

**CODE OF CONDUCT FOR DIRECTORS, SENIOR MANAGEMENT AND  
INDEPENDENT DIRECTORS**

**SONU INFRA TECH LIMITED**  
**CIN: L45500GJ2017PLC099276**



## 1. INTRODUCTION

Regulation 17(5) and regulation 46 (2) (d) of the SEBI Listing Regulations, stipulates that every listed company shall lay down a code of conduct for all members of the Board and Senior Management personnel of the Company including incorporating the duties of independent directors as per the Companies Act, 2013. The Code of Conduct shall be posted on the website of the Company.

## 2. PURPOSE

The purpose of this Code of Conduct (the "Code") is to broadly lay down the general principles to be followed by the Board of Directors, Key Managerial Personnel and the Senior Management of the Company as a guide for discharging their respective duties and responsibilities as members of the Board or Senior Management of the Company, as the case may be. This Code shall come into force with effect from the date the SEBI Listing Regulations take effect with respect to the Company. Each and every Director/officer (as defined herein below) shall be duty-bound to follow the provisions of this Code in letter and spirit. The code of conduct shall suitably incorporate the duties of independent directors as laid down in Section 149 and Schedule IV - Code for Independent Directors" and any other provisions of Companies Act, 2013 as applicable. Any instance of non-compliance with any of the provisions shall be a breach of ethical conduct and shall be viewed seriously by the Company. Accordingly, the Director/Officers (as defined herein below) are expected to read and understand this Code and uphold these standards in their business dealings and activities.

## 3. DEFINITIONS

For the purpose of this Policy, the following terms shall have the meanings assigned to them hereunder:

- a) **"The Company"** or **"Company"** means "Sonu Infratech Limited".
- b) **"Board"** means the board of directors of the Company at any time consisting of the directors duly appointed and not ceased to be director of the Company in terms of the Companies Act 2013, as amended
- c) **"Policy for appointment and removal of director, key managerial personnel and senior management"** means this policy, as amended from time to time;
- d) **"Key Managerial Personnel"** means:
  - 1) the Chief Executive Officer or the Managing Director or the Manager;
  - 2) the Company Secretary;
  - 3) the Whole-Time Director;
  - 4) the Chief Financial Officer; and
  - 5) such other officer, as may be prescribed.
- e) **"Independent Director"** means an independent director referred to in sub-section (6) of section 149 of the Companies Act, 2013 and Regulation 16(1)(b) of Listing Regulations.
- f) **"Senior Management"** shall mean the officers and personnel of the Company who are members of its core management team, excluding Board of Directors, and shall also comprise all the members of the management one level below the Chief Executive Officer or Managing Director or Whole Time Director or Manager, (including Chief Executive Officer and Manager, in case they are not part of the Board of Directors) and shall specifically include the functional heads, by whatever name called and the Company Secretary and the Chief Financial Officer.
- g) **"NRC Committee"** means the Nomination and Remuneration Committee of the Board of the Company.
- h) **"Companies Act"** means the Companies Act, 2013, read with the rules thereunder, as amended;

- i) **“Director”** means a member of the Board; and

Words and expressions used and not defined in this Policy shall have the meaning ascribed to them in the SEBI Listing Regulations, the Securities and Exchange Board of India Act, 1992, as amended, the Securities Contracts (Regulation) Act, 1956, as amended, the Depositories Act, 1996, as amended, or the Companies Act, 2013 and rules and regulations made thereunder.

#### **4. APPLICABILITY**

This code of conduct shall be applicable on:

- a. Directors, both Executive and Non-Executive Directors, including Alternate or Nominee Directors if appointed on the Board of the Company; and.
- b. Senior Management and Key Managerial Personnel

The Board of Directors, the Senior Management and the Key Managerial Personnel shall be required to comply with this code in its letter and spirit. They are also required to affirm compliance with the code of conduct on an annual basis.

The Annual Report of the Company shall contain a declaration to this effect signed by the Managing Director or Chief Executive Officer (if any). The Company appoints the Company Secretary as a Compliance Officer for the purposes of this Code, who will be available to Directors/Senior Management personnel to answer questions and to help them comply with the Code.

With a view to maintaining high standards that the company requires, the following rules/code of conduct should be observed in all activities in respect of the Company.

#### **5. CODE OF CONDUCT**

The Board of Directors, the Key Managerial Personnel and the Senior Management of the Company agree to the following Code of Conduct: -:

- 1) To function and discharge their responsibilities in accordance with all applicable laws, rules and regulations;
- 2) To take utmost care and diligence in exercising the powers attached to the office in performance of the duties;
- 3) To act in accordance with the highest standards of personal and professional integrity & maintain honesty and ethical conduct in the best interests of the Company without allowing their independent judgment to be subordinated. Directors shall act in the best interests of the Company and fulfill the fiduciary obligations;
- 4) To act in good faith in order to promote the objects of the Company for the benefit of all the stakeholders of the Company;
- 5) To ensure that personal interest do not conflict with interest of the Company; The Directors and Senior Management personnel shall not engage in any business, relationship or activity, which may be in conflict of interest of the Company or may be prejudicial to the interest of the Company. In case there is likely to be a conflict of interest, he/she should make full disclosure of all facts and circumstances thereof to the Board of Directors and the approval of the Board is required to be obtained. Transactions/ dealing done on arm's length basis shall not be considered to be conflict of interest;
- 6) Not achieve or attempt to achieve any undue gain or advantage either to themselves or to their relatives, partners, or associates and if found guilty of making any undue gain, they shall be liable to pay an amount equal to that gain to the Company;
- 7) Directors and Senior Management personnel must protect the Company's assets and information and shall not use these for personal use, unless approved by the Board;

- 8) No Director/Senior Management Personnel of the Company shall receive or offer, directly or indirectly, any gifts, donations, remuneration, hospitality, illegal payments and comparable benefits which are intended to obtain business favors. Subject to this clause, nominal gifts of commemorative nature, for special events/ achievements or in the course of social relations and normal business courtesies may be accepted/ given;
- 9) To ensure not to provide any information to the press and any other publicity media unless specifically authorized to do so;
- 10) To remain independent in judgment and actions in respect of all decisions taken by the Board;
- 11) To ensure that Confidential Information acquired in the course of work is disclosed only if permitted by the Company or in accordance with requirements of law. No Director /Senior Management personnel shall provide any information either formally or informally, to the press or any other publicity media, unless specially authorized;

In addition to above, Independent Directors (“**IDs**”) shall abide by the following duties as laid down in the Companies Act, 2013 which shall form an integral part of the Code of Conduct:

I. Guidelines of professional conduct:

An Independent Directors shall:

- 1) uphold ethical standards of integrity and probity;
- 2) act objectively and constructively while exercising their duties;
- 3) exercise their responsibilities in a bona fide manner in the interest of the company;
- 4) devote sufficient time and attention to their professional obligations for informed and balanced decision making;
- 5) not allow any extraneous considerations that will vitiate their exercise of objective independent judgment in the paramount interest of the Company as a whole, while concurring in or dissenting from the collective judgment of the Board in its decision making;
- 6) not abuse their position to the detriment of the company or its shareholders or for the purpose of gaining direct or indirect personal advantage or advantage for any associated person;
- 7) refrain from any action that would lead to loss of their independence;
- 8) where circumstances arise which make an independent director lose their independence, immediately inform the Board accordingly;
- 9) assist the company in implementing the best corporate governance practices.

II. Role and functions:

The Independent Directors shall:

- 1) help in bringing an independent judgment to bear on the Board’s deliberations especially on issues of strategy, performance, risk management, resources, key appointments and standards of conduct;
- 2) bring an objective view in the evaluation of the performance of Board and Senior Management;
- 3) scrutinize the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- 4) satisfy themselves on the integrity of financial information and that financial controls and the systems of risk management are robust and defensible;
- 5) safeguard the interests of all stakeholders, particularly the minority shareholders; balance the conflicting interest of the stakeholders;
- 6) determine appropriate levels of remuneration of executive directors, key managerial personnel and senior management and have a prime role in appointing and where necessary recommend removal of executive directors, key managerial personnel and senior management;

- 7) moderate and arbitrate in the interest of the Company as a whole, in situations of conflict between management and shareholder's interest.

### III. Duties:

The Independent Directors shall:

- 1) undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the Company;
- 2) 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;
- 3) strive to attend all meetings of the Board and of the Board committees of which they are a member;
- 4) participate constructively and actively in the committees of the Board in which they are chairpersons or members;
- 5) strive to attend the general meetings of the Company;
- 6) 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;
- 7) keep themselves well informed about the Company and the external environment in which it operates;
- 8) not unfairly obstruct the functioning of an otherwise proper Board or committees of the Board;
- 9) 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;
- 10) 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;
- 11) report concerns about unethical behavior, actual or suspected fraud or violation of the Company's code of conduct or ethics policy;
- 12) act within their authority, assist in protecting the legitimate interests of the Company, shareholders and its employees;
- 13) 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.

## 6. **ACCOUNTABILITY**

The Directors/Senior Management personnel shall discharge their duties in good faith and integrity in business judgment and in the best interests of the Company and its stakeholders. They are expected to use their best endeavors and organize the resources for advancing the Company's mission.

They are expected to act ethically, honestly, diligently and in good faith to protect the Company's brand equity and image. They shall act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated. They shall act in the best interests of the company and fulfill their fiduciary obligations.

## **7. OBLIGATIONS WITH RESPECT TO EMPLOYEES INCLUDING SENIOR MANAGEMENT, KEY MANAGERIAL PERSONNEL, DIRECTORS AND PROMOTERS:**

A director shall not be a member in more than ten committees or act as chairperson of more than five committees across all listed entities in which he /she is a director, which shall be determined as follows:

- (a) the limit of the committees on which a director may serve in all public limited companies, whether listed or not, shall be included and all other companies including limited companies, foreign companies, 'high value debt listed entities' and companies under Section 8 of the Companies Act, 2013 shall be excluded;
- (b) for the purpose of determination of limit, chairpersonship and membership of the audit committee and the Stakeholders' Relationship Committee alone shall be considered.

Every director shall inform the listed entity about the committee positions he or she occupies in other listed entities and notify changes as and when they take place.

All members of the board of directors and senior management personnel shall affirm compliance with the code of conduct of board of directors and senior management on an annual basis.

Senior management shall make disclosures to the board of directors relating to all material, financial and commercial transactions, where they have personal interest that may have a potential conflict with the interest of the listed entity at large.

No employee including key managerial personnel or director, or promoter of a listed entity shall enter into any agreement for himself /herself or on behalf of any other person, with any shareholder or any other third party with regard to compensation or profit sharing in connection with dealings in the securities of such listed entity, unless prior approval for the same has been obtained from the Board of Directors as well as public shareholders by way of an ordinary resolution.

## **8. CONFLICT OF INTEREST**

Conflict of interest occurs when personal interest of any member of the Board of Directors and of the Senior Management interferes or appears to interfere in any way with the interests of the Company. Every member of the Board of Directors and Senior Management has a responsibility to the Company, its stakeholders and to each other. Directors and Senior Management personnel are expected not to engage in any business, relationship or activity, which may be in conflict with the interests of the Company.

Conflicts can arise in many situations. It may not be possible to list out every possible conflict at all times and it will not be easy to distinguish between proper and improper activity. Nevertheless, some of the common circumstances that may lead to a conflict of interest, actual or potential set forth below: -

- a) They should not engage in any activity/employment that interferes with the performance or responsibility to the company or otherwise in conflict with or prejudicial to the company.
- b) They and their immediate families should not solely for the sake of making profit invest in a company, customer, supplier, developer or competitor and generally refrain from investments that compromise their responsibility to the company.
- c) They should generally avoid conducting company business with a relative or with a firm/company in which a relative/related party is associated in any significant role. If such related party transaction is unavoidable, it must be fully disclosed to the Board/ Company Secretary & Compliance Officer and approval shall be obtained.
- d) Directors and the Senior Management Personnel should disclose to the board whether they, directly, indirectly or on behalf of third parties, have a material interest in any transaction or matter directly affecting the Company.

To ensure that personal interest do not conflict with interest of the Company; The Directors and Senior Management personnel shall not engage in any business, relationship or activity, which may be in conflict of interest of the Company or may be prejudicial to the interest of the Company. In case there is likely to be a conflict of interest, he/she should make full disclosure of all facts and circumstances thereof to the Board of Directors and the approval of the Board is required to be obtained. Transactions/ dealing done on arm's length basis shall not be considered to be conflict of interest

## **9. ANNUAL COMPLIANCE REPROTING**

Regulation 26(3) of the Listing Regulations requires all members of the Board of Directors and Senior Management Personnel are required to affirm compliance with this Code on an annual basis within ten (10) days of the closure of the financial year as per format prescribed in **Annexure 1**. The Annual Report shall contain a declaration signed by the CFO and/or the CEO, if any, or any other official who holds the powers, duties and responsibilities of a CEO/ CFO stating that the members of Board of Directors and Senior Management Personnel have affirmed compliance with this Code under the Management Discussion Analysis of the Corporate Governance Report of the Company.

## **10. OTHER DIRECTORSHIPS**

The Directors must disclose their Directorship, Committee membership on the Board of other companies and substantial shareholding in other companies to the Board on an annual basis. It is felt that service on the Board of a direct competitor is not in the interest of the company.

## **11. CONFIDENTIALITY OF INFORMATION**

Any information concerning the company's business, its customers, suppliers, etc., which is not in the public domain and to which the Directors/Senior Management personnel have access or possesses such information, must be considered confidential and held in confidence, unless such disclosure is required under any applicable law. All confidential information must be used for Company's business purpose only. No Director and Senior Management Personnel shall provide any confidential information either formally or informally, to the press or any other publicity media, unless specially authorized by the Board.

It is the responsibility of the Directors/Senior Management personnel to safeguard, secure and conduct proper disposal of confidential information in accordance with the Company's policy on maintaining and managing records. This obligation extends to confidential information of third parties, which the Company has rightfully received under nondisclosure agreements. Special care must be taken by the Board of Directors and members of the Senior Management to handle the confidential information of others responsibly. Such confidential information should be handled in accordance with the agreements with such third parties.

Examples of confidential information include but are not restricted to:

- Information not yet released to the public
- Unpublished Company Strategy/ Price Sensitive Information
- Current or future technical collaborations, breakthroughs and/or inventions
- Investments, planned mergers or acquisitions
- Information received from customers or partners
- Unpublished Financial data either actual or forecasted
- Employee Information
- Such other information as Board may declare as confidential information

Only the Chairman and other Whole Time Director(s) with the consent of Chairman can interact with the media on any matter pertaining to the Company. No members of the Board and Senior Management Personnel of the Company can comment on any article/ in radio/ TV broadcast etc.

## **12. INSIDER TRADING**

The Board of Directors of the Company, shall formulate and publish on its official website, a Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information that it would follow in order to adhere to each

of the principles set out in Schedule A to Securities & Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, without diluting the provisions of these regulations in any manner .

### **13. EQUITY & AND FAIR JUSTICE**

The Directors and Senior Management shall maintain equity and fair justice while dealing on behalf of the Company and provide a work environment free from unlawful discrimination, harassment and intimidations of any nature to all employees of the company. Any kind of harassment and discrimination based on gender, religion, age, sex, national origin and other such characteristics shall be strictly prohibited.

### **14. CUSTOMER FOCUS**

The Directors and Senior Management personnel shall focus on customer satisfaction, which shall be the basic motto of the Company's business. They shall ensure that the communications given are accurate and truthful and do not deliberately omit important facts or shall not be of misleading in nature.

### **15. TEAMWORK AND SPIRIT**

The principles of mutual trust, teamwork and spirit shall be appreciated and maintained. Best efforts shall be made to contribute to an environment that builds confidence and empowers people through personal and professional growth. They shall attempt that the teams grow together through collaborative working, skills development, knowledge sharing and learning from each other. Employees being invaluable assets shall be motivated to achieve higher goals.

### **16. CORPORATE OPPORTUNITY**

Except as approved by the Board, the Directors and Senior Management personnel are prohibited from:

- a) taking any personal opportunities directly or indirectly that belong to the Company;
- b) using the Company's property, information or position for personal gain/ advantage or to cause detriment to the Company; and
- c) competing with the Company.

### **17. GIFT & DONATIONS:**

No Director, Key Managerial Personnel and Senior Management Personnel of the company shall receive or offer or make, directly or indirectly, any gifts, donations, remuneration, hospitality, illegal payments and comparable benefits which are intended to obtain business favors/ personal gains.

### **18. SAFEGUARDING COMPANY'S ASSETS:**

The use of Company's Assets for illegal or non-ethical business purposes shall be strictly prohibited. Protecting the Company's assets regardless of whether the same is tangible or intangible is the responsibility of each Director/Senior Management person.

### **19. FINANCIAL RECORD KEEPING & REPORTING:**

Company is required to comply with strict accounting principles and regulations. It is critical to ensure that all transactions are properly identified, analyzed and recorded regardless of whether a Director and Senior Management personnel involved directly/ indirectly in any financial/ accounting transactions. All reasonable efforts are expected to ensure that all business records and reports are accurate, complete and reliable.

### **20. DUTIES OF INDEPENDENT DIRECTORS:**

The independent directors shall exercise the following duties as given in Schedule IV of the Companies Act, 2013:

- (1) undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company;
- (2) 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;

- (3) strive to attend all meetings of the Board of Directors and of the Board committees of which he is a member;
- (4) participate constructively and actively in the committees of the Board in which they are chairpersons or members;
- (5) strive to attend the general meetings of the company;
- (6) 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;
- (7) keep themselves well informed about the company and the external environment in which it operates;
- (8) not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
- (9) 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;
- (10) 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;
- (11) report concerns about unethical behavior, actual or suspected fraud or violation of the company's code of conduct or ethics policy;
- (12) acting within his authority, assist in protecting the legitimate interests of the company, shareholders and its employees;
- (13) 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 any law for the time being force.

## **21. AUTHORIZATIONS**

Every Director/ Senior management/ Functional Heads shall have proper authorization/ delegation of power from Board / any officer authorized by the Board to sign any document, paper, deed, contract on behalf of the company or which requires authentication by the company, unless otherwise permitted by any law for the time being force. It is the responsibility of all Senior Management/ functional heads to ensure compliance of this provision in its letter and spirit.

## **22. COMPLIANCE WITH RULES AND REGULATIONS AND POLICIES ISSUED BY THE COMPANY**

The Directors, Key Managerial Personnel and Senior Management of the Company shall comply with all rules, regulations and policies issued by the company.

## **23. COMPLIANCE WITH THIS CODE:**

Once in every year, every Director and Senior Management Personnel must acknowledge a confirmation that he/she has complied with the Code.

Declaration must be signed by the Chief Executive Officer or Managing Director stating that the members of Board of Directors and Senior Management Personnel have affirmed compliance with the code of conduct of board of directors and senior management.

## **24. APPLICABILITY**

This Code will be applicable to company and all its material subsidiaries.

**25. WAIVERS AND AMENDMENT**

This Code may be amended, modified or varied by the Board as may be deemed necessary in the interests of the Company and subject to the provisions of applicable laws, regulations or guidelines. Any amendment or waiver of any provision of this Code must be approved by the company's Board of Directors and promptly disclosed on the Company's website and in applicable regulatory filings pursuant to applicable laws and regulations, together with details about the nature of the amendment or waiver.

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## **AFFIRMATION BY DIRECTOR/SENIOR MANAGEMENT WITH CODE OF CONDUCT**

To  
Board of directors  
Sonu Infratech Limited  
404, Platinum Complex, 4th Floor,  
Park Colony, Opp. Joggers Park,  
Jamnagar - 361 008.  
Gujarat - INDIA.

As a Director/Senior Management Personnel, I hereby acknowledge that I have complied with the code of conduct for Board and Senior Management personnel framed under Regulation 17(5)(a) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015. I understand that it is my responsibility to consult the Company Secretary & Compliance Officer if I have any questions regarding the provisions of this Code.

I understand and agree that as a Director/ Senior Management Person, it is my responsibility to promote the application of this Code.

Ramji Shrinarayan Pandey

Chairman & Managing Director

**ANNEXURE 1**

**ANNUAL COMPLIANCE REPORT**

To,  
**The Company Secretary,  
Sonu Infratech Limited,**

I, [●], do hereby affirm that I have complied with the provisions of the **CODE OF CONDUCT FOR BOARD OF DIRECTORS, KEY MANAGERIAL PERSONNEL AND SENIOR MANAGEMENT OF SONU INFRATECH LIMITED** during the financial year ending [●].

Signature:

Name: [●]

Designation: Managing Director

Date: [●]

Place: [●]

**SONU INFRATECH LIMITED**

[●]

Designation: Managing Director

DIN: [●]

Date: [●]

Place: [●]