



## **GRAVISS HOSPITALITY LIMITED**

### ***CODE OF CONDUCT FOR BOARD OF DIRECTORS (INCLUDING INDEPENDENT DIRECTORS) AND SENIOR MANAGEMENT PERSONNEL***

#### **Preamble:**

This Code of Conduct (**the “Code”**) helps maintain high standards of business conduct for the Company and ensures compliance with legal requirements under Regulation 17(5) of SEBI (Listing Obligations & Disclosures Requirements) Regulations, 2015. The Code promotes ethical conduct. All Directors and Senior Management must act within the bounds of the authority conferred upon them and with a duty to make and enact informed decisions and policies in the best interests of the company and its shareholders / stakeholders.

This Code of Conduct is being adopted by the Company to comply with the applicable rules and regulations of the SEBI (Listing Obligations And Disclosure Requirements) Regulations, 2015 (“Listing Regulations”)

With a view to maintain high standards that the company requires, the following rules / code of conduct should be observed in all activities of the board. The Company appoints the Company Secretary as a Compliance Officer for the purposes of the code who shall be available to Directors and Senior Management to answer questions and to help them comply with the Code.

The Directors and Senior Management recognize that they have fiduciary responsibility and are accountable to maximise shareholder value through good business practices and controls.

#### **1. Honesty & Integrity**

All directors and senior management shall act their activities, on behalf of the Company and on their personal behalf, with honesty, integrity and fairness. All directors and senior management will act in good faith, responsibility, with due care, competence and diligence, without allowing their independent judgment to be subordinated. Directors will act in the best interests of the Company and fulfil the fiduciary obligations.

#### **2. Conflict of Interest**

Directors on the Board of the Company and Senior Management Personnel shall not engage in any business, relationship or activity, which may be in conflict of interest of the Company or the group.

Conflicts can arise in many situations. It is not possible to cover every possible conflict situation and at times, it will not be easy to distinguish between proper and improper activity. Set forth, are some of the common circumstances that may lead to a conflict of interest, actual or potential –

- a) They should not engage in any activity / employment that interferes with the performance or responsibility to the company or is otherwise in conflict with or prejudicial to the company.

- b) Directors and senior management and their immediate families should not invest in a company, customer, supplier, developer or competitor and generally refrain from investments that compromise their responsibility to the company.
- c) Directors and Senior Management Personnel should avoid conducting company business with a relative or with a firm / company in which a relative / related party is associated in any significant role. If such related party transaction is unavoidable, it must be fully disclosed to the board of the company.
- 3. Corporate Opportunities Directors and Senior Management Personnel shall not exploit for their own personal gain, opportunities that arise through the use of corporate position, information or property unless the same is disclosed in writing to the Board of Directors of the Company.
- 4. Compliance with Laws, Rules and 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 must report any possible violation of law, rules, regulation or the code of conduct to the compliance officer.
- 5. Duties of Independent Directors
  - a) To act in accordance with the Company's Articles of Association.
  - b) To act in good faith in order to promote the objects of the Company for the benefit of its members as a whole, and in the best interest of the Company, and its employees, the shareholders, the community and for the protection of environment.
  - c) To exercise duties with due and reasonable care, skill and diligence.
  - d) Not involve in a situation in which he/she may have a direct or indirect interest that conflicts, or possibly may conflict, with the interest of the Company.
  - e) Not achieve or attempt to achieve any undue gain or advantage either to himself/herself or to their relatives, partners or associates.
  - f) Not assign his/her office as Director and any assignments so made shall be void. Independent Directors shall also abide by the "Code for Independent Directors" as outlined in Schedule IV to the Companies Act, 2013, and duties of directors as provided in the said Act and Regulation 25 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015.

## **6. Other Directorships**

The Company feels that serving on the board of other companies may raise substantial concerns about potential conflict of interest. And therefore, all directors must report / disclose such relationships to the Board on an annual basis. It is felt that service on the board of a direct competitor is not in the interest of the company. Senior Management Personnel must obtain the approval of the Company before accepting a directorship.

## **7. Confidentiality of Information**

Any information concerning the company's business, its customers, suppliers etc., which is not in public domain and to which the director or senior management has access or possesses such

information, must be considered confidential and held in confidence, unless authorised to do so and when disclosure is required as a matter of law. No director or management personnel shall provide any information either formally or informally, to the press or any other publicity media, unless specially authorised.

## **8. Insider Trading**

The Company has formulated a Code of Conduct for Insider Trading. The Directors and the Senior Management personnel shall comply with the requirements of the code. Any director and senior management personnel of the company shall 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. All directors will comply with insider trading regulations as issued by SEBI.

## **9. Gifts & Donations**

No Executive director or senior management personnel of the company shall receive or offer, directly or indirectly, any gifts, donations, remuneration, hospitality, illegal payments and comparable benefits which are intended (or perceived to be intended) to obtain business (or uncompetitive) favours or influence any business decision for the conduct of business. Nominal gifts of commemorative nature, for special events may be accepted and reported to the Board annually.

## **10. Protection of Assets**

Protection of the Company's assets is a key responsibility of every person associated with the Company. Directors and senior management personnel must protect the company's assets, labour and information and may not use these for personal use, unless approved by the Board. Care should be taken to ensure that assets are not misappropriated, loaned to others or sold without appropriate authorization. They are responsible for proper use of Company's asset and must safeguard such assets against loss, damage, misuse or theft. The Company has developed procedures and control for usage and protection of company's asset. All are personally responsible for compliance of the procedures.

## **11. Annual Review**

All directors and senior management personnel shall affirm compliance with the code on an Annual basis.

## **12. Violations of Code**

It is ethical responsibility of every director and senior management personnel to abide by and enforce this Code. The Board of Directors shall take disciplinary action against any director or senior management personnel who is found guilty under the Code or is found to violate the Code.

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