

# Ind Swift Limited

## CODE OF CONDUCT SENIOR MANAGEMENT PERSONNEL

### 1. INTRODUCTION

1.1 This Code of Conduct (“this Code”) shall be called "The Code of Conduct for Senior Management Personnel" of IND-SWIFT LIMITED (ISL) hereinafter referred to as “the Company”.

1.2 This code is in alignment with Company’s Vision and Mission statement to achieve the aims & Objectives of the company and provide complete transparency in managing the affairs of the Company. This Code for Senior Management Personnel has been framed specifically in Compliance with the provisions of SEBI (LODR) Regulations, 2015.

### 2. DEFINITIONS AND INTERPRETATION

In this Code, unless repugnant to the meaning or context thereof, the following expressions shall have the meaning given to them below:

2.1 The term “Board / Board of Directors” shall mean the Board of Directors of the Company.

2.2 The term “Senior Management Personnel” shall mean employees of the Company who are members of its core management team excluding Board of Directors and would comprise all Executive Directors, Vice President, General Managers, Heads of various Functional Departments.

2.3 The term “Relative” shall mean ‘relative’ as defined in Section 2(77) of the Companies Act, 2013. (Refer Appendix-I)

2.4 The term “Conflict of Interest” means where the interests or benefits of one person or entity conflict with the interests or benefits of the company.

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:

Senior Management Personnel as defined in clause 2.2 of this Code.

### 4. KEY REQUIREMENTS

The Senior Management Personnel shall act within the authority conferred upon them, keeping the best interests of the Company in view and observe the following:

- (i) Shall have a clear understanding of the Vision and Mission Statement and also the aims & objectives and various other policies of the company.
- (ii) To maintain and help the Company in maintaining highest degree of Corporate Governance
- (iii) To act in accordance with the highest standard of personal and professional integrity, honesty and ethical conduct in the discharge of duties
- (iv) Shall act with utmost care, skill, diligence and integrity.
- (v) Shall act in utmost good faith and fulfill the fiduciary obligations without allowing their independence of judgment to be compromised.
- (vi) 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
- (vii) To devote full attention to the business interests of the Company.
- (viii) To avoid and disclose actual and apparent conflicts of personal interest with the interest of the Company and to disclose all contractual interest, whether directly or indirectly, with the Company.
- (ix) Shall not involve in taking any decision on a subject matter in which a conflict of interest arises or which in his opinion is likely to arise.

Shall make disclosures to the Chairman & Managing Director relating to all material financial and commercial transactions, if any, where they have personal interest, that may have a potential conflict with the interest of the company at large.

(x) Shall not, in his official capacity, enter into business with

(a) a relative or

(b) with a firm in which the relative is a partner

(c) a Private Limited Company in which he or his relative is a Member or a Director and

(d) a Public Limited Company in which he or his relative holds 2% or more paid-up share capital, except with the prior approval of the Chairman & Managing Director unless otherwise permitted by law.

(xi) Shall avoid any dealing with a Contractor or Supplier that compromises the ability to transact business on a professional, impartial and competitive basis or that may influence discretionary decision to be made by the Board Members/ Senior Management Personnel/ Company.

(xii) To treat women employees equally and eliminate any gender discrimination.

(xiii) Not to engage in any activity that interferes with the performance or responsibilities to the Company.

(xiv) Shall not hold any position or job or engage in outside business or other interest that is prejudicial to the interests of the Company.

(xv) Shall not seek or accept, directly or indirectly any gift from anyone having business dealings with the Company.

(xvi) To avoid conducting Company business with a relative or with a business in which a relative is associated in any significant role.

(xvii) Not to accept any offer, payment, donations, gifts or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision.

(xviii) Shall not make any statement which has the effect of adverse criticism of any policy or action of the Government or of the Company or which is capable of embarrassing the relations between the Company and the public including all the stakeholders.

Provided that nothing in this clause shall apply to any statement made or views expressed by a Senior Management Personnel, which are purely factual in nature and are not considered as confidential, in his official capacity or in due performance of the duties assigned to him.

(xix) Shall not commit any offence involving moral turpitude.

(xx) Not to compete, whether directly or indirectly, with the Company.

(xxi) To promote professionalism in the Company.

(xxii) To maintain confidentiality of the Company's business.

(xxiii) To promptly report to the Managing Director/ Joint Managing Director/ Chairman of any actual or possible violation of the Code or an event.

## **5. COMPLIANCE OF LAW**

The Senior Management Personnel shall comply with all laws, rules and regulations relating to the business of the Company.

## **6. OTHER DIRECTORSHIPS**

Unless specifically permitted by the Board, the Senior Management Personnel shall not serve as Director of any other Company or as Partner of a Firm that is engaged in a business competing with the Company or with which the Company has business relations.

Senior Management Personnel shall obtain prior approval of the Chairman & Managing Director of the Company for accepting Directorship of any other company or partnership of a firm.

The Senior Management Personnel shall not accept any appointment or post, whether advisory or administrative, in any company or firm, whether Indian or Foreign, having competitive nature of business (other than (i) Joint Venture Companies with management control vested in ISL and (ii) Subsidiary and Group Companies of ISL)

## **7. PREVENTION OF INSIDER TRADING**

The Senior Management Personnel shall comply with the Code of Internal Procedures and conduct for prevention of Insider Trading in dealing with securities of the Company.

## **8. RELATED PARTY DISCLOSURES**

The Senior Management Personnel shall make disclosure of related party transactions to the Chairman & Managing Director in the format provided under Accounting Standard 18 (AS-18) (Appendix II) issued by the Institute of Chartered Accountants of India (ICAI) and/or any modification or recodification thereof.

## **9. CONFIDENTIALITY OF INFORMATION**

No Senior Management Personnel shall provide any information either formally or informally, to the press or any other media, unless specifically authorized. Provided that Senior Management Personnel shall be free to disclose such information which is:

- (a) part of the public domain at the time of disclosure; or
- (b) authorised or required to be disclosed pursuant to a decision of the Board or any of its Sub-Committees; or
- (c) required to be disclosed in accordance with applicable laws, rules, regulations, guidelines, or directions from any authority.

## **10. PROTECTION OF ASSETS**

The Senior Management Personnel shall protect the Company's assets including physical assets, information and intellectual rights and shall not use the same for personal gain.

## **11. AMENDMENTS TO THE CODE**

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

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

Pursuant to Regulation 46 of the SEBI (LODR) Regulations, 2015, this Code and any amendment thereto shall be hosted on the website of the Company.

## **13. ANNUAL COMPLIANCE REPORTING**

13.1 In terms of SEBI (LODR) Regulations, 2015, all Senior Management Personnel shall affirm compliance of this Code within 30 days of close of every financial year. The Annual Report of the company shall contain a declaration to this effect signed by the Chairman & Managing Director. A proforma of Annual Compliance Report is at Appendix- III. The Annual Compliance Report shall be forwarded to the Company Secretary. If any Director/ Senior Management Personnel leaves the Company any time during a financial year, he shall send a communication to Company Secretary affirming compliance of the Code till the date of his association with ISL.

13.2 The Chairman & Managing Director of the Company and the Vice President (Finance) or any other person heading the finance function shall certify to the Board that there are, to the best of their knowledge and belief, no transactions entered into by the Company during the year which are fraudulent, illegal or in violation of this Code.

## **14. ENFORCEMENT OF CODE OF CONDUCT**

Each Senior Management Personnel shall be accountable for fully complying with this Code.

## **15. CONSEQUENCES OF NON- COMPLIANCE OF THIS CODE**

In case of breach of this Code by either the The Senior Management Personnel, the same shall be dealt with as the Board may think it necessary.

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

All Senior Management Personnel shall acknowledge receipt of this Code or any modification(s) thereto, in the acknowledgement form as at Appendix-IV and forward the same to the Company Secretary indicating that they have received, read, understood and agreed to comply with this code.

**IND-SWIFT LIMITED  
CODE OF CONDUCT FOR SENIOR MANAGEMENT PERSONNEL**

EXTRACT OF SECTION 2 (77) OF THE COMPANIES ACT, 2013

Meaning of “relative”

2(77). 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 such manner as may be prescribed\*.

**\*LIST OF RELATIVES**

1. Father (including step father)
2. Mother (including step-mother)
3. Son (including step-son)
4. Son’s wife
5. Daughter (including step-daughter)
6. Daughter’s husband
7. Brother (including step-brother)
8. Sister (including step sister)

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The Senior Management Personnel shall disclose the following, in respect of all transactions with related parties, as covered in AS-18 issued by ICAI:

- (i) the name of the transacting related party;
- (ii) a description of the relationship between the parties;
- (iii) a description of the nature of transactions;
- (iv) volume of the transactions either as an amount or as an appropriate proportion;
- (v) any other elements of the related party transactions necessary for an understanding of the financial statements.

Signature:.....

Name:.....

Designation:.....

Date:.....

Place:.....

Note: The following are illustrative and not exhaustive list of examples of the related party transactions in respect of which disclosures should be made by Senior Management Personnel:

- purchases or sales of goods (finished or unfinished) ;
- purchases or sales of fixed assets;
- rendering or receiving of services;
- agency arrangements;
- leasing or hire purchase arrangements;
- transfer of research and development ;
- licence agreements;
- finance (including loans and equity contributions in cash or in kind) ;
- guarantees and collaterals ; and
- management contracts including for deputation of employees.

**IND-SWIFT LIMITED**  
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**ANNUAL COMPLIANCE REPORT\***

I .....do hereby solemnly affirm that to the best of my knowledge and belief, I have fully complied with the provisions of the **CODE OF CONDUCT FOR SENIOR MANAGEMENT PERSONNEL** during the financial year ending 31<sup>st</sup> March 200\_\_.

Signature:.....

Name:.....

Designation:.....

Date:.....

Place:.....

\* To be submitted by 30th April each year.

**IND-SWIFT LIMITED  
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ACKNOWLEDGEMENT FORM**

I ....., have received and read the Company's "**CODE OF CONDUCT FOR 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 :.....