



## **R. S. SOFTWARE (INDIA) LIMITED**

### **Code of Conduct**

The Company has adopted a Code of Conduct specifically for the members of the Board of Directors and/or members of the Senior Management of the Company, which sets out as follows:

The Company's Code of Conduct has been uploaded on the website [www.rsoftware.com](http://www.rsoftware.com) and the web link of the same is provided.

It is hereby declared that the company has obtained from all Board Members and Senior Executives an affirmation that they have complied with the code of conduct for financial year 2015-16.

#### **1. Conflict of Interest**

- To conduct them ethically and honestly and act in the interests of the Company
- To avoid situations that might lead to a conflict between his personal interests and the interests of the Company.

Although it is difficult to describe all situations, which could create a conflict of interest, the following are some examples:

- Working for a competitor/ supplier/ client while working for the Company. To serve as a Director/Employee in Top Executive Management of any Company that competes with the Company. One may accept Directorship or Employment of a Company / Supplier or Business Partner only after obtaining approval from the Company's Legal Department.
- Accepting gifts/ receiving discounts from competitors.
- Personally taking a business opportunity that arises due to a Senior Manager's position.
- Receiving a loan or a guarantee or an obligation arising due to his position.

#### **2. Confidential Information**

- Each Director & Senior Manager is expected to protect the Company's confidential proprietary business information.
- Each Director & Senior Manager's commitment is evidenced by a confidentiality agreement.
- Being a Director / Senior Member, one is expected to keep certain information confidential which has been discussed in the Senior Management Meetings.
- Re-enforcing the confidentiality agreement as stated in the appointment terms and conditions as well as in the service rule of the Organization.
- Only authorized Company spokesperson may communicate with the press on behalf of the Company.

### **3. Public Disclosures**

The Company is committed to all of its public disclosures and reports being full, fair, accurate, timely and understandable.

### **4. Legal Compliance**

The Company recognizes to conduct its business with honesty, integrity and in full compliance with all applicable laws, rules and regulations. All Directors & Senior Managers are required to abide by the statutory requirements.

### **5. Share Transactions**

All Board Members & Senior Managers should report their holding in the Company. There should exist a block period of two weeks (before the quarterly results etc.) when one cannot trade in the Company's securities.

In accordance with the SEBI Guidelines, one is expected to refrain from "Insider trading" by misusing any unpublished price-sensitive information.

### **6. Fair Business Practices**

Each Director / Senior Manager of the Organization is committed to conduct business fairly without engaging in corrupt practices and unfair competition. Therefore, manipulation, concealment, abuse of privileged information, misrepresentation of facts is not considered as fair business practice.

### **7. Supporting Loyalty & Respect**

Each Director & Senior Manager will abide by and promote Company's environment of mutual trust and loyalty. If any Director / Senior Member breach this trust, then he/ she will be subject to appropriate corrective action including dismissal or removal from office.

### **8. Open Communication**

Each Senior Manager is encouraged to discuss concerns raised by anyone in the Company, or report any suspected breach to CMD. The Company will not tolerate any form of retaliation for reports or concerns that were made in good faith.

### **9. Corporate Policy Awareness**

All Senior Managers must be aware of all the corporate policies governing the Code of Conduct of employees and the Company's Management System.

### **10. Company Branding**

All Director & Senior Managers are expected to give responsible views about the Company and its performance.

### **11. Black out Period**

All Directors & Senior Managers are expected to adhere to black out policy during which trading window is closed for them.

### **Amendment of the Code**

The Company recognizes that only the Chairman & Managing Director of the Company may amend this Code as and when required.

### **Violation of the Code of Conduct**

If there is a violation of the above-mentioned Code of Conduct by any of the Senior Managers, depending on the seriousness/ severity of the issue will be taken up by a Committee, headed by the CMD of the Company for appropriate action as deemed fit.

### **Code of Conduct for Independent Directors**

The Company has adopted additional Code of Conduct for the Independent Directors of the Board, which is as follows:

- (1) Uphold ethical standards of integrity and probity.
- (2) Act objectively and constructively while exercising duties.
- (3) Exercise their responsibilities in a bona fide manner in the interest of the company;
- (4) Devote sufficient time and attention to professional obligations for informed and balanced decision making.
- (5) Not allow any extraneous considerations that would vitiate their interests of the company as a whole, while concurring in or dissenting from the collective judgments of the Board in its decision making.
- (6) Not abuse their position to the detriment of the company or its shareholders or for the purpose of gaining direct or indirect personal advantage for any associated person.
- (7) Refrain from any action that would lead to loss of their independence.
- (8) Where circumstances arise which make an independent director lose the independence, the independent director must immediately inform the Board accordingly.
- (9) Assist the company in implementing the best corporate governance practices.