

**Keynote Corporate Services Limited**

**Code of Conduct for Board of Directors  
and Senior Management**

# **KEYNOTE CORPORATE SERVICES LIMITED**

## **CODE OF CONDUCT FOR BOARD OF DIRECTORS AND SENIOR MANAGEMENT**

This Code of Conduct is a set of principles that guide and govern the conduct of Company's directors and employees in all matters relating to business.

The Code is a dynamic document and has been in line with the provisions of the Companies Act, 2013 as well as the amendments to the Listing Agreement from time to time.

### **1. COMPANY POLICY**

Keynote Corporate Services Limited maintains policy of having fair and transparent dealings in its day to day business conduct. The Company adheres at having high standards of business ethics and is dedicated towards timely compliance of all laws, rules and regulations and adopting efficient corporate governance practice.

### **2. APPLICABILITY**

This Code of Conduct (hereinafter referred to as "Code") shall be applicable to;

- (i). All the members of Board of Directors of the Company (hereinafter referred to as "Directors") and
- (ii). (a) Compliance Officer and Company Secretary of the Company,  
(b) Chief Operation Officer(s), CFO and Head Corporate Affairs  
(c) All executives of the Company including all departmental/functional heads.  
(Hereinafter referred for (a) to (c) as "Officers")

### **3. STANDARDS OF CONDUCT**

The Directors and Officers of the Company shall abide by the policies and procedures laid down under this Code and shall act in accordance to the standards enumerated in this code while performing their duties within the premises of the Company during working hours and also during such time when they represent the Company at any social events, meetings, conferences or gathering of any kind. All the Directors and Officers of the Company shall work with professionalism, honesty, integrity and maintain ethical standards in day to day conduct of business. All of them shall also be responsible for implementation of and compliance with this Code in professional environment. The contribution of every Director and Officer with complete professionalism, honesty and integrity shall help the Company to maintain its culture of high ethical standards, commitment to timely compliance and increasing stakeholders' confidence.

