

# **SODHANI SECURITIES LIMITED**

## **CODE OF BUSINESS CONDUCT AND ETHICS**

*(Approved at Board Meeting held on 02<sup>nd</sup> September, 2022)*

### **Purpose & Applicability**

This Code of Business Conduct and Ethics is intended to cover a wide range of business practices and procedures. It sets out basic principles to guide the Management and employees of the Company. It is supplemented by our Policies, Guidelines and Procedures, which, collectively, provide a framework for prudent decision-making.

The Code of Business Conduct and Ethics is applicable to all Directors, Managers and employees including agents, consultants and representatives appointed by the Company to interact/represent the Company before its' customers, Regulatory Authorities and Government Departments.

All of our employees must conduct themselves in accordance with this Code and seek to avoid even the appearance of improper behavior.

Code of Business Conduct and Ethics is an evolving policy document which needs to be constantly updated to tackle changing and new circumstances, business environment and legal requirement.

The Code of conduct is subject to and not in contravention to any laws (as applicable) in the area of company's operation and will not apply to that extent.

Employees violating the Code will be subject to disciplinary action. *If you are in a situation that you believe may violate or lead to a violation of this Code, follow the guidelines described in Section 11 of this Code.*

### **1. Compliance with Laws, Rules and Regulations**

Obeying the law (including Circulars issued, Rules and Regulations framed under such laws), both in letter and in spirit, is the foundation on which this Company's ethical standards are built. All employees must respect and obey the laws applicable in the area of operation. Although not all employees are expected to know the details of these laws, it is important to know enough to determine when to seek advice from supervisors, managers or other appropriate personnel. The Company encourages participation of its employees in training sessions and seminars organized by NSE/NSDL/ANMI and also conducts inhouse training to promote compliance with applicable laws, rules and regulations.

### **2. Conflicts of Interest**

A "conflict of interest" exists when a person's private interest interferes in any way with the interests of the Company or its customers. A conflict situation can arise when an employee, officer or Director takes actions or has interests that may make it difficult to

perform Company's work objectively and effectively. Conflicts of interest also may arise when

- (a) an employee, officer or partner, or family member, receives personal benefits from third parties as a result of his or her position in the Company. For example, loans or guarantees of obligations of loans to employees and their family members may create conflicts of interest.
- (b) It is almost always a conflict of interest for a Company employee to work simultaneously for a competitor, customer or supplier. You are not allowed to work for a competitor as a consultant or board member.
- (c) Any employee who wishes to perform consulting services of any kind must inform and obtain prior approval from the CEO/Board of Directors. In no event may an employee perform consulting services for a competitor. Additionally, outside consulting is viewed as a conflict of interest for salaried employees who are expected to devote their professional efforts solely to the Company. The best policy is to avoid any direct or indirect business connection with our customers, suppliers or competitors, except on behalf of the Company.
- (d) Acceptance of gifts in a business relationship can also result in a conflict of interest. No gift or entertainment should ever be accepted by any Company employee, directly or indirectly through a family member or agent unless it: (1) is not a cash gift, (2) is consistent with customary business practices, (3) is not excessive in value, (4) cannot be construed as a bribe or payoff and (5) does not violate any laws or regulations. Please discuss with your supervisor any gifts or proposed gifts that you are not certain are appropriate. Any gift given or received that is valued in excess of Rs.1000 must be reported to the Compliance Officer.

Conflicts of interest are prohibited as a matter of Company policy, except under guidelines approved by the Board of Directors. Conflicts of interest may not always be clear-cut, so if you have a question, you should consult with higher levels of management. Any employee, officer or partner who becomes aware of a conflict or potential conflict should bring it to the attention of a supervisor, manager or other appropriate personnel or consult the procedures described in Section 11 of this Code.

### **3. Insider Trading**

Employees who have access to confidential information are not permitted to use or share that information for stock trading purposes or for any other purpose except the conduct of our business. All non-public/unpublished information about the Company or any other Company which has securities listed on any Stock Exchange, should be considered confidential information. To use non-public information for personal financial benefit or to "tip" others who might make an investment decision on the basis of this information is not only unethical but also illegal. If you have any questions, please consult the Company's Compliance Officer.

### **4. Corporate Opportunities**

Employees, officers and Directors are prohibited from taking personal gain through the use of Company's property, information or position without the consent of the CEO/Board of Directors. No employee may use Company's property, information or position for improper personal gain, and no employee may compete with the Company,

directly or indirectly. Employees, officers and partners owe a duty to the Company to advance its legitimate interests when the opportunity to do so arises.

## **5. Competition and Fair Dealing**

We seek to outperform our competition fairly and honestly. We seek competitive advantages through superior performance, rather through unethical or illegal business practices. Stealing proprietary information, possessing trade secret information that was obtained without the owner's consent, or inducing such disclosures by past or present employees of other companies is prohibited. Each employee should endeavor to respect the rights of and deal fairly with the Company's customers, suppliers, competitors and employees. No employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other intentional unfair-dealing practice.

To maintain the Company's valuable reputation, compliance with our quality processes and safety requirements is essential. In the context of ethics, quality requires that our products and services be designed and produced to meet our obligations to customers. All inspection and testing documents must be handled in accordance with all applicable regulations.

The purpose of business entertainment and gifts in a commercial setting is to create goodwill and sound working relationships. No gift or entertainment should ever be offered, given, or provided by any Company employee, directly or indirectly through a family member of an employee or agent unless it: (1) is not a cash gift, (2) is consistent with customary business practices, (3) is not excessive in value, (4) cannot be construed as a bribe or payoff and (5) does not violate any laws or regulations. Please discuss with your supervisor any gifts or proposed gifts that you are not certain are appropriate. Any gift given or received that is valued in excess of Rs.1000 must be reported to the partners.

## **6. Payments to Government Personnel**

The Legal Framework prohibits giving anything of value, directly or indirectly, to officials of governments or political candidates in order to obtain or retain business. It is strictly prohibited to make illegal payments to government officials of any country.

In addition, the Indian government has a number of laws and regulations regarding business gratuities that may be accepted by Indian government personnel. The promise, offer or delivery to an official or employee of the Indian government of a gift, favor or other gratuity in violation of these rules would not only violate Company policy but could also be a criminal offense. State and local governments, as well as foreign governments, may have similar rules. The Company's Compliance officer should be consulted to provide guidance in this area.

## **7. Record-Keeping**

Honest and accurate recording and reporting of information is required of all employees. Records should always be retained or destroyed according to the Company's record retention policies. In accordance with those policies, in the event of litigation or governmental investigation please immediately consult the Company's CEO, as set forth

in the Company's legal policy. Maintain all records related to the matter until after consultation with Board of Directors/CEO.

All of the Company's books, records, accounts and financial statements must be maintained in reasonable detail, must appropriately reflect the Company's transactions and must conform both to applicable legal requirements and to the Company's system of internal controls. Unrecorded or "off the books" funds or assets should not be maintained unless permitted by applicable law or regulation and approved by the Company's CEO.

Business records and communications often become public, and we should avoid exaggeration, derogatory remarks, guesswork, or inappropriate characterizations of people and companies that can be misunderstood. This applies equally to e-mail, internal memos and formal reports.

## **8. Confidentiality**

Employees must maintain the confidentiality of confidential information entrusted to them by the Company or its customers, except when disclosure is authorized by the Company's Board/CEO or required by laws or regulations. Confidential information includes all nonpublic information that might be of use to competitors, or harmful to the Company or its customers, if disclosed. It also includes information that suppliers and customers have entrusted to us. The obligation to preserve confidential information continues even after employment ends.

## **9. Protection and Proper Use of Company Assets**

All employees should protect the Company's assets and ensure their efficient use. Theft, carelessness and waste have a direct impact on the Company's profitability. Any suspected incident of fraud or theft should be immediately reported for investigation. Company equipment should not be used for non-Company business, though incidental personal use is permitted.

The obligation of employees to protect the Company's assets includes its proprietary information. Proprietary information includes intellectual property such as trade secrets, patents, trademarks and copyrights, as well as business, marketing and distribution plans, engineering ideas, designs, databases, records, salary information and any unpublished financial data and reports. Unauthorized use or distribution of this information would violate Company policy. It also could be illegal and result in civil or even criminal penalties.

## **10. Statements to the Public**

No public statements may be made as a representative of the Company without prior authorization from the CEO.

Any employee who wishes to speak at a public event or submit an article for a publication in a trade magazine or other publication must obtain prior approval from the CEO. While we recognize and support your right to engage in legal activities while you are not working, we also must be careful to (1) avoid the employee's position being mistaken for the position of the Company, (2) avoid an interpretation that the Company

in any way endorses the employee's position, and (3) avoid a violation of any other policies of the Company, including those related to conflict of interest and confidentiality of Company property and information.

## **11. Waivers of the Code of Business Conduct and Ethics**

Any waiver of this Code for employees may be made only by the CEO and will be promptly disclosed as required by law or the Stock Exchange rules.

## **12. Reporting any Illegal or Unethical Behavior**

We all must work to ensure prompt and consistent action against violations of this Code. In some situations, however, it is difficult to know right from wrong. Since we cannot anticipate every situation that will arise, it is important that we have a way to approach a new question or problem. These are the steps to keep in mind:

- Make sure you have all the facts. In order to reach the right solutions, we must be as fully informed as possible.
- Ask yourself: What specifically am I being asked to do? Does it seem unethical or improper? This will enable you to focus on the specific question you are faced with, and the alternatives you have. Use your judgment and common sense; if something seems unethical or improper, it probably is.
- Discuss the problem with your supervisor. This is the basic guidance for all situations. In many cases, your supervisor will be more knowledgeable about the issue and will appreciate being brought into the decision-making process. Remember that it is your supervisor's responsibility to help solve problems.
- Seek help from Company resources. In the rare case where it may not be appropriate to discuss an issue with your supervisor, or where you do not feel comfortable approaching your supervisor with your question, discuss it with the CEO
- You may report ethical violations in confidence and without fear of retaliation. The Company does not permit retaliation of any kind against employees for good faith reports of ethical violations.