disciplinary action depending on the nature, frequency and severity of the breach, as determined by the CISO and Management. Such action may include verbal warning, written reprimand, suspension, recovery of losses, or termination of employment. Serious violations including hacking attempts, theft of assets, breach of confidentiality, use of pirated software, or unauthorized data transfer may result in immediate suspension or termination.
- Repeated violations of security practices such as password misuse, failure to follow clear desk policy, failure to update systems, use of unauthorized devices, or non-participation in security awareness programs shall also attract progressive disciplinary action.

F. Enforcement

The Company shall take necessary disciplinary action against any person violating this section or encouraging, ignoring or failing to report such violations. Disciplinary measures shall be in accordance with the Company's HR policies and this Policy.

G. Special Situations and Exceptions

If any directive or requirement issued by the Government, regulatory authority or the Company's top management overrides any provision of this section, such directive shall prevail to the extent of inconsistency.

H. Reference to Information Security Standards

This Section is aligned with the requirements and controls prescribed under ISO/IEC 27001:2022 relating to information security governance, roles and responsibilities, acceptable use of assets, awareness, disciplinary process, and user endpoint device security.

17. WORKPLACE CONDUCT, EQUAL OPPORTUNITY AND MISCONDUCT

- The Company is committed to maintaining a workplace founded on dignity, respect and equal opportunity for all. All persons covered under this Policy shall treat colleagues, clients and third parties with courtesy and professionalism and shall refrain from any behaviour that may create a hostile, intimidating or uncomfortable work environment.
- The Company strictly prohibits harassment, discrimination and inappropriate conduct of any nature and requires full compliance with its POSH Policy and other workplace policies issued from time to time.
- The following acts and omissions shall constitute misconduct under this Policy. The list is illustrative and not exhaustive:
 - a. Insubordination or refusal to comply with lawful and reasonable instructions of supervisors or management;
 - b. Harassment, discrimination, bullying, intimidation or any behaviour creating a hostile work environment;
 - c. Breach of confidentiality or misuse of Company, client or third-party information;
 - d. Misuse, damage or unauthorized use of Company assets, systems or resources;
 - e. Engaging in dual employment, trade, business or outside engagement without prior approval of the Company;
 - f. Reporting to work or remaining at the workplace under the influence of alcohol, drugs or any intoxicating substance;
 - g. Fraud, dishonesty, theft, misrepresentation or falsification of records or documents;
 - h. Habitual negligence of duties or continued poor performance despite warnings or corrective measures;
 - i. Violation of any Company policy, rule or procedure.

18. FINANCIAL INTEGRITY AND RECORDS



- All persons entrusted with financial, accounting or record-keeping responsibilities shall ensure that the Company's books, records, accounts and documents are maintained accurately, completely and in a timely manner in accordance with applicable laws, accounting standards and internal controls.
- No individual shall manipulate, falsify, omit or misrepresent any financial or business record for any reason. All transactions shall be properly authorized, recorded and supported by appropriate documentation.
- Employees, Senior Management and Directors shall extend full cooperation and transparency during internal or external audits, inspections or reviews, and shall not withhold, conceal or alter any information required for such purposes.

19. DUTIES SPECIFIC TO BOARD OF DIRECTORS AND SENIOR MANAGEMENT PERSONNEL

- Members of the Board of Directors and Senior Management Personnel shall act in accordance with the highest standards of integrity, honesty, independence, skill and diligence while discharging their duties and responsibilities. They shall at all times act in the best interests of the Company, its shareholders, employees and other stakeholders and uphold sound corporate governance practices.
- Directors shall exercise independent judgment in Board and Committee deliberations, regularly attend meetings of the Board, Committees and General Meetings, and participate actively and constructively in decision-making processes. They shall keep themselves adequately informed about the Company's affairs and the external environment in which the Company operates, and where they have concerns regarding any matter, ensure that such concerns are appropriately addressed and recorded in the minutes of the meeting.
- Directors and Senior Management shall ensure that adequate deliberations are undertaken before approving related party transactions and shall satisfy themselves that such transactions are in the best interests of the Company. They shall also ensure that the Company has an effective and functional vigil mechanism and that no person using such mechanism is subjected to any prejudice.
- They shall deal fairly with customers, suppliers, competitors and employees, and shall not engage in manipulation, concealment, misrepresentation or any unfair dealing practices.
- Independent Directors shall undertake appropriate induction and regularly update their knowledge of the Company and its operations, seek clarification or professional advice wherever required at the cost of the Company, and assist in protecting the legitimate interests of the Company and its stakeholders while acting within their authority.
- Directors and Senior Management shall promptly report any unethical behaviour, suspected fraud or violation of this Policy or applicable laws to the Board or designated authority and shall extend full cooperation in any review, inquiry or investigation.

20. INSIDER TRADING

- Employees are required to comply with all applicable laws, rules, and regulations relating to insider trading. The Company strictly prohibits insider trading and any dealing in the Company's securities while in possession of material, non-public information.
- The Company has adopted an Insider Trading Policy, which lays down detailed requirements, including restrictions on trading, disclosures, and prior approvals, as applicable. All employees are required to familiarize themselves with and adhere to the Insider Trading Policy.
- Any violation of insider trading laws or the Company's Insider Trading Policy will attract strict disciplinary action, in addition to penalties under applicable laws.

21. REPORTING OF VIOLATIONS

Any person covered under this Policy who becomes aware of any violation of this Policy, Company policy or applicable law shall promptly report the same to the Reporting Manager, Human Resources, Compliance Officer or through the vigil mechanism of the Company. No person making such report in good faith shall be subjected to retaliation.

22. DISCIPLINARY PROCESS



- Where any misconduct or performance-related issue arises, the Company may initiate an appropriate disciplinary process, which may include a verbal warning, written warning, issuance of a show cause notice, suspension pending inquiry, or formal investigation, as deemed necessary based on the circumstances.
- Before taking any major disciplinary action, the Employee shall be provided a reasonable opportunity to respond to the allegations or concerns raised.

23. DISCIPLINARY ACTION

Depending upon the nature and severity of the misconduct or continued poor performance, the Company may impose appropriate disciplinary action, which may include one or more of the following:

- Issuance of a written warning or reprimand;
- Withholding of increments, incentives or other employment benefits;
- Demotion, reassignment of role or change in responsibilities;
- Suspension from duties for a specified period;
- Recovery of losses or damages caused to the Company;
- Termination of employment without notice in cases of serious misconduct;
- Initiation of legal proceedings, where applicable.

24. MANAGER AND SUPERVISOR RESPONSIBILITY

Managers and supervisors shall be responsible for monitoring the conduct and performance of their team members, providing timely and constructive feedback, ensuring adherence to this Policy and other Company policies, and promptly escalating any instance of misconduct, policy breach or concern to Human Resources or the Management, as appropriate.

25. DISSEMINATION OF THE POLICY

This Policy shall form part of the Employee Handbook and shall be made available on the Company's official website/HRMS portal. The Policy shall be circulated to all Employees, Board Members and Senior Management Personnel and shall be covered during employee induction and through periodic awareness programs conducted annually.



ANNEXURE A

ACKNOWLEDGEMENT

I hereby confirm that I have received and read the Meta Infotech Limited's ("Company") Master Code of Conduct and Ethics (the "Policy"). I understand the principles described in the Policy and further understand that there are additional laws/policies applicable to me in my role with the Company and that I have a continuing responsibility to keep myself updated with all the policies issued. I am committed to the growth of the Company through ethical and sustainable practices. I agree to comply with the this and all other Policies of the Company. I understand that failure to do so may result in disciplinary action up to and including termination of my employment. I further undertake to make good any losses incurred by the Company due to any violation of the Policy or any of policies or my Employment Contract committed by me. I am aware that I can consult my supervisor and/or the HR/Secretarial/Legal Department, in case of any questions or lack of understanding regarding the Policy during the course of my employment. I know that such discussions shall be maintained in confidence by these individuals at the Company. If I have concerns about possible violations to the Policy and/or any other policy of the Company, I shall promptly raise the same through written or otherwise documented communication in accordance with the mechanisms provided in the Policy. I understand that the Company may choose to amend or alter the Master Code of Conduct and Ethics in the future at its own discretion.

It is required that all the employees to whom this Policy is applicable should read and understand this Policy and uphold these standards in the day-to-day activities and comply with all the applicable laws, rules and regulations and are required to sign this acknowledgement form and return to the HR Team of the Company indicating that they have received, read, understood, accepted and agree to comply with the terms and conditions of this Policy.

Employee Name: _____
Employee ID: _____
Designation: _____
Signature: _____
Date: _____



ANNEXURE B

CODE OF BUSINESS CONDUCT AND ETHICS FOR BOARD MEMBERS

1. To act in accordance with the highest standard of personal and professional integrity, honesty and ethical conduct in the discharge of duties and promoter professional is in the company.
2. To set abreast of the affairs of the Company and be kept informed of the Company's compliance with relevant laws, rules and regulations.
3. To exercise independent judgment on issues for strategy, performance, policy matters, etc.
4. To avoid and disclose actual and apparent conflicts of personal interest with interest of the Company and to disclose all contractual interest, whether directly or indirectly, with the Company.
5. To inform the Company immediately about emergence of any situation that may disqualify him from Directorship.
6. To maintain confidentiality of the Company's business.
7. To observe the Code of Conduct to Regulate, Monitor And Report Trading By Designated Persons for Prohibition of Insider Trading Regulations, 2015.
8. Not to accept any offer, pay monetary anything of value from customers, vendors, consultants, etc. that is perceived or intended, directly or indirectly, to influence any business decision.
9. Not to hold any office or place of profit in the Company by himself or by his relatives without full disclosure of information in connection therewith.
10. Not to divert to his own advantage any business that the Company is in pursuit.
11. Not to compete, directly or indirectly, with the Company.
12. Not to charge personal expenses to the Company.
13. If the Director discloses his interest, direct or indirect, in other companies or entities (either as Director, Shareholder or otherwise) under Section 184 of the Companies Act, 2013, that will be deemed to be sufficient compliance.
14. Duties of independent Directors: The Independent Director shall-
 - a) undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company;
 - b) seek appropriate clarification or amplification of information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the company;
 - c) strive to attend all meetings of the Board of Directors and of the Board committees of which he is a member;
 - d) participate constructively and actively in the committees of the Board in which they are chairpersons or members;
 - e) strive to attend the general meetings of the company;
 - f) where they have concerns about the running of the company or a proposed action, ensure that these are addressed by the Board and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the Board meeting;
 - g) keep themselves well informed about the company and the external environment in which it operates;
 - h) not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
 - i) pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the company;
 - j) ascertain and ensure that the company has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on account of such use;
 - k) report concerns about unethical behaviour, actual or suspected fraud or violation of the company's code of conduct or ethics policy;
 - l) act within their authority, assist in protecting the legitimate interests of the company, shareholders and its employees;



- m) not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the Board or required by law.

It is required that all the board members to whom this Policy is applicable should read and understand this Policy and uphold these standards in the day-to-day activities and comply with all the applicable laws, rules and regulations and are required to sign this acknowledgement form return to the Company Secretary of the Company indicating that they have received, read, understood, accepted and agree to comply with the terms and conditions of this Policy.

Director Name: _____

DIN: _____

Designation: _____

Signature: _____

Date: _____



ANNEXURE C

CODE OF BUSINESS CONDUCT AND ETHICS FOR SENIOR MANAGEMENT PERSONNEL

1. To act in accordance with the highest standard of personal and professional integrity, honesty and ethical conduct in the discharge of duties and responsibilities.
2. To use reasonable care and skill in the discharge of duties and responsibilities and exercise of powers for the benefit and prosperity of the Company.
3. To have a clear understanding of the aims and objective, capabilities and capacity and various policies of the Company.
4. To devote full time and attention to the business interests of the Company.
5. To avoid and disclose actual and apparent conflicts of personal interest with the interests of the Company and to disclose all contractual interest, whether directly or indirectly, with the Company.
6. Not to accept employment/Directorship with the suppliers, customers or competitors of the Company and not to take part in any activity that enhances or supports a competitor.
7. Not to make investment in any customer, supplier or competitor of the Company that may compromise on his responsibilities to the Company and any such investment shall be with prior and full disclosure to the Company.
8. To avoid conducting Company business with a relative or with a business in which a relative is associated in any role.
9. Not to divert to his own advantage any business opportunity that the Company is in pursuit.
10. Not to accept any offer, payment or anything of value from customers, vendors, consultants, etc. that is perceived or intended, directly or indirectly, to influence any business decision.
11. Not to compete, whether directly or indirectly, with the Company.
12. To promote professionalism in the Company.
13. To maintain confidentiality of the Company's business.
14. Not to charge personal expenses to the Company.
15. To observe the Code of Conduct to Regulate, Monitor And Report Trading By Designated Persons for Prohibition of Insider Trading Regulations, 2015.

It is required that all the senior management personnel to whom this Policy is applicable should read and understand this Policy and uphold these standards in the day-to-day activities and comply with all the applicable laws, rules and regulations and are required to sign this acknowledgement form return to the Company Secretary of the Company indicating that they have received, read, understood, accepted and agree to comply with the terms and conditions of this Policy.

Director Name: _____

Designation _____

Employee ID: _____

Signature: _____

Date: _____

