

JAY SHREE TEA & INDUSTRIES LTD

Code of Conduct

Code of conduct for members of the board and senior management

The Board of Directors (the “Board”) of the Company, apart from following in actual practice, has adopted the following written Code of Conduct and Ethics (the “Code”) for directors and senior management personnel of the Company. Senior management personnel shall mean all senior members of the Management team, one level below the Managing Director such as President / Vice President and the Secretary of the Company. This Code is intended to focus on all the Board Members and senior Management personnel on areas of ethics, integrity and honesty, providing guidance to help them recognize and deal with ethical issues, mechanisms to report unethical / dishonest conducts, and help foster a culture of honesty, integrity and accountability. The Code of Conduct as approved by the Board and subsequent amendments, if any, thereto by the Board shall be posted on the website of the Company.

Interpretation of code

In this code wherever the word ” Director ” appears it will also includes senior management personnel to the extent applicable. Any question or interpretation under this Code of Business Conduct and Ethics will be considered and dealt with by the Board or any committee or any person authorized by the Board in this behalf. The Board in justifiable cases for reasons to be recorded in writing may waive any condition of the code for compliance such, that it is not prejudicial to the interest of the Company.

The reasons for such waiver will be available at the Registered Office of the Company for information.

Each and every director and senior Management personnel is expected to comply with the letter and spirit of this Code.

I. CONFLICT OF INTEREST

Directors must promptly disclose to the Company potential conflicts of interest regarding any matters concerning the Company. “A Conflict of Interest” can occur when :

a) A director’s personal interest is adverse to or may appear to be adverse to the interests of the Company as a whole.

b) A director, or his / her relative, receives improper personal benefits as a result of his / her position as a director of the Company.

Explanation : The expression Relatives in this Code means dependant-parents, brothers, sisters, spouse, children and daughters-in-law and sons-in-law, to more or less fall in line with the definition of this term in Accounting Standard 18 prescribed by the Institute of Chartered Accountants of India. As illustrations only and being not exhaustive, some of the usual instances of conflicts of interest which directors should avoid, are listed below:

a) Relationship of Company with third parties

Directors shall not receive a personal benefit from a person or an entity, which is seeking to do business or to retain business with the Company. They shall not participate in any decision taking process involving another entity in which they have direct or indirect interest.

b) Compensation from non-Company sources

Directors shall not accept compensation (in any form) for services performed for the Company from any source other than the Company.

c) Gifts

Directors shall not offer, give or receive gifts from persons or an entities dealing with the Company, where any such gift is perceived as intended directly or indirectly, to influence any business decision. Gifts given to suppliers or customers or received from suppliers or customers should be appropriate to circumstances and should not be of a kind that can create an appearance of impropriety. It is particularly clarified that gifts given or received on festive occasions consistent with the accepted business practices and which can not be reasonably construed as payment or consideration for influencing or rewarding a particular decision or action, should not violate this Code.

II. CORPORATE OPPORTUNITIES

Directors are prohibited from :

a) Exploiting for their personal gain opportunities that are discovered through the use of Company property, Company information or position as a director, unless the opportunity is disclosed fully in writing to the Company's Board of Directors and the Board declines to pursue such opportunity.

b) Using the Company's property or information for personal gain.

III. CONFIDENTIALITY

Directors must maintain the confidentiality of information relating to the Company which comes to their knowledge in the course of the discharge of their functions and any other confidential information about the Company that comes to them, from whatever source

except when such disclosure is authorized or legally mandated. For purposes of this Code, “confidential information” includes all unpublished information relating to the Company.

IV. COMPLIANCE WITH LAWS, RULES AND REGULATIONS, FAIR DEALING

Directors must comply and oversee compliance by employees, officers and other staff, with laws, rules, and regulations applicable to the Company / its personnel, including insider trading regulations. Directors must deal fairly, and must ensure fair dealing by employees, officers, with the Company’s customers, suppliers, competitors and employees.

No payment or transaction should be made, undertaken, by a Director or authorized or instructed to be made or undertaken by any other person or the Company if the consequence of that transaction or payment would be the violation of any law in force. Directors will always act to the best of their knowledge, belief and effort in the best interests of the Company and all its stakeholders, including employees, shareholders and others.

V. ENCOURAGING THE REPORTING OF ANY ILLEGAL OR UNETHICAL BEHAVIOR.

Directors should promote ethical behavior and take steps to ensure that the company :

- a) Encourages employees to talk to supervisors, managers and other appropriate personnel when in doubt about the best course of action in a particular situation.
- b) Encourages employees to report violations of laws, rules, regulations, or the Company’s Code of Conduct to the appropriate personnel.
- c) Informs employees that the Company will not allow retaliation for reports made in good faith.

VI. DUTIES OF INDEPENDENT DIRECTOR

The duties of Independent Directors of the Company, as laid down under Schedule IV to the Companies Act, 2013, are incorporated herein pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 with Stock Exchanges. It shall be the duties of Independent Directors to:

- a) Undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the Company.
- b) 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;
- c) Strive to attend all meetings of the Board of Directors and of the Board Committees of which he is a member

- d) Participate constructively and actively in the committee of the Board in which they are chairpersons or members;
- e) Strive to attend the general meetings of the Company;
- f) 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;
- g) Keep themselves well informed about the Company and the external environment in which it operates;
- h) Not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
- i) Pay sufficient attention and ensure that adequate deliberation are held before approving related party transactions and assure themselves that the same are in the interest of the Company;
- j) Ascertain and ensure that the Company has an adequate and functional vigil mechanism and to ensure that the interest of a person who uses such mechanism are not prejudicially affected on account of such use;
- k) Report concerns about unethical behavior, actual or suspected fraud or violation of the Company`s code of conduct or ethical policy;
- l) Acting within his authority, assist in protecting the legitimate interests of the Company, shareholders and its employees;
- m) 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.

VII. COMPLIANCE STANDARDS

- a) All suspected violations of this code shall be promptly reported to the Board and such violations are subject to investigation by the Board or any Committee / or any person(s) so designated by the Board, Violations will be investigated by the Board of any such designated persons/ committee and appropriate action will be taken in the event of any such violations.
- b) Directors should inform the Company immediately about the emergence of any situation which may disqualify him from Directorship.
- c) It shall be endeavor of every Directors to attend as far as possible and actively participate in meeting of the Board and Committee thereof on which they are members.