

# **INDIAN TONERS & DEVELOPERS LIMITED**

## **CODE OF CONDUCT for DIRECTORS AND SENIOR MANAGEMENT**

### **1. PREAMBLE**

- 1.1 This Code of Business Conduct (“**Code**”) shall be called "The Code of Conduct for Directors and Senior Management Personnel" of Indian Toners & Developers Limited (the “**Company**”). The Code envisages that the Board of Directors and Senior Management must act within the bounds of the authority conferred upon them and with a duty to make and keep themselves informed about the development in the industry in which the Company is involved and the legal requirements to be fulfilled.
- 1.2 The Code is intended to maintain the high standards of transparency, business conduct and ethics. The Code is also to act as a deterrent from unethical doings and to promote ethical values and is the manifestation of the Company’s commitment to successful operation of the Company’s business in the best interest of the shareholders, creditors, employees and other business associates and in the over all interest of the country
- 1.3 The principles prescribed in this Code lay down broad standards of compliance and ethics, as required by Clause 49 of the Listing Agreement with the Mumbai Stock Exchange.

### **2. DEFINITIONS & INTERPRETATION**

- 2.1 In this Code, unless repugnant to the meaning or context thereof, the following expressions, wherever used in this Code, shall have the meaning assigned to them below:

“**Board**” shall mean the Board of Directors of the Company.

“**Directors**” shall mean the Executive Directors and Non- Executive Directors on the Board,

“**Company**” shall mean Indian Toners & Developers Limited

“**Executive Directors**” – Managing Directors and Whole Time Directors

“**Non-Executive Directors**” shall mean the Directors who are part-time directors and not in whole time employment of the Company or who is not the Managing Director.

“**Relative**” shall mean ‘relative’ as defined in Section 2(77) and rule 4 of Chapter I of the Companies Act, 2013 as reproduced in Annexure –I hereto.

“**Senior Management Personnel**” shall mean personnel of the Company who are members of its core management team (excluding Directors) and all who occupy the position of functional heads.

2.2 In this Code, words importing masculine shall include feminine and words importing singular shall include plural or vice versa.

### **3. APPLICABILITY**

The Code is applicable to the Directors and Senior Management Personnel of the Company.

### **4. CONDUCT SPECIFICATIONS**

#### **4.1 Honesty & Integrity**

a) All Directors and Senior Management Personnel shall conduct their activities, on behalf of the Company and on their personal behalf, with honesty, integrity and fairness. All Directors and Senior Management Personnel shall act in good faith, responsibility, with due care, competence and diligence, without allowing their independent judgement to be subordinated.

b) All Directors and Senior Management Personnel shall discharge their duties in the best interests of the Company and fulfill their fiduciary obligations.

#### **c) INDEPENDENT DIRECTORS**

All Independent Directors shall discharge their duties as laid down in the Companies Act, 2013 or any amendment, if any, from time to time.

An independent director shall be held liable, only in respect of such acts of omission or commission by a company which had occurred with his knowledge, attributable through Board processes, and with his consent or connivance or where he had not acted diligently with respect of the provisions contained in the Listing Agreement.

#### **4.2 Financial reporting and records**

a) The Company shall prepare and maintain its final statements fairly and accurately in accordance with all the applicable laws and accounting standards.

b) Internal accounting and audit procedures shall fairly and accurately reflect all of the Company’s business transactions and acquisition and disposition of assets. All

required information shall be accessible to Company's auditors and other authorised parties.

- c) Any willful material misrepresentation of and/or misinformation on the financial accounts and reports shall be regarded as a violation of the Code.
- d) The Directors and Senior Management Personnel shall accept the integrity and objectivity of the financial statements as well as various estimates and judgements used therein.

#### **4.3 Conflict of Interest**

- a) Directors and Senior Management Personnel of the Company should not enter into any transactions of material nature, which are or are likely to be in conflict with interest of the Company.
- b) Directors and Senior Management Personnel shall not exploit for their own personal gain, opportunities that are discovered through use of corporate property, information or position, unless the opportunity is disclosed fully in writing to the Board and the Board declines to pursue such opportunity for the Company.
- c) All transactions having conflict of interest should be carried out in accordance with law and be fully disclosed to the Board and, upon a decision being taken in the matter, the person concerned will be required to take necessary action as advised to resolve/avoid the conflict.
- d) If the person employee fails to make a disclosure as required herein, and the Board of its own accord becomes aware of an instance of conflict of interest that ought to have been disclosed by the concerned person, the Board would take a serious view of the matter and consider suitable disciplinary action against the person concerned.
- e) Conflicts mentioned in this clause can arise in many situations. A conflict of interest, actual or potential, may, arise *inter alia* where, directly or indirectly:
  - (i) the person engages in a business, relationship or activity that interferes with the performance or responsibility to the Company or is otherwise in conflict with or prejudicial to the interest of Company.
  - (ii) the person is in a position to derive a personal benefit or a benefit to any of his or her relatives by making or influencing decisions relating to any transaction; or
- f) The main areas of such actual or potential conflicts of interest include the following:
  - (i) Financial interest of the person or his relatives, including the holding of an

investment to an extent of 2% or more in the subscribed share capital of any company or share to an extent of 2% or more in any firm which is an actual or potential competitor, joint venture or other alliance partner, or a material supplier, customer, distributor or other person having a material business relationship with the Company.

- (ii) The person conducting business on behalf of the Company, or being in a position to influence a decision with regard to the Company's business with a supplier or customer of which his or her relative is a principal, officer or representative, resulting in a benefit to him/her or his/her relative.
- (iii) Award of benefits such as increase in salary or other remuneration, posting, promotion or recruitment of a relative of the person, where such an individual is in a position to influence the decision with regard to such benefits.
- (iv) Acceptance of gifts, donations, hospitality and/or entertainment beyond the customary level from existing or potential suppliers, customers or other third parties which have or is likely to have business dealings with the Company.

#### **4.4 Compliance with Laws/ Rules & Regulations**

Directors and Senior Management Personnel are required to comply with all applicable laws, rules and regulations, both in letter and spirit. In order to assist the Company in promoting lawful and ethical behaviour, Directors and Senior Management Personnel must report any possible violation of law, rules, regulation or this Code.

#### **4.5 Company Meetings**

The Directors should endeavor attend the Board/general meetings comprehending the agenda of the meeting circulated to them. They should also endeavor to attend all the Committee meetings scheduled in the year.

#### **4.6 Other Directorships- Disclosures**

The Directors should promptly disclose their appointment/cessation from directorship of other companies.

#### **4.7 Related Party Disclosures**

The Directors shall make disclosure to the Board, and the Senior Management Personnel shall make disclosure to the Chairman of the Company with respect to related party disclosures .

#### **4.8 Confidentiality of Information**

- a) Any information concerning the Company's business, its customers, suppliers etc., which is not in public domain and to which Directors and Senior Management Personnel have access or which is possessed by them, must be considered confidential and held in confidence, unless (i) authorised by the Board; or (ii) the same is part of the public domain at the time of disclosure; or (iii) is required to be disclosed in accordance with the applicable laws.
- b) Directors and Senior Management Personnel shall not provide any information either formally or informally, to the press or any other publicity media, unless specifically authorised. In all its public appearance with respect to disclosing information in relation to the Company's activities to public constituencies such as the media, the financial community, employees and shareholders, the Company shall be represented only by specifically authorised Directors and/or employees, which the Board or Managing Director / Chairman may authorise.

#### **4.9 Insider Trading**

- a) Directors and Senior Management Personnel should not derive benefit or assist others to derive benefit by giving investment advice from the access to and possession of information about the Company, not in public domain and therefore constitutes insider information.
- b) All Directors and Senior Management Personnel should comply with 'Code of Conduct for Prevention of Insider Trading in Shares of the Company' circulated by the Company and all insider-trading guidelines issued by the Securities Exchange Board of India.

#### **4.10 Internal Control System**

Directors and Senior Management Personnel should maintain and should cause the Company to maintain a proper and adequate system of internal controls including computerized Information System Controls and Security, to ensure that all assets are safeguarded and protected against loss from unauthorized use or disposition and that all transactions are authorised, recorded and reported correctly. These controls are directed towards improving economy, efficiency and effectiveness. Directors and Senior Management Personnel should work towards the deployment of security policies to ensure that data is protected and is always in the right hands.

#### **4.11 Corporate Governance**

Directors and Senior Management Personnel should sincerely follow and should cause the Company to follow the philosophy of good corporate governance by possessing strong business fundamentals and delivering high performance through

relentless focus on transparency, accountability, professionalisation and corporate social responsibility for enhancing shareholders' value and contributing to society at large.

#### **4.12 Human Resources/ Industrial Relations**

- (a) Directors and Senior Management Personnel should strive for causing the Company to maintain cordial industrial relations.
- (b) Executive Directors and Senior Management Personnel should cause the Company to build competency-based human resources systems and maintain human resources policy that has been directed at managing the growth of the organization efficiently.
- (c) Executive Directors and Senior Management Personnel should assist the Company in further aligning its human resource policies, processes and initiatives to meet its business needs.

#### **4.13 Respect for the Individual**

- (a) The Company's vision is based on inspiring and developing outstanding people. This will only be possible in an environment where we all respect the rights of those around us.
- (b) Executive Directors and Senior Management Personnel should ensure that:
  - (i) Subject to compliance with applicable laws regarding positive discrimination, individuals in all aspects of employment are not discriminated against on the basis of race, religion, colour, age, disability, gender, sexual orientation or marital status, and the sole criterion for recognition within the Company be that of work performance.
  - (ii) Racial, sexual or any other kind of harassment is not tolerated within the Company.
  - (iii) Personal beliefs of individuals are respected and that Company specifically disassociates itself from any activity, which challenges our commitment to cultural diversity and equal opportunities.

#### **4.14 Health, safety and environment**

- (a) Executive Directors and Senior Management Personnel should cause the Company to strive to provide a safe and healthy working environment and comply, in the conduct of the business affairs of the Company, with all regulations regarding the preservation of the environment of the territory it operates in. The Company is committed to prevent the wasteful use of natural resources and minimize any hazardous impact of the development, production,

use and disposal of any of its products and services on the ecological environment in accordance with the applicable laws.

- (b) The Managing Director and the Executive Directors and Senior Management Personnel should ensure that the Company adopts most efficient energy management system, prevention of energy waste and utilization of natural resources in its plants.

#### **4.15 Quality of products and services**

Executive Directors and Senior Management Personnel should ensure that the Company is committed to supply products and services of the highest quality standards backed by efficient after-sales service consistent with the requirements of the customers to ensure their total satisfaction. Executive Directors and Senior Management Personnel should cause the Company to thrive towards proper application and adoption of product safety standards.

#### **4.16 Shareholders**

Directors and Senior Management Personnel shall be committed to enhance shareholder value and in ensuring that the Company complies with all regulations and laws that govern shareholders' rights. Directors and Senior Management Personnel should cause the Board to duly and fairly inform its shareholders about all relevant aspects of the Company's business and disclose such information in accordance with the respective regulations and agreements.

### **5. AFFIRMATION OF THE CODE**

- 5.1 All Directors and Senior Management Personnel should sign the acknowledgment form annexed as **Annexure- II** hereto and return the form to the Company Secretary indicating that they have received, read and understood, agree to comply with the Code.
- 5.2 All Directors and Senior Management Personnel shall affirm compliance with the Code on an annual basis, within 30 days of close of every financial year to the Company Secretary, in the form annexed hereto as **Annexure-III**. The Annual Report shall contain a declaration to this effect signed by the Chief Executive Officer.

### **6. COMPLIANCE OFFICER**

The Company Secretary shall act as compliance officer for the purpose of the Code, who shall be available to Directors and Senior Management Personnel to help them to comply with the code.

**7. VIOLATION OF CODE**

It shall be the duty of Directors and Senior Management Personnel to help the enforcement of the Code and any breach if comes to the notice is to be reported to the Board / Managing Director. In case of breach of this Code by Directors and Senior Management Personnel, the same shall be considered by the Board for initiating appropriate action, as deemed necessary.

**8. AMENDMENT**

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

**9. WEBSITE**

Pursuant to Clause 49 of the Listing Agreement, this Code and any amendments thereto shall be posted on the website of the Company: [www.indiantoners.com](http://www.indiantoners.com)



## ANNEXURE- I - MEANING OF “RELATIVE”

“Relative” with reference to any person, means any one who is related to another, if:-

- (i) they are members of a Hindu undivided family; or
- (ii) they are husband and wife; or
- (iii) one is related to the other in such manner as prescribed in rule 4 of chapter I of the Companies Act, 2013, as under.

1 Father :

Provided that the terms “Father” includes step-father.

2 Mother :

Provided that the terms “Mother” includes step-mother.

3 Son :

Provided that the terms “Son” includes step-son.

4 Son’s wife.

5 Daughter.

6 Daughter’s husband.

7 Brother:

Provided that the terms “Brother” includes step-brother.

8 Sister :

Provided that the terms “Sister” includes step-sister.

**ANNEXURE- II  
ACKNOWLEDGMENT**

**INDIAN TONERS & DEVELOPERS LIMITED**

**CODE OF CONDUCT FOR  
DIRECTORS AND SENIOR MANAGEMENT PERSONNEL**

**ACKNOWLEDGEMENT FORM**

I ....., have received and read the Company's CODE OF CONDUCT FOR DIRECTORS AND SENIOR MANAGEMENT PERSONNEL (the 'Code'). Further, I affirm that I have understood the provisions and policies contained in the Code and I agree to comply with the Code.

Signature : .....

Name : .....

Designation : .....

Date : .....

Place : .....

ANNEXURE –III  
ANNUAL COMPLIANCE REPORT

**INDIAN TONERS & DEVELOPERS LIMITED**

**CODE OF CONDUCT FOR  
DIRECTORS AND SENIOR MANAGEMENT PERSONNEL**

**ANNUAL COMPLIANCE REPORT\***

I .....do hereby solemnly affirm to the best of my knowledge and belief that I have fully complied with the provisions of the **CODE OF CONDUCT FOR DIRECTORS AND SENIOR MANAGEMENT PERSONNEL** during the financial year ending **March 31,**

Signature :.....

Name :.....

Designation :.....

Date :.....

Place :.....

\* To be submitted by 30<sup>th</sup> April each year.