

## **CODE OF CONDUCT AND ETHICS FOR SENIOR MANAGEMENT PERSONNEL**

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### **INTRODUCTION**

The senior management personnel (SMP) of SeQuent Scientific Limited (“Company”) adopt this Code of Conduct (the “Senior Management Code”) to assist them in fulfilling their duties to the Company. The SMP are entrusted with the management of the business and affairs of the Company under the direction and supervision of the Board of Directors of the Company. As the Company’s key officers, the SMP set the standard of conduct for all officers and employees of the Company.

SeQuent Scientific Limited has a long-standing commitment to compliance with applicable laws and regulations and to operating in accordance with the highest standards of business conduct. In many instances, the Senior Management Code’s guidelines and standards go beyond the requirements of applicable law.

### **GUIDELINES FOR CONDUCT**

Each SMP should seek to use due care in the performance of his/her duties, be loyal to the Company and act in good faith and in a manner he / she reasonably believes to be in or not opposed to the best interests of the Company. A SMP should:

- dedicate sufficient time, energy and attention to the Company to ensure diligent performance of his/her duties, including decision-making by reviewing in advance any materials distributed and making reasonable inquiries;
- be aware of and seek to fulfill his or her duties and responsibilities as may be stipulated by the Company from time to time; and
- seek to comply with all applicable laws, regulations, confidentiality obligations and Corporate Policies.

### **CORPORATE BUSINESS OPPORTUNITIES**

Except as described elsewhere herein, an SMP may not engage in business so long as he/she is in the employment of the Company nor pre-empt or seize a corporate business opportunity. A corporate business opportunity is (1) an opportunity in the Company’s line of business or proposed expansion or diversification, (2) which the Company is financially able to undertake and (3) which may be of interest to the Company.

## **CONFLICTS OF INTEREST**

SMPs are expected to dedicate their best efforts to advancing the Company's interests and to make decisions that affect the Company based on the Company's best interests and independent of outside influences.

A conflict of interest occurs when one's private interests interfere in any way, or even appear to interfere, with the interests of the Company. A conflict situation can arise when a director takes actions or has interests that make it difficult to perform his/her duties for the Company objectively and effectively. An SMP's obligation to conduct the Company's business in an honest and ethical manner includes the ethical handling of actual or apparent conflicts of interest between personal and business relationships.

Following are some common examples that illustrate actual or potential conflicts of interest:

- Owning an interest in a company that competes with or does business with SeQuent Scientific Limited.
- Participating in a joint venture, partnership or other business arrangement in competition with the Company; and
- Employment with or serving as a director of a competitor, customer or supplier of the Company.

An SMP who has an actual or potential conflict of interest, including any of the situations described above, must disclose to the Company (1) the existence and nature of the actual or potential conflict of interest and (2) all facts known to him/her regarding the transaction that may be material to a judgment about whether to proceed with the transaction. The SMP may proceed with the transaction only after receiving approval from the Board or Managing Director of the Company.

## **GIFTS AND ENTERTAINMENT**

When acting on behalf of SeQuent Scientific Limited, SMPs should never request gifts, entertainment or any other business courtesies from people doing business with the Company (including suppliers, customers, competitors, contractors and consultants).

Unsolicited gifts are permissible if they are customary and commonly accepted business courtesies; not excessive in value; and given and accepted without an express or implied understanding that the director is in any way obligated by acceptance of the gift. Gifts with a value of over Rs. 10,000/- should only be accepted with the approval of the Managing Director. Meals in the ordinary course of business and infrequent meals and entertainment, such as cultural or sporting events, that are attended by both the SMP and the donee are not considered gifts.

Gifts of cash or cash equivalents (including gift certificates, securities, below-market loans, etc.) in any amount are prohibited.

## **COMPANY PROPERTY**

SMPs have a responsibility to safeguard and properly use Company assets and resources, as well as assets of other organizations that have been entrusted to the Company. Except as specifically authorized, Company assets, including Company equipment, materials, resources and proprietary information, must be used for Company business purposes only.

## **CONFIDENTIAL INFORMATION**

SMPs shall maintain the confidentiality of information entrusted to them by the Company. The Company's confidential and proprietary information shall not be inappropriately disclosed or used for the personal gain or advantage of the SMP or anyone other than the Company.

## **FAIR DEALING**

SMPs should endeavor to deal fairly with the Company's Customers, Suppliers, Competitors and Employees and should never take unfair advantage of others through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice.

## **COMPLIANCE WITH LAWS AND REGULATIONS**

The Company is committed to compliance with those acts, rules and regulations that govern the conduct of its business.

### **Securities Laws**

It is Company policy to make full, fair, accurate, timely and understandable disclosure in compliance with all applicable laws and regulations in all reports and documents that the Company files with, or submits to, the Securities and Exchange Board of India, the Stock Exchange, Registrar of Companies and in all other public communications made by the Company. SMPs must abide by applicable Company policies and procedures designed to promote compliance with this policy.

### **Insider Trading**

Certain categories of employees (which include the SMPs) are prohibited by Company policy and the law from buying or selling securities of the Company when in possession of material Unpublished Price Sensitive Information. Passing such information on to someone who may buy or sell securities (tipping) is also illegal. The prohibition applies

to Companies securities and to securities of other companies if the SMP learns material Unpublished Price Sensitive Information about other companies, such as the Company's customers or suppliers, in the course of duties for the Company.

### **Competition Laws**

While the Company competes vigorously and creatively in its business activities, its efforts in the marketplace must be conducted in accordance with all applicable Competition Act and Regulations. SMPs should not engage in any activity in violation of applicable Competition Act.

### **Anti-Corruption Laws**

The Company conducts its international business activities in compliance with applicable Anti-Corruption Act of the India and the laws of all other countries in which the Company conducts business. The Anti-Corruption Act prohibits the Company and its officers, employees and agents from giving or offering to give money or anything of value to a foreign official, a foreign political party, a party official or a candidate for political office in order to influence official acts or decisions of that person or entity, to obtain or retain business, or to secure any improper advantage. SMPs should not engage in any activity that might involve the Company in a violation of the Anti-Corruption Act.

### **Interacting With Government**

The various branches and levels of government have different laws restricting gifts, including meals, entertainment, transportation and lodging, that may be provided to Government Officials and Government Employees. SMPs should not offer to or pay for meals, travel, lodging or any other expenses for Government Officials in connection with the Company or Company business without first consulting with the Legal Cell of the Company.

### **Political Contributions**

SMPs may not cause the Company to make contribution to any political party or for any political contribution without the prior approval of the Board. SMPs must comply with applicable laws and Company policy with respect to causing the Company to make political contributions. SMPs may not make personal political contributions on behalf of, or in the name of, the Company. SMPs will not be reimbursed or otherwise compensated for any personal political contribution.

### **NON-COMPLIANCE**

Suspected violations of this Code must be reported to the Chairman of the Board or the Chairman of the Audit Committee. All reported violations will be appropriately investigated. SMPs who violate this Code may be subject to sanctions, up to and including a request to resign from the employment of the Company.

An SMP charged with a violation of this Code may be present at a meeting of the Board or Committee convened for that purpose of enquiring into the alleged contravention.

Any waiver of this Code must be approved by the Board of Directors or Managing Director and publicly disclosed as required by law or regulation.

### **NO RIGHTS CREATED**

This SMP Code sets forth guidelines for conduct for the Senior Management Personnel. It is not intended to and does not create any rights in any director, officer, employee, client, supplier, competitor, shareholder or any other person or entity.

### **Acknowledgement and Annual Compliance affirmation**

The SMP should confirm compliance on an annual basis.

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