

# **CHOKSI IMAGING LIMITED**

## **Corporate Policy**

### **CODE OF CONDUCT**

#### **1. PURPOSE**

It is vital to the financial success of CHOKSI IMAGING LIMITED (hereinafter referred to as “CIL”) that we conduct our business with honesty and integrity and in compliance with all applicable legal and regulatory requirements. This Code of Conduct sets out the fundamental standards to be followed by Board of Directors and Senior Management in their everyday actions on behalf of the Company and seeks to promote honest and ethical conduct. Further guidance on the company’s standards in specific areas will be provided through related corporate policies and guidelines.

#### **2. SCOPE**

This policy applies to all Directors and Senior Management at all regions.

#### **3. POLICY**

Each Director and Senior Management of CIL must:

- 3.1. Conduct the Company’s business with honesty and integrity and in a Professional manner that protects the Company’s good public image and Reputation.
- 3.2. Build relationships with customers, vendors and fellow employees based on trust and treat every individual with respect and dignity in the conduct of Company business.
- 3.3. Become familiar with and comply with legal requirements and Company policy and procedures.
- 3.4. Avoid any activities that could involve or lead to involvement in any unlawful practice or any harm to the company’s reputation or image.
- 3.5. Avoid actual or potential conflicts of interest with the Company, or the appearance thereof, in all transactions.
- 3.6. Provide accurate and reliable information in records submitted, safeguard the Company’s confidential information, and respect the confidential information of other parties with whom the Company does business or competes.
- 3.7. Promptly report to the Board of Directors/ Company any violations of law or ethical principles or Company policies that come to the employee’s attention, and cooperate fully in any audit, enquiry, review or investigation by the Company.

#### **4. RESPONSIBILITY**

- 4.1. All the member of Board and Management must uphold these standards in the conduct of Company's business and the Company must handle, in a manner consistent with these standards and related policies, all actual and apparent conflicts of interest between personal and professional relationships and all other matters governed by this Code and such related policies. If a decision about a particular action is not covered specifically by this Code or related corporate policies, employees are required to seek guidance from their supervisor or appropriate internal resources, such as the Directors, Compliance Officers.
- 4.2. Senior management should be a role-model for these standards by visibly Demonstrating support and by regularly encouraging adherence by Managers. Managers should ensure all their employees receive guidance, training and Communication on ethical behavior and legal compliance relevant to their Duties for the Company.
- 4.3. Failure by any Member of Board of Directors or employee to comply with this or any CIL policy will subject employees, including supervisors who ignore prohibited conduct, or have knowledge of the conduct and fail to correct it, to disciplinary action up to and including separation from the Company.

#### **5. VIOLATIONS OF THE CODE :**

Directors/Officers must help enforce this Code. Directors/Officers must cooperate in any internal or external investigations of possible violations. Reprisal, threat, retribution or retaliation against any person who has, in good faith, reported a violation or a suspected violation of law, this Code or other Company policies, or against any person who is assisting in any investigation or process with respect to such a violation, is prohibited.

The Company will take appropriate action against any Directors/Officers whose actions are found to violate the Code or any other policy of the Company, after giving him a reasonable opportunity of being heard. Where laws have been violated, the Company will co-operate fully with the appropriate authorities and regulators.

#### **6. AMENDMENT, MODIFICATION & WAIVERS :**

Company is committed to continuously reviewing and updating the policies and procedures. Therefore, this Code is subject to modification. Any amendment/inclusion or waiver of any provision of this Code shall be approved by the Company's Board of Directors and promptly disclosed on the Company's website and in applicable regulatory filings pursuant to applicable laws and regulations, together with details about the nature of the amendment or waiver.