## Code of Conduct of SK TRIMS & INDUSTRIES LIMITED

CODE OF CONDUCT to be followed by the chairperson, Directors, Chief Executive Officers and other senior

management personnel of SK TRIMS & INDUSTRIES LIMITED. This code of conduct as recommended by the Nomination and Remuneration Committee and laid down by the Board of Directors of SK Trims & Industries Limited is to be followed by the following personnel of the company:

- a) The Chairperson of the company;
- b) The Chief Executive Officer/ Managing Director of the company;
- c) The Directors of the company;
- d) Senior Management Personnel of the company, in addition to Rules and Regulations of Service and conduct of the company applicable to them.

## **CODE OF CONDUCT**

- 1. Attend Board Meeting/Shareholders' meeting/ Committee meeting / Senior Management meeting as applicable for each of them and shall not remain absent from such meeting without prior information. When the Board is to decide an issue, in which the Director/ Management personnel has an interest, the said Director/ Management personnel shall not attend that meeting / shall abstain from voting, as decided by the Board.
- 2. The Directors shall annually disclose the affairs of the company as required under Companies Act 1994 and Securities Law.
- 3. Execute authority and responsibility with due care and diligence and also for the best interest of the company whilst discharging responsibility in the office.
- 4. None of them shall engage in any business or make any relationship with anyone who is a party for any

transaction with the company for its benefit.

- 5. None of them shall allow any personal interest or interest for relatives or friends that conflict with interest of the company.
- 6. They shall abide by the Policies, Rules, Regulations and principals of business of the company.
- 7. Maintain strict confidentiality of the information of the company gathered while discharging duties in the office and shall not use such information for any personal purpose or advantage.

- 8. They shall use company assets only for official purpose and not for any personal gain and shall not misuse any of the assets while performing official duties.
- 9. They shall not accept any personal gratification from any customer, supplier or service provider or business partner of the company and deal friendly and sincerely with them.
- 10. They shall conduct business operation maintaining high ethical and professional standards in all respect.
- 11. Encourage employees to use best knowledge, skills and professionalism while discharging their responsibilities.
- 12. Make proper record of all financial transactions with honesty and sincerity.
- 13. Make all efforts to establish good relationship with all stakeholders of the company with whom they interface while carrying their responsibilities for the company.
- 14. Insider trading is prohibited by Securities Law as well as by company policy. All Directors and Senior Management Personnel shall strictly abide by Securities Law while discharging their responsibilities.
- 15. Violation of any Code of conduct by any one should be reported to the Chairman of the company and it may led to disciplinary action against the violator.