



## *Code of Conduct*

*Group refers to the Rubamin Private Ltd and its subsidiaries in this document. This policy is meant exclusively for the perusal of, and strictly for circulation within, the Rubamin Private Ltd and its subsidiaries. Please note that sharing of information contained in this policy, other than with employees of the Rubamin Private Ltd without written consent from Corporate Human Resources, would be construed as a breach of the Company's Code of Conduct.*

Policy Title	Code of Conduct
Employee Value Proposition	Guideline and General Principles of conducts for employees
Applicability	This policy is applicable to all employees across Rubamin and its subsidiary Companies
Originator and Contact Information	Human Resource ( <a href="mailto:hrd@rubamin.com">hrd@rubamin.com</a> )
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**1. OBJECTIVE: -**

Rubamin Private Limited lives by its core purpose – “*The Joy of creating an Institution*”. An institution runs on processes, systems, and behaviors. This code of conduct reinforces our commitment to building an institution.

**2. SCOPE: -**

This code of conduct is applicable to all employees across Rubamin and its subsidiaries.

**3. GUIDELINES FOR CONDUCT:*****All employees of the Company must-***

- Act honestly, fairly, ethically, and responsibly.
- Be loyal to the Company and act with integrity and in good faith.
- Seek to use due care in the performance of his/her duties in the best interests of the company.
- Act with competence and diligence, without allowing their independent judgment to be subordinated.
- Have an obligation, at all times, to comply with the spirit, as well as the letter, of the law and of the principles of this Code.
- Comply with ethical business practices and ensure the compliance of the same from their team members.

***All Directors and Senior Management Team of the Company should***

- Use reasonable efforts to attend Board and/ or Committee meetings regularly
- Dedicate sufficient time, energy, and attention to the Company to ensure diligent performance of his/her duties, including preparing for meetings and decision-making by reviewing in advance any materials distributed and making reasonable inquiries
- Act in the best interests of, and fulfil their fiduciary obligations to, Company's shareholders
- Disclose potential conflicts of interest that they may have regarding any matters that may come before the Board, and abstain from discussion and voting on any matter in which the Director has or may have a conflict of interest
- Make available to and share with fellow Directors' information as may be appropriate to ensure proper conduct and sound operation of the Company and its Board of Directors