

# CODE OF CONDUCT FOR BOARD MEMBERS AND SENIOR MANAGEMENT PERSONNEL

## 1. INTRODUCTION

- (i) This Code of Conduct (hereinafter referred to as the “Code”) shall be called “The Code of Conduct for Board Members and Senior Management Personnel” of ETT LIMITED (hereinafter referred to as the “Company”).
- (ii) This Code envisages that the Board of Directors of the Company (the “Board”) and Senior Management Personnel (as hereinafter defined) (collectively referred to as the “Officers”) must act within the bounds of the authority conferred upon them and with a duty to comply with the requirement of applicable laws.
- (iii) The purpose of this Code is to enhance ethical and transparent process in managing the affairs of the Company, and thus to sustain the trust and confidence reposed in the Officers by the shareholders of the Company. The Officers are expected to understand, adhere to, comply with and uphold the provisions of this Code and the standards laid down hereunder in their day-to-day functioning.
- (iv) This Code has been framed in compliance with the provisions of Clause 49 of the Listing Agreement entered into by the Company with the Delhi Stock Exchange Ltd., Ahmedabad Stock Exchange Ltd. and Ludhiana Stock Exchange Ltd. (hereinafter referred to as the “Stock Exchanges”). The principal duty of the Board, along with the Senior Management, is to ensure that the Company is well managed and recognize that their primary responsibility is to the shareholders of the Company. The Board is entrusted with the responsibility of making decisions on several matters relating to the Company.
- (v) The principles prescribed in this Code are general in nature and lay down broad standards of compliance and ethics, as required by Clause 49 of the listing agreement with the Stock Exchanges. The Officers should also review other applicable policies and procedures of the Company for specific instructions and guidelines, which are to be read in conjunction with this Code.
- (vi) This Code shall come into force with effect from the 30th day of August, 2008.

## 2. DEFINITIONS & INTERPRETATIONS

- (i) In this Code, unless repugnant to the meaning or context thereof, the following expressions, wherever used in this Code, shall have the meaning assigned to them below:
  - (a) **“Board”** shall mean the Board of Directors of the Company.

- (b) **“Board Members”** shall mean the Directors on the Board of Directors of the Company.
- (c) **“Company”** shall mean ETT Limited.
- (d) **“Government”** shall mean Government of India.
- (e) **“Officers”** shall collectively refer to the Board Members and the Senior Management Personnel.
- (f) **“Price Sensitive Information”** includes any information which relates directly or indirectly to the Company and which if published is likely to materially affect the price of Securities of the Company.
- (g) **“Relative”** shall have the same meaning as assigned to the term in Sections 2(41) and 6 of the Companies Act, 1956, read with Schedule IA of the Companies Act, 1956, and as more specifically detailed in Appendix I.
- (h) **“Securities”** includes:
  - a. shares, scrips, bonds, debentures, debenture stock or other marketable securities of a like nature;
  - b. puts, calls or any other option on the Company’s Securities even though they are not issued by the Company;
  - c. futures, derivatives and hybrids; and
  - d. such other instruments as may be declared to be such by the Compliance Officer from time to time.
- (i) **“Senior Management Personnel”** shall mean personnel of the Company who are members of its core management team excluding the Board of Directors and would comprise of all members of management one level below the Directors.
- (j) **“Whole Time Directors”** shall mean the Board Members who are in the Whole-time employment of the Company.
- (k) **“Non Whole Time Directors”** shall mean the Board Members who are part-time Directors and not in the whole time employment of the Company.

(ii) In this Code, words importing masculine shall include feminine and words importing singular shall include plural or vice - versa.

### 3. **APPLICABILITY**

This Code shall be applicable to the following persons:

- (i) Board Members, and
- (ii) Senior Management Personnel.

The Directors and Senior Management Personnel should continue to comply with other applicable / to be applicable policies, rules and procedures of the Company.

#### **4. PROFESSIONAL INTEGRITY, HONESTY AND ETHICAL CONDUCT**

Every Officer shall act within the authority conferred upon him by the Company and under applicable law, keeping the best interest of the Company in view and shall:

- (i) Act with professionalism, utmost care, skill, diligence, honesty, objectivity, good faith and integrity as well as high moral and ethical standards;
- (ii) Honest conduct is conduct that is free from any fraud or deception. Ethical conduct is ethical handling of actual or apparent conflicts of interest between personal and professional relationship;
- (iii) Senior management shall ensure, at all times, the integrity of data or information furnished by him or her to the Company;
- (iv) Fulfill their fiduciary obligations without allowing their independence of judgment to be compromised;
- (v) Act fairly and transparently and not participate in any decision-making process on a subject matter in which a conflict of interest exists or is likely to exist such that an independent judgment of the Company's best interest cannot be exercised;
- (vi) Avoid conducting business with (a) a relative; (b) a private limited company in which he or his relative is a member or a director; (c) a public limited company in which he or his relative holds 2% or more shares or voting rights; and (d) with a firm in which the relative is a partner.  
If such related party transaction is unavoidable, it must be fully disclosed to the Board of the Company;
- (vii) Avoid having any personal and / or financial interest in any business dealings concerning the Company;
- (viii) Not hold any positions or jobs or engage in other businesses or interests that are prejudicial to the interests of the Company;
- (ix) Not exploit for his own personal gain, opportunities that are discovered through the use of Company's property, information or position, unless the opportunity is disclosed fully in writing to the Board and the Board declines to pursue such opportunity;
- (x) Not seek, accept, or offer or make, directly or indirectly, any gifts, illegal payments, remunerations, donations or comparable benefits which are intended to or perceived to obtain business or uncompetitive favours for the conduct of its business.
- (xi) Not commit any offence involving moral turpitude or any act contrary to law or opposed to public policy.
- (xii) Observe and guide the Company in maintaining highest degree of Corporate Governance.
- (xiii) Stay abreast of the affairs of the Company and be kept informed of the

Company's compliance with relevant laws, rules & regulations.

## **5. DISCLOSURES**

- (i) Notwithstanding that any instances of conflict of interest exist due to any historical reasons, adequate and full disclosure by the interested officer should be made to the Company. It is also incumbent upon every Officer to make a full disclosure of any interest which the Officer or the Officer's immediate family, which would include parents, spouse and children, may have in a company or firm, which is a supplier, customer, distributor of or has other business dealings with the Company.
- (ii) With respect to related party disclosures, Board Members shall make disclosure to the Board and Senior Management Personnel shall make disclosure to the Compliance Officer under the provisions of Accounting Standard 18 annexed hereto vide Appendix - II.
- (iii) If an Officer fails to make a disclosure as required herein, and the Company of its own accord becomes aware of an instance of conflict of interest that ought to have been disclosed by the Officer, the Company would take a serious view of the matter and consider suitable disciplinary action against the Officer.

## **6. OTHER DIRECTORSHIPS**

Unless specifically permitted by the Chairman of the Board, Officers shall not serve as director of any other company or as partner of a firm that is engaged in a competing business with the Company. This clause will not be applicable to Non-Whole Time Directors.

## **7. PRESERVATION OF "PRICE SENSITIVE INFORMATION"**

Every Officer shall maintain the confidentiality of all "Price Sensitive Information". They shall not pass on such information to any person directly or indirectly by way of making a recommendation or dealing in securities.

## **8. PUBLIC REPRESENTATION AND CONFIDENTIALITY OF INFORMATION**

- (i) The officers of the Company honour the information requirements of the public and its stakeholders.
- (ii) In all its public appearance with respect to disclosing information in relation to the Company's activities to public constituencies such as the media, the financial community, employees and shareholders, the Company shall be represented only by specifically authorised Officers.
- (iii) Any information concerning the Company's business, its customers, suppliers, etc. to which the Officers have access or which is possessed by

the Officers, must be considered privileged and confidential and should be held in confidence at all times, and should not be disclosed to any person, unless (i) authorised by the Board, (ii) the same is part of the public domain at the time of disclosure, or (iii) is required to be disclosed in accordance with applicable laws.

## **9. REGULATORY COMPLIANCE**

Every Officer shall, in his business conduct, comply with all applicable laws, rules and regulations, both in letter and in spirit, in all the territories in which he operates. If the ethical and professional standards set out in the applicable laws and regulations are below that of the Code, then the standards of the Code shall prevail.

## **10. PROTECTION OF ASSETS**

The Officers shall use best endeavors to protect Company's assets and property, ensure its efficient use and shall not derive any personal benefit (including without Limitation through the use of Company's property, assets, information of position) except those which they are lawfully entitled to.

## **11. ACKNOWLEDGEMENT OF RECEIPT OF THE CODE**

All Board Members and Senior Management Personnel shall acknowledge receipt of this Code or any modification(s) thereto, in the acknowledgement form annexed to this Code vide Appendix - IV and forward the same to the Company Secretary.

## **12. AMENDMENTS TO THE CODE**

The provisions of this Code can be amended and modified by the Board of Directors of the Company from time to time and all such amendments and modifications shall take effect from the date stated therein. All Officers shall be duly informed of such amendments and modifications.

## **13. ANNUAL COMPLIANCE REPORTING**

All Officers shall be required to affirm compliance with this Code on an annual basis, within 30 days of close of every financial year to the Compliance Officer / Company Secretary, in the form annexed hereto vide Appendix – III.

## **14. PLACEMENT OF THE CODE ON WEBSITE**

Pursuant to Clause 49 of the Listing Agreement, this Code and any amendments

thereto shall be posted on the website of the Company.

**15. ENFORCEMENT OF THE CODE**

- (i) The Company Secretary shall be the Compliance Officer for the purpose of this Code.
- (ii) Each Officer shall be accountable for fully complying with this Code.
- (iii) Compliance Officer shall report breach of this Code, if any, which comes to his notice to the Board.
- (iv) All the Officers shall be subject to due investigation of any possible violations of this Code.

**16. CONSEQUENCES OF NON-COMPLIANCE OF THIS CODE**

- (i) In case of breach of this Code by the Non Whole Time Directors, the same may be considered by the Board for initiating appropriate action, as deemed necessary.
- (ii) In case of breach of this Code by the Whole Time Directors and Senior Management Personnel, the same shall be liable to disciplinary action by the Company.

**17. WAIVERS**

Waiver of any provision of this Code of Conduct must be granted in writing by the Board.

**EXTRACT OF SECTION 6 OF THE COMPANIES ACT, 1956**

**Meaning of “relative”**

6. A person shall be deemed to be a relative of another if, and only if-
  - a. they are members of a Hindu undivided family, or
  - b. they are husband and wife; or
  - c. the one is related to the other in the manner indicated in schedule IA

**Schedule IA**

**List of Relatives**

1. Father
2. Mother (including step-mother)
3. Son (including step-son)
4. Son's wife
5. Daughter (including step-daughter)
6. Father's father
7. Father's mother
8. Mother's father
9. Mother's mother
10. Son's son
11. Son's son's wife
12. Son's daughter
13. Son's daughter's husband
14. Daughter's husband
15. Daughter's son
16. Daughter's son's wife
17. Daughter's daughter
18. Daughter's daughter's husband
19. Brother (including step-brother)
20. Brother's wife
21. Sister (including step sister)
22. Sister's husband

**RELATED PARTY TRANSACTIONS**

The following Related Party transactions with the Company, keeping in view the provisions of Accounting Standard 18, shall be disclosed.

- (i) Purchase / sale of goods (finished or unfinished)
- (ii) Purchase / sale of fixed assets
- (iii) Rendering or receiving of services
- (iv) Agency arrangements
- (v) Leasing or hire purchase arrangements.
- (vi) Transfer of research and development, expertise, technology or efforts
- (vii) License agreements
- (viii) Financing including loans and equity contributions in cash or in kind
- (ix) Provision of guarantees and collaterals
- (x) Entering into Management contracts for deputation of employees

**Related Parties shall cover the following:**

- (i) Enterprises that directly, or indirectly through one or more intermediaries, control, or are controlled by, or are under common control with, the reporting enterprise (this includes holding companies, subsidiaries and fellow subsidiaries);
- (ii) Associates and joint ventures of the reporting enterprise and the investing party or venturer in respect of which the reporting enterprise is an associate or a joint venture;
- (iii) Individuals owning, directly or indirectly, an interest in the voting power of the reporting enterprise that gives them control or significant influence over the enterprise, and relatives of any such individual;
- (iv) Key management personnel and relatives of such personnel; and
- (v) Enterprises over which any person described in (c) or (d) above is to exercise significant influence. This includes enterprises owned by directors or major shareholders of the reporting enterprise or enterprises that have a member of key management in common with the reporting enterprise.



**ETT LIMITED**  
**CODE OF CONDUCT**  
**FOR**  
**BOARD MEMBERS AND SENIOR MANAGEMENT PERSONNEL**  
**ANNUAL COMPLIANCE REPORT\***

I \_\_\_\_\_ do hereby solemnly affirm to the best of my knowledge and belief that I have fully complied with the provisions of the “CODE OF CONDUCT FOR BOARD MEMBERS AND SENIOR MANAGEMENT PERSONNEL” during the financial year ending \_\_\_\_\_.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

\*To be submitted by April 30 every year.

**ETT LIMITED**  
**CODE OF CONDUCT**  
**FOR**  
**BOARD MEMBERS AND SENIOR MANAGEMENT PERSONNEL**  
**ACKNOWLEDGEMENT FORM**

I \_\_\_\_\_ have received and read the Company's "CODE OF CONDUCT FOR BOARD MEMBERS AND SENIOR MANAGEMENT PERSONNEL (this Code)". I have understood the provisions and policies contained in this Code and I agree to comply with this Code.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_