

**SUNIL HEALTHCARE LIMITED**  
**38E/252A, VIJAY TOWER,**  
**SHAHPURJAT, NEW DELHI-110049**

**CODE OF CONDUCT FOR SENIOR MANAGEMENT**

**1. INTRODUCTION**

This Code of Conduct (the “Code”) helps to maintain the standards of business conduct for SUNIL HEALTHCARE LIMITED (the “Company”) and ensures compliance with legal requirements. The aim of the code is to deter wrongdoing and promote ethical conduct. The matters covered in this code are of utmost importance to the Company, our shareholders and business partners. Further, these are essential so that the Company can conduct its business in accordance with its stated values.

The code is applicable to the following, Company personnel (the “Officers”) who hold senior management positions in the Company VIZ: -

- President (Operation & Marketing)
- Chief Executive Office
- Vice President (Operation)
- Chief financial Office
- Manager Legal cum Company Secretary
- General Manager ( QA & R&D)
- Sr. Manager (International Business Marketing)
- Sr. Manager Marketing
- Manager (Human Resource Management)
- Manager (Production)
- Manager ( Material)

Officers will sign the acknowledgement at the end of this code and return it to the CMD. The signed acknowledgement form will be located in each officer’s personal file. Each year, on 1<sup>st</sup> April, officers will sign an acknowledgement indicating their continued understanding of the code.

**II. HONEST AND ETHICAL CONDUCT**

The Company expects all officers to maintain highest professional integrity, honesty and ethical conduct, both in their personal lives and while on Company’s business. The Company expects honest conduct, free from fraud and deception. Ethical conduct includes the ethical handling of actual or potential conflicts of interest between personal and professional relations. In case of doubt, the Officers will seek guidance from the CMD.

**III. CONFLICT OF INTEREST**

The Company expects that an officer avoids and discloses actual and potential conflicts in interest i.e. where the interest or benefits of one person or entity conflict with the interest or benefits of the Company. For example:

**A- Employment /Outside Employment**

In consideration of their employment with the Company, officers will devote their full attention to the Company's business interests. Officers are prohibited from engaging in any activity that interferes with their performance or responsibilities towards the Company, or is otherwise in conflict with or prejudicial to the interest of the Company. Officers are prohibited from accepting simultaneous employment/engagement whether full time or part time with suppliers, customers, developers or competitors of the Company or in taking part in any activity that enhances or supports a competitor's position. Additionally, Officers must disclose to the CMD, any interest that they have that may conflict with the business of the Company.

**B- Outside Directorship**

As it is a conflict of interest to serve as a Director of any company that competes with the Company, officers will not do so. Additionally, Officers will first obtain approval of the CMD before accepting any Directorship.

**C- Business interest**

If an Officer is considering investing in any company, customers, suppliers, developers or competitors of the Company, he must first obtain approval from the CMD.

**D- Related Parties**

As a general rule, officers should avoid conducting Company business with a relative, or with a business in which a relative is associated in any significant role. Relatives include spouse, siblings, children, parents, grandparents, grandchildren, aunts, uncles, nieces, nephews, cousins, step-relationships and in-laws. The Company discourages the employment of relatives of officers in positions within the same department.

**E- Payments or Gifts**

Under no circumstance may Officers accept any offer, payment promise or authorization to receive any money, gift or anything of value from customers, vendors, consultants etc that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud or any opportunity for the commission of any fraud. Inexpensive gifts, infrequent business meals, celebratory events and entertainment, provided that they are not excessive or create an appearance of impropriety, don't violate this policy. In case of a doubt, an Officer will refer to the CMD with full details.

**F- Corporate Opportunities**

Officers should not exploit for their own personal gain, opportunities that are discovered through the use of Company property, information or position.

IV. **DISCLOSURE TO THE SEBI AND PUBLIC**

The officers of the Company shall comply with the Company's policy to provide full, fair, accurate, timely and understandable disclosure in reports and documents the Company file with, or submit to the SEBI or in any prescribed public communication.

V. **COMPLIANCE WITH GOVERNMENTAL LAWS, RULES & REGULATIONS**

Officers must comply with all applicable governmental laws, rules and regulations. Officers must acquire appropriate knowledge of the legal requirements related to their duties sufficient to enable them to recognize potential dangers and to know when to take advice from appropriate quarters. This is essential to prevent the Company from being exposed to any legal or financial embarrassment.

Violations of appropriate governmental laws, rules and regulations may subject officers to individual criminal or civil liability, as well as to disciplinary action by the Company as such individual violations may subject the Company to civil or criminal liability or the loss of business.

VI. **ACCOUNTING PRACTICES**

The Company's responsibilities to its stockholders and the investing public require that all transactions be fully and accurately recorded in the Company's books and records in compliance with all applicable laws. The concerned officers will ensure that all required information shall be accessible to the Company's auditors and other authorized persons and government agencies. False or misleading entries, unrecorded funds or assets, or payments without appropriate supporting documentation and approval are strictly prohibited and violate Company policy and the law. There shall be no willful omissions of any Company transactions from the books and records and no hidden bank accounts and funds. Any willful material misrepresentation of and / or misinformation of the financial accounts and reports shall be regarded as a violation of the code apart from inviting appropriate civil or criminal action under the relevant laws. Additionally, all documentation supporting a transaction should be fully accurate.

VII. **GENERAL PROVISIONS OF THE CODE**

A **Compliance of the Code**

It is an Officer's responsibility to help enforce the code by being alert to its possible violations and reporting them appropriately.

B **Workplace Free of Harassment**

Officers will enforce Company policy of providing a work environment free of unlawful harassment. All officers will particularly ensure that women employees do not face any

sexual harassment and have the confidence that they will work unhindered by any unwelcome attention.

**C Safety of Workforce**

Officers will ensure the physical safety of the workforce placed under them.

**D Expense Claims**

While submitting expense claims, an Officer will ensure that the expense was incurred purely on Company's business and was duly authorized as per Company's rules.

**E Protecting Confidential Information**

As the Company's confidential information is a valued asset, Officers must protect it and utilize it for Company business purpose only. Safeguarding Company's confidential information is not only the hall mark of exemplarily professional conduct, it is the very sine qua non of professional and personal integrity.

**F Obligations under the Security Laws**

An Officer will not indulge in "Insider Trading" of Company Security nor will tip others to enable them to profit from it or for them to profit on the Officer's behalf. The Company also prohibits any short selling of its stock by an Officer.

**G Use of Company Assets**

An Officer's key responsibility is to safeguard the Company's assets. Employees shall not mis-appropriate or misuse any asset, hard or soft, for his personal use.

**H Company Funds**

An Officer is to expend Company's funds entrusted to him purely for Company's business purpose. He will also ensure that such expenses obtain the best value for the Company.

**I Political Contributions**

Political contributions on Company's behalf will be made within the legally prescribed limit and only after the approval of the Board of Directors.

**J Customer Relations**

With the existing customers and potential customers, Officers are expected to act in a manner that creates value for them and helps to build a relationship based on trust. This

goodwill, created by quality services that the Company has provided over many years is the Company's most valuable asset which Officers must preserve and enhance.

#### **K Relationship with Suppliers**

Because suppliers make a significant contribution to the Company's success, concerned officers must create an environment wherein the suppliers have an incentive to work with the Company. The suppliers must be confident that they will be treated lawfully and in an ethical manner.

#### **VIII WAIVER**

Any waiver of any provision of this code must be approved by the CMD or in appropriate cases by the Board of Directors.

#### **IX DISCIPLINARY ACTION**

The Company will take appropriate action against any Officer who violates this Code. Disciplinary action may include immediate termination of employment at the Company's sole discretion. Where the Company has suffered a loss due to violation of the code by an officer, it may pursue its legal remedies against him. Where laws have been violated, the Company will cooperate fully with the investigating authorities.