



GUJARAT TERCE LABORATORIES LIMITED

CODE OF CONDUCT FOR DIRECTORS AND SENIOR MANAGEMENT

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1. APPLICABILITY

This Code applies to:

- All members of Board of Directors of Gujarat Terce Laboratories Limited (the Company).
- All Executive Directors (non-Board members), all employees who are designated as Manager and above and all functional heads (hereinafter referred to as 'Senior Management' of the Company).

2. SCOPE

The Board of Directors (the Board) and the Senior Management of the Company agree to abide by the following Code of Conduct:

- Attend Board/Shareholders/Committee/ Senior Management meeting and seek prior leave of absence from such meetings.
- Dedicate sufficient time, energy and attention to the Company to ensure diligent performance of his / her duties, including preparing for meetings and decision making.
- Seek to comply with all corporate policies.
- Act in good faith and in the best interests of the Company and fulfill their fiduciary obligations / responsibilities to Company's shareholders, stakeholders, customers, suppliers etc.
- Comply with all applicable laws, rules, regulations and guidelines applicable to the Company.
- Transactions, directly or indirectly, involving securities of the Company shall not be undertaken without complying with the Code of Conduct for Prevention of Insider Trading in Securities of the Company.
- Avoid any situation in which there is an actual or apparent conflict of interest that could interfere with the Director's or member of senior management's judgment in taking decisions in the Company's best interests.
- A Director who has a material personal / pecuniary interest in any matter should notify the Board of his / their interest and must not vote on the matter. Any member of Senior management who has a material personal / pecuniary interest in any contracts, arrangements or transactions should inform the Company Secretary.
- Make available to and share with fellow Directors and members of senior management information as may be appropriate to ensure proper conduct and sound operation of the Company and its Board of Directors.
- Ensure the security of all confidential information, such as, technologies, processes, patents, know how, designs, drawings, marketing and financial strategies etc. available to



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them in the course of discharge of their services and not use such information for their personal advantage. In addition, directors, members of senior management and their relatives shall not trade in securities when in possession of unpublished price sensitive information.

- Ensure that they use the Company's assets, properties and services for official purposes only or as per the terms of their appointment.
- Not receive directly or indirectly any benefits / favours from the Company's business associates / constituents which is intended or can be perceived as being given to gain favour for dealing with the Company.
- Ensure to provide safe and healthy working environment and preservation of environment so as to avoid wastage of energy, natural resources and to own legal and moral responsibility for the safety and protection of the environment.
- Encourage and support the professional development of the employees of the Company and provide them all necessary assistance and cooperation.
- Undertake corporate social responsibility like preparing and implementing resettlement / rehabilitation policies, and initiatives to develop and nurture neighboring communities.
- They shall not use corporate property, information or position for personal gain and desist sharing them with other Companies.
- Act honestly, fairly and ethically and with integrity.
- Act in the manner to enhance and maintain reputation of the Company.
- Endeavor to promote the interest of disadvantaged and impaired sections of the society and also support community development, social welfare, women welfare, children education and sports promotion.

3. DUTIES OF INDEPENDENT DIRECTORS:

(Pursuant to section 149, section 166 and Schedule IV of the Companies Act, 2013)

(I) Guidelines of professional conduct:

An independent director shall:

- (1) Uphold ethical standards of integrity and probity;
- (2) act objectively and constructively while exercising his duties;
- (3) exercise his responsibilities in a bona fide manner in the interest of the company;
- (4) devote sufficient time and attention to his professional obligations for informed and balanced decision making;



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- (5) not allow any extraneous considerations that will vitiate his 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 his 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 his independence;
- (8) where circumstances arise which make an independent director lose his independence, the independent director must 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 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;
- (6) balance the conflicting interest of the stakeholders;
- (7) 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;
- (8) 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;



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- (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 behaviour, 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 law.

(IV) Separate Meetings:

- (1) The independent directors of the company shall hold at least one meeting in a year, without the attendance of non-independent directors and members of management;
- (2) All the independent directors of the company shall strive to be present at such meeting;
- (3) The meeting shall:
 - (a) Review the performance of non-independent directors and the Board as a whole;



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- (b) Review the performance of the Chairperson of the company, taking into account the views of executive directors and non-executive directors;
- (c) Assess the quality, quantity and timeliness of flow of information between the company management and the Board that is necessary for the Board to effectively and reasonably perform their duties.

(V) General duties of Directors pursuant to Section 166 of the Companies Act, 2013:

- (1) Subject to the provisions of the Companies Act, 2013, a director of a company shall act in accordance with the articles of the company.
- (2) A director of a company shall act in good faith in order to promote the objects of the company for the benefit of its members as a whole, and in the best interests of the company, its employees, the shareholders, the community and for the protection of environment.
- (3) A director of a company shall exercise his duties with due and reasonable care, skill and diligence and shall exercise independent judgment.
- (4) A director of a company shall not involve in a situation in which he may have a direct or indirect interest that conflicts, or possibly may conflict, with the interest of the company.
- (5) A director of a company shall not achieve or attempt to achieve any undue gain or advantage either to himself or to his relatives, partners, or associates and if such director is found guilty of making any undue gain, he shall be liable to pay an amount equal to that gain to the company.
- (6) A director of a company shall not assign his office and any assignment so made shall be void.