

# REPORT ON CORPORATE GOVERNANCE

## **The Company's Philosophy on Corporate Governance**

Corporate governance at Kajaria Ceramics Limited (Kajaria / the Company) is strongly founded on its core values viz. passion, integrity, respect, and accountability in all its actions, operations and engagement with the stakeholders and society at large.

The Company believes that good corporate governance emerges from the application of the best and sound management practices and compliance with the laws coupled with adherence to the highest standards of transparency and business ethics.

Being an industry leader for more than 20 years, gives us immense pride and at the same time puts onus on us to raise our own bar of governance. Achieving milestones is important for us, but achieving them the right and ethical way is all the more important and essential.

In keeping with this responsibility, we continuously review our Corporate Governance framework and practices, to uplift them to align them with the best across the globe. The Company's Code of Conduct and Ethics and the Code of Conduct for Prevention of Insider Trading are an extension of our values and reflect our commitment to ethical business practices.

The governance structure at Kajaria is based on the principles of providing adequate authority to the executive management within a given framework to ensure that the powers vested in the executive management are exercised with due care and utmost responsibility so as to meet the expectation of all the stakeholders.

The Board of Directors ('the Board') are responsible and committed to sound principles of Corporate Governance in the Company. The Board of the Company plays a crucial role in overseeing how the management serves the short and long term interest of the shareholders and other stakeholders.

## **The Corporate Governance Philosophy of the Company is based on the following principles:**

- i. Appropriate composition of the Board;
- ii. Timely disclosure of material and financial information to the Board and Stakeholders;
- iii. Systems and processes are in place to ensure financial control and compliance of applicable laws; and
- iv. Proper Business Conduct by the Board, Committees, Senior Management and Employees.

## **Board of Directors**

The Company firmly believes that an active, well-informed and independent Board is necessary to ensure the highest standards of Corporate Governance in order to bring objectivity and transparency in the Management. The Board of Directors alongwith their Committees are entrusted with the ultimate responsibility of the management, general affairs, direction and performance of the Company and has vested with the requisite powers, authorities and duties.

## Selection of the Board

In terms of the requirement of the provisions of the Companies Act, 2013 ('the Act') and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('the Listing Regulations'), the Nomination and Remuneration Committee has been designated to evaluate and recommend the Board, the need for change in the composition and size of the Board of the Company and to select members for filling the Board vacancies and nominating candidates for election by the shareholders at the General Meeting/Postal Ballot of the Company.

## Composition

The Board has an optimum combination of Executive and Non-Executive Directors including Independent Directors and Woman Director as required under the applicable legislations. The Board consists of eminent individuals from the Industry, management,

technical, financial and marketing, etc. The Company is managed by the Board in co-ordination with their Committees and the Senior Management team. As on 31<sup>st</sup> March, 2021, the Company has Eight (8) Directors on its Board, out of which Three (3) are Executive Directors, One (1) is Non-executive Non-Independent Director and Four (4) are Non-executive-Independent Directors including one (1) Woman Non-executive Independent Director. The Board, on recommendation of the Nomination and Remuneration Committee periodically evaluates the need for change in composition and size of the Board of the Company.

The details of composition of the Board, category of Directorship, number of Directorships in other companies, Chairmanship/ Membership of the Committee of each Director in other Companies, attendance of the Directors at Board Meetings and last Annual General Meeting as on 31<sup>st</sup> March 2021 are given below:

Name	Category of Director	Board Meeting held during his/her tenure	Board Meeting attended	Last Annual General Meeting attended	Directorship* in other companies	Committee Chairmanship of other Boards**	Committee Membership of other Boards**
Mr. Ashok Kajaria (DIN: 00273877)	Chairman & Managing Director (Promoter)	4	4	Yes	1	0	2
Mr. Chetan Kajaria (DIN: 00273928) <sup>§</sup>	Joint Managing Director	4	4	Yes	1	0	1
Mr. Rishi Kajaria (DIN: 00228455) <sup>§</sup>	Joint Managing Director	4	4	Yes	1	0	0
Mr. Dev Datt Rishi <sup>@</sup> (DIN: 00312882)	Director - (Non-Executive)	4	4	Yes	1	0	0
Mr. Raj Kumar Bhargava (DIN: 00016949)	Director (Non-Executive & Independent)	4	4	Yes	3	3	2
Mr. Debi Prasad Bagchi (DIN: 00061648)	Director (Non-Executive & Independent)	4	4	Yes	1	0	1
Mr. H. Rathnakar Hegde (DIN: 05158270)	Director (Non-Executive & Independent)	4	4	Yes	1	0	1
Mrs. Sushmita Singha (DIN: 02284266)	Director (Non-Executive & Independent)	4	4	Yes	4	1	1

\* Excluded the Directorship held in private limited companies, foreign companies and companies incorporated under Section 8 of the Act, as per Regulation 26 of the Listing Regulations, but included Kajaria Ceramics Limited.

\*\* Included only the Membership/Chairmanship in Audit Committee and Stakeholders Relationship Committee in all Public Limited Companies as per Regulation 26 of the Listing Regulations, including Kajaria Ceramics Limited.

@ Subject to the approval of the shareholders of the Company at the ensuing Annual General Meeting, the Board of Directors of the Company has approved/recommended the appointment of Mr. Dev Datt Rishi as an Independent Director of the Company, for a period effective from the conclusion of the 35<sup>th</sup> Annual General Meeting upto the conclusion of the 39<sup>th</sup> Annual General Meeting of the Company.

§ Promoter Group

The number of Directorships, Chairmanships and Committee memberships of each Director is in compliance with the relevant provisions of the Act and the Listing Regulations.

During the year 2020-21, none of the Independent Director resigned from the office before the expiry of his/her tenure.

Mr. Ashok Kajaria, Chairman & Managing Director of the Company is the father of Mr. Chetan Kajaria and Mr. Rishi Kajaria, Joint Managing Directors, of the Company. There is no relationship between any of the Non-executive/Independent Directors of the Company.

As mandated by the Listing Regulations, none of the Directors of the Company are members of more than ten Board level committees nor are the Chairperson of more than five Board level committees in public limited companies in which they are Directors.

### Category of Directorship in other companies listed on recognized Stock Exchange(s):

Name of other companies listed at the recognized Stock Exchange(s) in which the Directors of the Company hold position of Directorship (alongwith category of Directorship), as on 31<sup>st</sup> March, 2021, are as under:

Name	Name of other companies listed at the recognized Stock Exchange(s) in which hold Directorship*	Category of Directorship
Mr. Ashok Kajaria (DIN: 00273877)	-	-
Mr. Chetan Kajaria (DIN: 00273928)	-	-
Mr. Rishi Kajaria (DIN: 00228455)	-	-
Mr. Dev Datt Rishi (DIN: 00312882)	-	-
Mr. Raj Kumar Bhargava (DIN: 00016949)	Asian Hotels (West) Limited HB Portfolio Limited	Non-executive & Independent Director Non-executive & Independent Director
Mr. Debi Prasad Bagchi (DIN: 00061648)	-	-
Mr. H. Rathnakar Hegde (DIN: 05158270)	-	-
Mrs. Sushmita Singha (DIN: 02284266)	Radico Khaitan Limited Greenpanel Industries Limited	Non-executive & Independent Director Non-executive & Independent Director

\* Excluded the Directorship held in Kajaria Ceramics Limited.

### Number of shares held by Independent Directors/Non-executive Director

The details of equity shares of the Company held by the Independent/Non-Executive Directors as on 31<sup>st</sup> March, 2021 are as under:

Sr. No.	Name of Independent /Non-executive Directors	Category	No. of equity shares of ₹1 each of the Company held as on 31 <sup>st</sup> March, 2021
1.	Mr. Raj Kumar Bhargava	Non-executive & Independent Director	18,592
2.	Mr. Dev Datt Rishi	Non-executive Director	624

No other Independent Directors, hold any share of the Company 31<sup>st</sup> March, 2021.

None of the Independent Directors of the Company is serving as an Independent Director in more than 7 Listed Companies. Further, no Independent Director of the Company holds positions of Whole-Time Director/Managing Director in another Listed Company.

### Board Meetings

The Board meets at least once in every quarter, in compliance of applicable laws, to discuss and decide on, inter-alia, business strategies/policies and review the financial performance of the Company and its subsidiaries and other items on agenda. Additional meetings are held from time to time as and when necessary.

The notice of each Board Meeting is given in writing to each Director of the Company. The agenda along with the relevant

notes and other material information are sent to each Director in advance and in exceptional cases tabled at the meeting.

Also, the Board meetings of the Company have been held with proper compliance of the provisions of Companies Act, 2013, Listing Regulations and Secretarial Standards, as applicable thereon.

During the financial year 2020-21, four (4) Board Meetings were held, at least one in every calendar quarter. The dates on which the Board Meetings were held, are as follows:

26<sup>th</sup> June, 2020, 7<sup>th</sup> August, 2020, 20<sup>th</sup> October, 2020 and 21<sup>st</sup> January, 2021.

### Post meeting follow up Mechanism

All the important decisions taken at the Board / Committee meetings are communicated to the concerned departments / divisions. Action Taken Report on decisions / minutes of previous meetings is also placed at the succeeding meeting of the Board.

## Board Support

The Company Secretary attends the Board / Committee meetings and advises on compliances with applicable laws and governance.

## Separate Meeting for Independent Directors

The Independent Directors of the Company meet once in a financial year without the presence of non-Independent Directors and Management Personnel. Such Meeting reviews the performance of Non-Independent Directors and the Board as a whole, reviews the performance of Chairman of the company taking into account the views of Executive Directors and Non-executive Directors, assess the quality, quantity and timeliness of the flow of information between management and the Board that is necessary to effectively and reasonably perform its duties. A meeting of Independent Directors was held on 14<sup>th</sup> June, 2021.

## Familiarization Programme for Independent Directors

At the time of appointment and re-appointment of Independent Directors, a formal letter of appointment is given to him/her, which, inter-alia, explains the role, functions, duties and responsibilities expected from him/her as an Independent Director of the Company. The Independent Director is also explained in detail

the nature, business model of the industry and compliances under the Act, the Listing Regulations and other relevant rules & regulations. The Chairman & Managing Director also has one to one discussion with the newly appointed Director to familiarize him/her with the Company's Operations. The Board Members are provided with necessary documents, reports and policies to enable them to familiarize with the Company's Procedures and Practices. Periodic presentations are made at the Board and its Committee Meetings on the Company's Business, performance and other relevant updates.

The familiarization program alongwith details thereof has been uploaded on the Company's website at:

<https://www.kajariaceramics.com/pdf/FamiliarisationProgrammeforIndependentDirectors.pdf>

[https://www.kajariaceramics.com/pdf/Details\\_of\\_Familiarisation\\_Programme\\_for\\_Independent\\_Directors.pdf](https://www.kajariaceramics.com/pdf/Details_of_Familiarisation_Programme_for_Independent_Directors.pdf)

## Audit Committee

During the year 2020-21, the Committee met four (4) times i.e. 26<sup>th</sup> June, 2020, 7<sup>th</sup> August, 2020, 20<sup>th</sup> October, 2020 and 21<sup>st</sup> January, 2021. The composition of the Committee and details of meetings attended by the Directors are as follows:

Name of the Committee Member	Category	Designation	No. of Meetings Attended
Mr. Raj Kumar Bhargava	Non-executive & Independent	Chairman	4
Mr. Ashok Kajaria	Executive	Member	4
Mr. H. Rathnakar Hegde	Non-executive & Independent	Member	4
Mr. Debi Prasad Bagchi	Non-executive & Independent	Member	4

The Committee's Composition meets the requirements of Section 177 of the Act and Regulation 18 of the Listing Regulations. The Members of the Committee are financially literate and possess sound knowledge of accounts, audit, internal controls and financial management expertise.

Mr. Ram Chandra Rawat, COO (A&T) & Company Secretary of the Company acts as the Secretary of the Audit Committee. The Chairman of the Audit Committee also attended the last Annual General Meeting of the Company held on 28<sup>th</sup> September, 2020.

### Terms of Reference of Audit Committee

The term of reference of the Audit Committee, inter-alia, includes the following:

- Oversight of the Company's financial reporting process and the disclosure of its financial information to ensure that the financial statement is correct, sufficient and credible;
- Recommendation for the appointment, remuneration, terms of appointment of the Auditors of the Company and

reviewing & monitoring the auditor's independence and performance and effectiveness of the audit processes;

- Approval for payment to the Statutory Auditors for any other permitted services rendered by Statutory Auditors;
- Reviewing and examining, with the management, the annual financial statements and the Auditors' report thereon, before submission to the Board for approval, with particular reference to:
  - Matters required to be included in the Director's Responsibility Statement to be included in the Board's report in terms of Section 134(3)(c) of the Act;
  - Changes, if any, in accounting policies and practices and reasons for the same;
  - Major accounting entries involving estimates based on the exercise of judgment by management;
  - Significant adjustments made in the financial statements arising out of audit findings;

- e. Compliance with listing and other legal requirements relating to financial statements;
  - f. Disclosure of any related party transactions;
  - g. Modified opinion(s) in the draft Auditors' report.
5. Reviewing, with the management, the quarterly financial results before submission to the Board for approval;
  6. Reviewing and monitoring, with the management, the statement of uses / application of funds raised through an issue/public offers (public issue, rights issue, preferential issue, etc.), the statement of funds utilized for purposes other than those stated in the offer document/prospectus/notice and the report submitted by the monitoring agency monitoring the utilisation of proceeds of a public or rights issue, and making appropriate recommendations to the Board to take up steps in this matter;
  7. Approval (including omnibus approval) or any subsequent modification of transactions of the Company with related parties / statement of related party transactions;
  8. Scrutiny of inter-corporate loans and investments;
  9. Valuation of undertakings or assets of the Company, wherever it is necessary;
  10. Reviewing, with the management, performance of statutory and internal auditors, adequacy of the internal control systems including evaluation of internal financial controls and risk management system and discussion with internal auditors any significant findings and follow up there on;
  11. Reviewing the findings of any internal investigations by the internal auditors into matters where there is suspected fraud or irregularity or a failure of internal control systems of a material nature and reporting the matter to the Board;
  12. Discussion with statutory auditors before the audit commences, about the nature and scope of audit as well as post-audit discussion to ascertain any area of concern;
  13. To look into the reasons for substantial defaults in the payment to the depositors, debenture holders, shareholders (in case of non-payment of declared dividends) and creditors;
  14. Review the functioning of the Whistle Blower Policy (Vigil Mechanism);
  15. Approval of appointment of Chief Financial Officer ('CFO') after assessing the qualifications, experience & background, etc. of the candidate;
  16. Reviewing the utilization of loans and/or advances from/ investment by the Company in its subsidiary exceeding ₹ 100 Crore or 10% of the asset size of the subsidiary, whichever is lower including existing loans / advances / investments;
  17. Review of Management discussion and analysis of financial condition and results of operations and Management letters / letters of internal control weaknesses issued by the statutory auditors;
  18. Review of Internal audit reports relating to internal control weaknesses and the appointment, removal and terms of remuneration of the Internal Auditors;
  19. Review of Financial statement, in particular, investments made by the subsidiary company(s); and
  20. \*To consider and comment on rationale, cost-benefits and impact of schemes involving merger, demerger, amalgamation etc., on the listed entity and its shareholders; and
  21. Any other role/functions as may be delegated by the Board of Directors of the Company or prescribed by law, from time to time.

\* The Board has, at its meeting held on August 3, 2021, additionally authorised the Audit Committee.

### Nomination and Remuneration Committee

During the year 2020-21, the Committee met three (3) times i.e. 26<sup>th</sup> June, 2020, 11<sup>th</sup> December, 2020 and 21<sup>st</sup> January, 2021. The composition of the Committee is as follows:

Name of the Committee Member	Category	Designation	No. of Meetings Attended
Mr. Debi Prasad Bagchi	Non-executive & Independent	Chairman	3
Mr. Ashok Kajaria	Executive	Member	3
Mr. H. Rathnakar Hegde	Non-executive & Independent	Member	2
Mrs. Sushmita Singha	Non-executive & Independent	Member	3

The Composition of the Nomination and Remuneration Committee is as per Section 178 of the Act and Regulation 19 of the Listing Regulations.

The Chairman of the Nomination and Remuneration Committee was present in the last Annual General Meeting of the Company held on 28<sup>th</sup> September, 2020.

The role of the Committee, inter-alia, includes the following:

1. Identifying persons who are qualified to become Directors and who may be appointed in senior management in accordance with the criteria laid down, recommend to the Board their appointment and removal and shall carry out evaluation of every Director's performance;
2. Formulating the criteria for determining qualifications, positive attributes and independence of a Director and recommend to the Board a policy, relating to the remuneration for the Directors, Key Managerial Personnel and other employees;
3. While formulating the policy as above said, to ensure that:
  - a) The level and composition of remuneration is reasonable and sufficient to attract, retain and motivate directors of the quality required to run the company successfully;
  - b) Relationship of remuneration to performance is clear and meets appropriate performance benchmarks;
  - c) Remuneration to Directors, Key Managerial Personnel and Senior Management (one level below the functional heads including the Company Secretary and Chief Financial Officer) involves a balance between fixed and incentive pay reflecting short and long-term performance objectives appropriate to the working of the Company and its goals.
4. Recommending the Board, all remuneration, in whatever form, payable to senior management including the Company Secretary and the Chief Financial Officer;
5. Formulating the criteria for evaluation of Independent Directors and the Board of Directors of the Company;
6. To extend or continue the term of appointment of Independent Director, on the basis of performance evaluation of Independent Directors;
7. Devising a policy on diversity of Board of Directors;
8. To formulate the detailed terms and conditions of the Kajaria Ceramics Employee Stock Option Plan 2015 ('ESOP Plan 2015') including the following:
  - a. issuing and allotment of equity shares [including share certificate(s)] of the Company to the ESOP holders and all matters related thereto, from time to time, pursuant to the ESOP Plan 2015;
  - b. signing, execution and submission of necessary documents/papers for the listing of equity shares of the Company with the stock exchanges or other concerned authority(ies) and all matters related thereto;
  - c. making a fair and reasonable adjustment to the number of options and to the exercise price, in case of rights issues, bonus issues and other corporate actions;
  - d. approval of list of employee(s) of the Company and/or its subsidiary(ies) [including quantum of ESOP grant] to whom ESOP options are to be granted under ESOP Plan 2015;
  - e. determining the procedure for winding up of the ESOP Plan 2015;
  - f. other matters which may be relevant for administration of ESOP Plan 2015, from time to time.
9. To do all other acts as may be delegated by the Board of Directors of the Company or prescribed by law, from time to time.

### Risk Management Committee

During the year 2020-21, one (1) meeting of the Risk Management Committee was held on 16<sup>th</sup> March, 2021. The composition of the Committee and details of meeting attended by the Directors / members of this Committee are as follows:

Name of the Committee Member	Category	Designation	No. of Meetings Attended
Mr. Ashok Kajaria	Executive	Chairman	1
Mr. Chetan Kajaria	Executive	Member	1
Mr. Dev Datt Rishi	Non-Executive	Member	1
Mr. H. Rathnakar Hegde	Non-executive & Independent	Member	0
Mr. Ram Chandra Rawat	COO (A&T) & Company Secretary	Member	1
Mr. Sanjeev Agarwal	Chief Financial Officer	Member	1

The composition of the Risk Management Committee is as per Regulation 21 of the Listing Regulations.

Terms of reference (Role) of the Committee has been revised by the Board, at its meeting held on August 3, 2021. Accordingly,

Terms of reference (Role) of the Committee, inter-alia, includes the following:

1. To formulate a detailed Risk Management Policy which shall include:

- a. A framework for identification of internal and external risks specifically faced by the Company, in particular including financial, operational, sectoral, sustainability, information, cyber security risks or any other risk as may be determined by the Risk Management Committee;
  - b. Measures for risk mitigation including systems and processes for internal control of identified risks; and
  - c. Business continuity plan.
2. To ensure that appropriate methodology, processes and systems are in place to monitor and evaluate risks associated with the business of the Company;
  3. To monitor and oversee implementation of the Risk Management Policy, including evaluating the adequacy of risk management systems;
  4. To periodically review the Risk Management Policy, at least once in two years, including by considering the changing industry dynamics and evolving complexity;
  5. To keep the Board of Directors informed about the nature and content of its discussions, recommendations and actions to be taken;
  6. To review appointment, removal and terms of remuneration of the Chief Risk Officer (if any).
  7. Any other role/function as be assigned by the Board of Directors or required under the applicable law, from time to time.

### Performance Evaluation

Pursuant to the provisions of the Act and the Listing Regulations, the Board has carried out the annual performance evaluation of the Board as a whole, its Committees and all Directors including the Chairman, in line with the criteria specified in the Nomination

and Remuneration Policy and as per the recommendation of the Nomination and Remuneration Committee of the Company. The exercise was carried out through a structured evaluation process covering various aspects of the Board, its Committees, Chairman and all Directors' functioning such as composition of Board and its Committees, experience and competencies, performance of specific duties and obligations, governance issues, etc. The Directors expressed their satisfaction with the evaluation process and performance of the Board, its Committees and the Directors including the Chairman. The Independent Directors also evaluated the performance of Non-Independent Directors, the Chairman and Board as a whole. They also assessed the quality, content and timeliness of flow of information between the Management and the Board that is necessary for the Board to effectively and reasonably perform its duties.

### Remuneration

#### A. Remuneration to Independent / Non-executive Directors

The Independent / Non-executive Directors are paid remuneration by way of sitting fees for each meeting of the Board and Committee of Directors attended by them. The total amount of sitting fees paid during the financial year 2020-21 was ₹12.40 Lakhs. The Independent/Non-executive Directors do not have any pecuniary relationship or transactions with the Company. The criteria of making payment to Independent / Non-executive Directors are disclosed in the Nomination and Remuneration Policy of the Company. The said Policy is given as **Annexure- 4** to the Directors Report and is also disclosed on the website of the Company [https://www.kajariaceramics.com/pdf/nomination\\_remuneration\\_policy.pdf](https://www.kajariaceramics.com/pdf/nomination_remuneration_policy.pdf)

The details of remuneration paid to Independent / Non-executive Directors during the financial year ended 31<sup>st</sup> March 2021 is as under:

		(₹ in Lakhs)
S. No.	Name of Independent / Non-Executive Director	Sitting Fees
1	Mr. Raj Kumar Bhargava	2.40
2	Mr. Debi Prasad Bagchi	3.00
3	Mr. H. Rathnakar Hegde	2.80
4	Mr. Dev Datt Rishi	1.40
5	Mrs. Sushmita Singha	2.80

Other than sitting fees as mentioned above including reimbursement of expenses incurred for attending the meetings of the Board/its Committees, the Independent / Non-Executive Directors did not have any pecuniary relationship or transactions with the Company during the year.

#### B. Remuneration to Executive Directors

The appointment and remuneration of Executive Directors including Chairman & Managing Director, Joint Managing Directors are governed by the recommendations of the Nomination and Remuneration Committee and approvals by the Board and shareholders of the Company. The terms and

conditions of appointment (including remuneration package) of the Chairman & Managing Director and Joint Managing Directors are governed by the respective agreements executed between them and the Company. Their remuneration package comprises

of salary, perquisites and commission, if any, as approved by the shareholders at the General Meeting(s).

The details of remuneration paid to Executive Directors during the year ended 31<sup>st</sup> March 2021 is as under:

(₹ in Crores)

S. No.	Name of Directors	Fixed Component		Performance Linked Incentive	Total
		Salary	Perquisites & other Benefits	Commission	
1.	Mr. Ashok Kajaria	1.48	1.16	-	2.64
2.	Mr. Chetan Kajaria	2.50	0.28	-	2.78
3.	Mr. Rishi Kajaria	2.50	0.28	-	2.78

Presently, the Company does not have a scheme for grant of stock options to any Director. As per the contract entered into with the Executive Directors, there is a notice period of three months and there is no severance fee to be paid to the Executive Directors.

### Stakeholders Relationship Committee

The Committee is responsible for the satisfactory redressal of

investor's grievances and recommends measures for overall improvement in the quality of investor's services. During the year 2020-21, the Committee met four (4) times i.e. 5<sup>th</sup> May, 2020, 13<sup>th</sup> July, 2020, 5<sup>th</sup> October, 2020 and 5<sup>th</sup> January, 2021.

The composition of the Committee and details of meetings attended by the Directors are as follows:

Name of the Committee Member	Category	Designation	No. of Meetings Attended
Mrs. Sushmita Singha	Non-executive & Independent	Chairperson	1
Mr. Ashok Kajaria	Executive	Member	4
Mr. Chetan Kajaria	Executive	Member	4

Mr. Ram Chandra Rawat, COO (A&T) & Company Secretary, is the Compliance Officer of the Company.

During the year 2020-21, 3 shareholders related complaints were received. All these 3 complaints were duly addressed/disposed, during the year 2020-21. Other than that, none of the complaints were pending, except the cases where the Registrar & Share Transfer Agent is constrained by dispute or legal impediment or due to incomplete or non-submission of documents by the shareholders.

The role of the Committee, inter-alia, includes the following:

- To resolve the grievances of the security holders of the Company including complaints related to transfer/transmission of shares, non-receipt of annual report, non-receipt of declared dividends, issue of new/duplicate certificates, general meetings etc.;
- To review the measures taken for effective exercise of voting rights by shareholders of the Company;

- To review of adherence to the service standards adopted by the Company in respect of various services being rendered by the Registrar & Share Transfer Agent of the Company;
- To review the various measures and initiatives taken by the Company for reducing the quantum of unclaimed dividends and ensuring timely receipt of dividend warrants/annual reports/statutory notices by the shareholders of the Company;
- To consider all other matters related to the security holders/shareholders of the Company;
- Any other role/function as may be delegated by the Board of Directors of the Company or prescribed by law, from time to time.

### Corporate Social Responsibility Committee

During the year 2020-21, the Committee met four (4) times i.e. 25<sup>th</sup> June, 2020, 7<sup>th</sup> August, 2020, 21<sup>st</sup> January, 2021 and 26<sup>th</sup> March, 2021. The composition of the Committee and details of meetings attended by the Directors are as follows:

Name of the Committee Member	Category	Designation	No. of Meetings Attended
Mrs. Sushmita Singha	Non-executive & Independent	Chairperson	4
Mr. Chetan Kajaria	Executive	Member	4
Mr. Rishi Kajaria	Executive	Member	4



Terms of reference of the Committee, inter-alia, includes the following:

- (a) Formulate and recommend to the Board, a Corporate Social Responsibility Policy which shall indicate the activities to be undertaken by the Company as per the provisions of the Companies Act, 2013 and rules made thereunder;
- (b) Recommend the amount of expenditure to be incurred on the CSR activities; and
- (c) Monitor the Corporate Social Responsibility Policy of the Company, from time to time.

### Corporate Social Responsibility Policy (CSR Policy) of the Company

The Board, at its meeting held on June 14, 2021, has approved the revised CSR Policy of the Company, as per the amendments in Section 135 and other applicable provisions, if any, of the Act, read with Companies (Corporate Social Responsibility Policy) Rules, 2021 notified on 22<sup>nd</sup> January, 2021.

In compliance with the provisions of Section 135 of the Act

and rules made thereunder, the Company has framed a CSR Policy which is uploaded on the website of the Company i.e. [www.kajariaceramics.com](http://www.kajariaceramics.com)

As a part of initiative of CSR drive, the Company has implemented various CSR programmes/projects which made positive impacts mainly in the areas of health, sanitation, conservation of natural resources, social relief, promoting sports, rural development and education, etc. The CSR programmes initiated by the Company includes taking steps for preventive health care, Swachh Bharat, constructing sanitation facilities in the schools, etc. near the manufacturing facilities, contributing to the education and social economic development of under privileged children and for rural area development. These projects are also in accordance with Schedule VII of the Act.

Details of CSR initiative taken by the Company during the year is specified in the **Annexure- 3** to the Directors Report.

### Business Responsibility & Sustainability Committee

During the year 2020-21, the Committee met one (1) time i.e. 4<sup>th</sup> August, 2020. The composition of the Committee is as follows:

Name of the Committee Member	Category	Designation	No. of Meetings Attended
Mr. Ashok Kajaria	Executive Director	Chairman	1
Mr. Chetan Kajaria	Executive Director	Member	1
Mr. Rishi Kajaria	Executive Director	Member	1
Dr. Rajveer Choudhary	COO (Gailpur Plant)	Member	1
Mr. Bhupendra Vyas	COO (Marketing)	Member	1
Mr. Rajeev Gupta	V.P. (HR)	Member	1

Terms of reference of the Committee, inter-alia, includes the following:

- o To oversee the implementation of the Business Responsibility Policy;
- o To review the Business Responsibility performance of the Company; and
- o To carry out such acts as may be delegated by the Board of Directors or as may be prescribed by the law.

### Management Committee

The Company has a Management Committee of Board of Directors set up to, inter-alia, oversee routine operations that arise in the normal course of the business such as decision on banking related matters, delegation of operational powers, authorisation for various acts / under statutes, etc. The Committee comprises of three Executive Directors of the Company. The Committee functions under the guidance/supervision of the Board and the minutes of meetings of this Committee are also placed before the Board.

### Ethics / Governance Policies

#### 1. Code of Business Conduct and Ethics

In compliance with the Listing Regulations and the Act, the Company has framed and adopted a Code of Business Conduct and Ethics ('the Code'). The Company has in place a comprehensive Code of Conduct applicable to all Senior Management Personnel which would include the Directors of the Company, the Top Management Personnel and all functional head (including Management Personnel with Functional reporting to Directors and Top Management Personnel). The Code gives guidance and support needed for ethical conduct of business and compliance of laws. The Code reflects the values of the Company, viz. the Company value, Ownership Mind-set, Respect, Integrity, One team and Excellence.

A Code of Business Conduct and Ethics is available on the Company's website <https://www.kajariaceramics.com/pdf/CodeofBusinessConductethics.pdf>

The Code has been circulated to all the Directors and Senior Management Personnel. All members of the Board and Senior Officers have affirmed compliance to the Code as on 31<sup>st</sup> March, 2021.

A declaration signed by the Company's Chairman & Managing Director is published in this report.

## 2. Insider Trading Code

As per the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 (including amendments thereto), the Company has adopted the Code of Conduct for Prevention of Insider Trading and the Code of Fair Disclosure. The Code of Conduct for Prevention of Insider Trading is applicable to all Designated Persons as defined in the above Code, who are expected to have access to unpublished Price Sensitive Information relating to the Company. The Company Secretary of the Company is the Compliance Officer for ensuring/monitoring the adherence to the said code/regulations.

## 3. Material Subsidiary Policy

The Company has adopted Material Subsidiary Policy. The objective of this Policy is to lay down criteria for identification and dealing with material subsidiaries and to formulate a governance framework for subsidiaries of the Company. The Material Subsidiary Policy is available on the Company's website at <https://www.kajariaceramics.com/pdf/MaterialSubsidiaryPolicy-kajaria.pdf>

## 4. Related Party Transaction Policy

In compliance with the Listing Regulations and the Act, the Company has adopted Related Party Transaction Policy. This Policy is available at Company's website at <https://www.kajariaceramics.com/pdf/RelatedPartyTransactionPolicy.pdf>

The Policy intends to ensure that proper reporting, approval and

disclosure processes are in place for all transactions between the Company and its Related Party(ies). The Policy specifically deals with the review and approval of Material Related Party Transactions keeping in mind the potential or actual conflicts of interest that may arise because of entering into these transactions.

Pursuant to the provisions of the Act read with the Listing Regulations, a statement on related party transactions is presented before the Audit Committee on a quarterly basis for its review.

## 5. Dividend Distribution Policy

Pursuant to the Regulation 43A of the Listing Regulations, the Company has adopted the Dividend Distribution Policy. The said policy is uploaded at the Company's website i.e. [https://www.kajariaceramics.com/pdf/Dividend\\_Distribution\\_Policy.pdf](https://www.kajariaceramics.com/pdf/Dividend_Distribution_Policy.pdf)

## 6. Risk Management Policy

The Company has adopted the Risk Management Policy and the same is uploaded at the Company's website i.e. [https://www.kajariaceramics.com/pdf/Risk\\_Management\\_Policy.pdf](https://www.kajariaceramics.com/pdf/Risk_Management_Policy.pdf)

## 7. Business Responsibility Report

Pursuant to the Regulation 34(2)(f) of the Listing Regulations, the Business Responsibility Report describing the initiatives taken by the Company from an environmental, social and governance perspective in the format as specified by the SEBI is given as **Annexure- A**. The Company has also framed and adopted the Business Responsibility Policy and the same is uploaded at the Company's website i.e. <https://www.kajariaceramics.com/pdf/BusinessResponsibilityPolicy.pdf>

## General Body Meetings

- a) The last three Annual General Meetings of the Company were held as per details given below:

Year	Date	Time	Venue	Details of Special Resolutions Passed, if any.
2019-20	28 <sup>th</sup> September, 2020	3:00 p.m.	Deemed Venue: Registered Office of the Company as the Annual General Meeting was conducted through Video Conferencing / Other Audio Visual Means	Nil
2018-19	26 <sup>th</sup> August, 2019	3:00 p.m.	Crowne Plaza Today, Sector-29, National Highway-8, Gurgaon, Haryana - 122001	Re-appointment of Mrs. Sushmita Singha as an Independent Director of the Company
2017-18	27 <sup>th</sup> August, 2018	3:00 p.m.	Crowne Plaza Today, Sector-29, National Highway-8, Gurgaon, Haryana - 122001	Re-appointment of Mr. Chetan Kajaria as Joint Managing Director of the Company Re-appointment of Mr. Rishi Kajaria as Joint Managing Director of the Company Re-appointment of Mr. H. Rathnakar Hegde as an Independent Director of the Company

**b) Special Resolution passed through Postal Ballot:**

During the year 2020-21, no Special Resolution has been passed through Postal Ballot.

**c) Special Resolution proposed to be conducted through Postal Ballot:**

There is no Special Resolution proposed to be conducted through Postal Ballot.

**d) Procedure for Postal Ballot:**

- In compliance with Regulation 44 of the Listing Regulations read with Sections 108, 110 and other applicable provisions, if any, of the Act and the rules made thereunder and the Secretarial Standard on General Meetings ('SS-2'), the Company provides facility for casting votes by way of e-voting and/or postal ballot to all its shareholders. The Company engages the services of National Securities Depository Limited ('NSDL') for the purpose of providing e-voting facility to all its shareholders. The shareholders will have the option to vote either by physical ballot or e-voting.
- The Company dispatches postal ballot notices and postal ballot form along with postage prepaid business reply envelopes to its shareholders whose names appear on the Register of Members / List of Beneficiaries as on the Cut-off date. The Postal Ballot Notice is sent to the shareholders in electronic form at the e-mail addresses registered with their depository participants (in case of electronic shareholding) / the Company's Registrar and Share Transfer Agents (in case of physical shareholding). Subject to the applicable laws, physical copy of notice is sent to the shareholders, whose email is not registered or who has requested for physical copy of notice. The Company also publishes a notice in the newspaper(s) declaring the details of completion of dispatch and other requirements as mandated under the Companies Act, 2013 and other applicable rules and regulations.
- Voting rights are reckoned on the paid-up value of the shares registered in the names of the shareholders as on the cut-off date. Shareholders desiring to exercise their votes by physical postal ballot forms are requested to return the forms duly completed and signed, to the Scrutiniser on or before the closure of the voting period. Shareholders desiring to exercise their votes by electronic mode are requested to vote before the closure of the voting period.
- In compliance with the applicable laws, the Scrutiniser submits his report to the Chairman or a person authorised by the Chairman, after the completion of scrutiny, and consolidated results of the voting by postal ballot and e-voting

are announced by the Chairman or a person authorised by the Chairman to do the same. The results are also displayed at the Company's Registered Office & the Corporate Office and also on the Company's website i.e. [www.kajariaceramics.com](http://www.kajariaceramics.com), besides being communicated to the Stock Exchange(s), within the prescribed timeline.

- e) The Company did not hold Extra-Ordinary General Meeting of the Shareholders during the financial year 2020-21.

**Disclosures**

**a) Materially Significant Related party transactions**

During the year 2020-21, there are no materially significant transactions with the related parties viz. Promoters, Directors or the Management, their subsidiaries or relatives that had potential conflict with the Company's Interest.

Suitable disclosure as required by Indian Accounting Standard ('Ind AS-24') has been made under Note No. 40 of the Financial Statements. The Related Party Transaction Policy is available on the Company's Website: <https://www.kajariaceramics.com/pdf/RelatedPartyTransactionPolicy.pdf>

- b) Details of non-compliance by the Company, penalties and strictures imposed on the Company by the Stock Exchange(s) or the SEBI or any statutory authority, on any matter related to Capital Markets, during last three years:

The Company has complied with all the requirements of the Listing Agreements with the Stock Exchange(s) as well as regulations and guidelines of the SEBI. No penalties have been imposed or stricture has been issued by the SEBI, the Stock Exchange(s) or any Statutory Authorities on matters relating to Capital Markets during the last three years.

**c) Vigil Mechanism / Whistle Blower Policy**

Pursuant to Section 177(9) and 177(10) of the Act and Regulation 22 of the Listing Regulations, the Company has formulated Whistle Blower Policy with vigil mechanism for the Directors and Employees of the Company to report to the management about the genuine concerns, unethical behaviour, fraud or violation of Company's Code of Conduct, leakage or suspected leakage of Unpublished Price Sensitive Information with respect to the Company. The mechanism provides for adequate safeguards against victimization of employees and directors who use such mechanism and make provision for direct access to the Chairman of the Audit Committee in exceptional cases. None of the personnel of the Company has been denied access to the Audit Committee. No complaint has been received during the year 2020-21.

The details of establishment of vigil mechanism (Whistle Blower Policy) have been disclosed by the Company on its website i.e. [https://www.kajariaceramics.com/pdf/whistle\\_blowing\\_policy.pdf](https://www.kajariaceramics.com/pdf/whistle_blowing_policy.pdf) and in the Directors' Report.

- d)** A certificate on compliance with the conditions of the Corporate Governance under the Listing Regulations issued by Mr. Rupesh Agarwal, Managing Partner of M/s Chandrasekaran Associates, Company Secretaries, Delhi, forms part of this report.
- e)** In accordance with the provisions of the Listing Regulations read with SEBI's Circular No. CIR/CFD/CMD1/27/2019 dated February 8, 2019, the Annual Secretarial Compliance Report for the year 2020-21 has been issued by Mr. Rupesh Agarwal, Managing Partner of M/s Chandrasekaran Associates, Company Secretaries, Delhi, which forms part of this report.
- f)** A certificate issued by Mr. Rupesh Agarwal, Managing Partner of M/s Chandrasekaran Associates, Company Secretaries, Delhi that none of the Directors on the Board of the Company have been debarred or disqualified from being appointed or continuing as Directors of companies by the SEBI/the Ministry of Corporate Affairs or any such statutory authority, which forms part of this report.
- g)** The Board of the Company considered the declarations submitted by all Independent Directors of the Company that:
- They meet the criteria of independence as provided in Regulation 16(1)(b) of the Listing Regulations read with Section 149(6) of the Act.
  - They are not aware of any circumstances or situation, which exist or may be reasonably anticipated, that could impair or impact their ability to discharge their duties with an objective independent judgement and without any external influence as provided under the Listing Regulations.

Accordingly, in the opinion of the Board of the Company, all Independent Directors of the Company fulfill the conditions/criteria specified in the Listing Regulations read with the Act and they are also independent of the management.

A. Payment to M/s. Walker Chandiok & Co LLP, Chartered Accountants, Statutory Auditors of the Company

Sr. No.	Particulars	₹ in Lakhs (exclusive of applicable taxes)
1	Audit Fee of Financial Statements (Standalone & Consolidated) for the financial year 2020-21 including Limited Review	65.00
2	Other Services and out of pocket expenses	8.33
	<b>Total</b>	<b>73.33</b>

Further, in the opinion of the Board of Directors of the Company, all Independent Directors of the Company have integrity, expertise, experience as prescribed under the Companies (Appointment and Disqualification of Directors) Rules, 2014 read with the Companies (Accounts) Rules, 2014 (including amendment thereof).

- h)** During the year 2020-21, the Board of the Company had accepted all recommendations of the Committee(s) of the Board of the Company.

- i)** Disclosure in relation to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013:

The Company has adopted the Policy for Prevention of Sexual Harassment at the Workplace is available on the website of the Company at [https://www.kajariaceramics.com/pdf/prevention\\_of\\_sexual\\_harassment\\_at\\_workplace.pdf](https://www.kajariaceramics.com/pdf/prevention_of_sexual_harassment_at_workplace.pdf)

Details of compliant under said Policy read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 are as under:

Number of complaints filed during the year 2020-21	: Nil
Number complaints disposed of during the year 2020-21	: Nil
Number of complaints pending as on end of the year 2020-21	: Nil

- j)** Details all credit ratings obtained by the Company along with any revisions thereto during year 2020-21, for all debt instruments of the Company or any fixed deposit programme or any scheme or proposal of the Company involving mobilization of funds, whether in India or abroad:

During the year 2020-21, the Company has not issued any debt instruments or fixed deposit programme/scheme and no proposal of mobilization of fund by the Company. Thus, the Company has not obtained Credit rating for the above said purpose.

- k)** During the year 2020-21, total fees for all services paid by the Company and its subsidiaries, on a consolidated basis, to M/s. Walker Chandiok & Co LLP, Chartered Accountants, the Statutory Auditors of the Company and all entities in the network firm/network entity of which the Statutory Auditors is a part:

B. No Payment made to the network firm of M/s. Walker Chandio & Co LLP, Chartered Accountants, the Statutory Auditors of the Company

I) The Board of Directors of the Company had identified Core Skills/Practical Experience/Competencies as required in the context of its business(es) and sector(s) for it to function effectively and the names of Directors who have such skills/expertise/competence are as given below:

Skills/ Expertise/ Competencies	Mr. Ashok Kajaria	Mr. Chetan Kajaria	Mr. Rishi Kajaria	Mr. Dev Datt Rishi	Mr. Raj Kumar Bhargava	Mr. Debi Prasad Bagchi	Mr. H. Rathnakar Hegde	Mrs. Sushmita Singha
Technology	Yes	Yes	Yes	Yes	-	-	-	-
Manufacturing process	Yes	Yes	Yes	Yes	-	-	-	-
Accountancy	Yes	Yes	Yes	-	Yes	Yes	Yes	-
Finance and financial management	Yes	Yes	Yes	-	Yes	Yes	Yes	Yes
Law	Yes	Yes	Yes	-	Yes	Yes	Yes	Yes
Economics	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Business Management	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Risk Management	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Administration	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Human Resources	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

m) Disclosures of transactions of the Company with the person or entity belonging to the Promoter/Promoter Group of the Company which hold(s) 10% or more shareholding in the Company are as under:

Sr. No.	Name of Entity belongs to Promoter/ Promoter Group of the Company	Category	Nature of Transaction during the financial year 2020-21	Amount of Transaction during the financial year 2020-21 (₹. in Crores)
1	CK Trustees Private Limited (in its capacity as sole trustee of Chetan Kajaria Family Private Trust)	Promoter Group	Interim Dividend Paid	25.87
2	RK Trustees Private Limited (in its capacity as sole trustee of Rishi Kajaria Family Private Trust)	Promoter Group	Interim Dividend Paid	25.87

n) The Company has complied with all the corporate governance mandatory requirements specified in the Listing Regulations and following are the details of non-mandatory/discretionary requirements:

Details of Compliance with discretionary requirements as specified in Part E of Schedule II of the Listing Regulations:

The status of compliance with discretionary requirements of Part E of Schedule II of Listing Regulations is provided below:

- The Board:** The Company has appointed an Executive Chairman, being the promoter of the Company.
- Shareholders' Rights:** As the quarterly, half yearly and annual financial results are published in the newspapers and are also

posted on the Company's website, the same are not being sent separately to household of each shareholders.

- Modified opinion(s) in Audit Report:** The Audit Reports on the Financial Statements (Standalone & Consolidated) for the year ended 31<sup>st</sup> March, 2021, do not contain any modified opinion.
- Reporting of Internal Auditor:** Independent Internal Auditor has been appointed and is reporting directly to the Audit Committee.
- CEO / CFO Certificate**

The Chairman & Managing Director and the Chief Financial Officer ('CFO') of the Company have given the annual

certification on the financial reporting and internal controls to the Board of the Company in accordance with the Listing Regulations. The Chairman & Managing Director and CFO of the Company also give quarterly certification on financial results while placing the financial results before the Board of the Company in terms of the Listing Regulations. The Annual Certificate given by the Chairman & Managing Director and CFO of the Company is published in this report.

- p) During the year 2020-21, the Company has not raised any fund through preferential allotment or qualified institutions placement as specified under Regulation 32(7A) of Listing Regulations.

## Means of Communication

### Quarterly, Half-Yearly & Annual Financial Results:

The quarterly, half yearly, nine months ended and annual financial results of the Company are sent to the Stock Exchange(s) through permitted mode, immediately after approval of the Board of the Company. These are widely published in the Economic Times, The Financial Express/Jansatta and Business Standard (both English & Hindi). These results are simultaneously posted on the website of the Company at [www.kajariaceramics.com](http://www.kajariaceramics.com) along with submission to National Stock Exchange of India Limited (NSE) and BSE Limited (BSE).

### Investor Release

The official release made to institutional Investors/Analysts, if

any, are sent to the Stock Exchange(s) and also posted on the Company's website.

### General Shareholders Information

Notice relating to the 35<sup>th</sup> Annual General Meeting is sent to the members at their registered address/email address available with the Depositories / the Company.

### Date, time and venue of the 35<sup>th</sup> Annual General Meeting ('AGM')

Day & Date	: Tuesday, 28 <sup>th</sup> September, 2021
Time	: 3:00 p.m. (IST)
Venue	: Registered office of the Company will be deemed as the venue of the AGM.

**Dates of Book closure** : Wednesday, 22<sup>nd</sup> September, 2021 to Tuesday, 28<sup>th</sup> September, 2021.

**Financial Year** : April 1 to March 31

### Financial Calendar (Tentative)

First Quarter Results	: 1 <sup>st</sup> week of August, 2021
Second Quarter / Half Yearly Results	: 4 <sup>th</sup> week of October 2021
Third Quarter / Nine Months Results	: 4 <sup>th</sup> week of January 2022
Fourth Quarter / Annual Results for the year ending 31 <sup>st</sup> March 2022	: 2 <sup>nd</sup> week of May, 2022

### Dividend history for the last 5 years is as under:

Year	Dividend Rate (%)	In per Share	Dividend Amount (Rupees in Crores)
2020-21*	1000	₹ 10.00	159.08
2019-20*	300	₹ 3.00	47.69
2018-19	300	₹ 3.00	47.69
2017-18	300	₹ 3.00	47.69
2016-17	300	₹ 3.00	47.68

\* Interim Dividend

### Unpaid / Unclaimed Dividend:

The entire unpaid / unclaimed dividend up to the financial year 2012-13 has been transferred to Investor Education and Protection Fund ('IEPF'). No claims will lie against the Company in respect of unclaimed amount so transferred.

The unclaimed dividend declared in respect of the financial year 2013-14 is due to be transferred to the Investor Education and Protection Fund as per the applicable laws.

### Transfer of equity shares to Investor Education and Protection Fund ('IEPF') Authority:

The Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 including its amendment (the 'IEPF Rules'), amongst other matters, provide for transfer of the shares, in respect of which dividend has not been paid or claimed for seven or more consecutive years, to IEPF Authority and the shares shall be credited to the Demat Account of IEPF Authority,

within 30 days of such shares becoming due to be transferred to the IEPF.

Accordingly, the Company had transferred total 5,08,182 equity shares of ₹1/- each, in respect of which dividend had not been claimed by the shareholders for 7 consecutive years or more (i.e. During the year 2020-21: 54,470, During the year 2019-20: 36,618, During the year 2018-19: 53,362 equity shares and during the year 2017-18: 3,63,732 equity shares) to IEPF Authority.

Pursuant to the IEPF Rules, the unclaimed dividend for the financial year 2013-14 will become due for transfer in favour of the IEPF Authority on 31<sup>st</sup> July, 2021 (i.e. Due date) and accordingly, both the unclaimed dividend and shares in respect of which dividend had not been claimed by the shareholders for 7 consecutive years or more will be transferred to the IEPF Authority within 30 days of the Due date.

### Market Price Data: Monthly High and Low quotation of shares traded on BSE/ NSE during the year 2020-21:

Month	BSE		NSE	
	High	Low	High	Low
April, 2020	414.00	336.00	414.00	338.70
May, 2020	370.15	295.40	370.00	295.55
June, 2020	415.80	345.00	416.00	343.05
July, 2020	436.20	380.15	436.00	384.80
August, 2020	489.15	397.05	489.60	397.10
September, 2020	569.00	425.00	569.65	425.10
October, 2020	587.65	516.70	587.90	523.00
November, 2020	649.95	554.00	649.75	553.55
December, 2020	713.55	647.55	714.55	648.20
January, 2021	861.90	691.95	857.85	691.70
February, 2021	1000.00	805.70	997.00	805.55
March, 2021	1020.00	859.70	1,020.00	860.10

### Listing on Stock Exchanges:

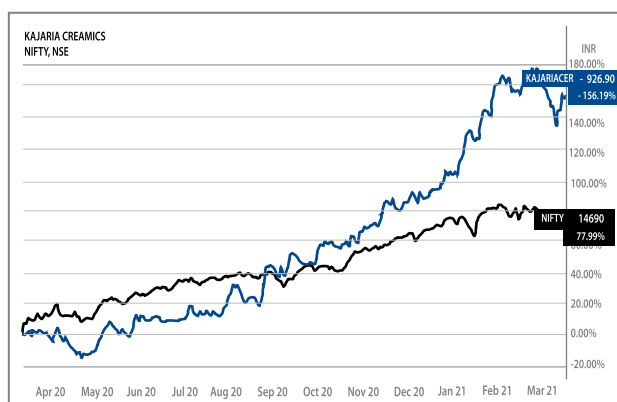
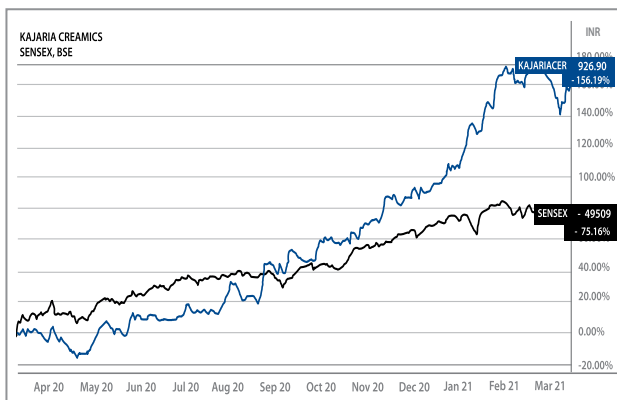
- BSE Limited, Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai - 400001 ('BSE').
- National Stock Exchange of India Limited, Exchange Plaza, C-1, Block G, Bandra Kurla Complex, Bandra (E), Mumbai - 400051 ('NSE')

Listing fees for the financial year 2021-22 have been paid by the Company within the stipulated time.

**Stock Code :** 500233 (BSE) / KAJARIACER (NSE)

**ISIN :** INE217B01036

### Performance in comparison to Broad Based Indices of BSE & NSE:



### Registrar & Share Transfer Agent

The correspondence address of the Company's Registrar and Share Transfer Agent, i.e. MCS Share Transfer Agent Limited is as follows:

#### MCS Share Transfer Agent Limited

F- 65, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase-1, New Delhi-110020  
Phone No.: +91-11-41406149-52, Fax No.: +91-11-41709881  
E-mail ID: admin@mcsregistrars.com

### Share Transfer System

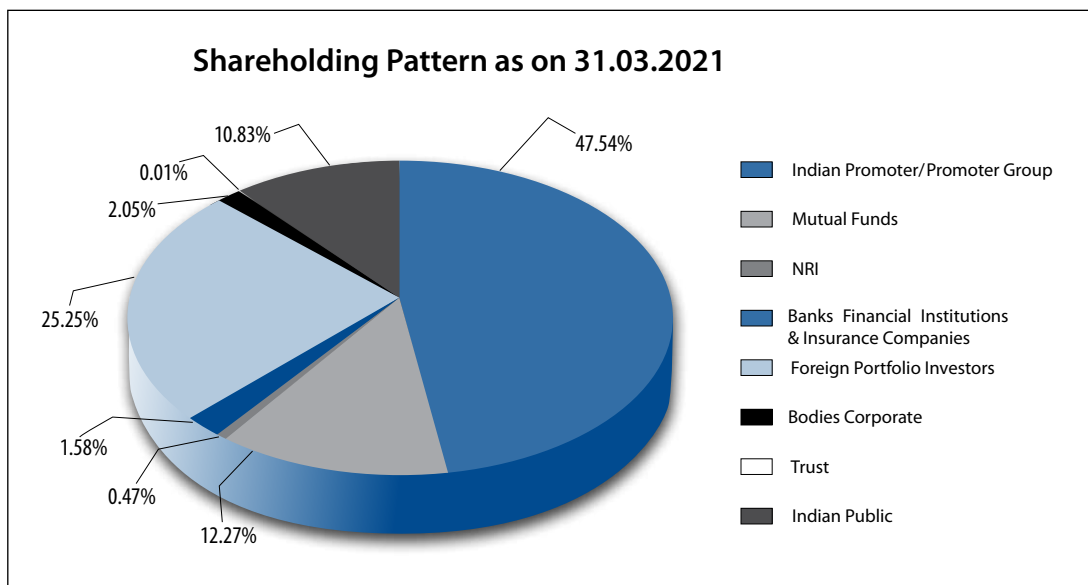
MCS Share Transfer Agent Limited is the Registrar and Share Transfer Agent ('RTA') for handling the share registry work relating to shares held in physical and electronic format at single point. The applications and request received by the Company/the Registrar and Share Transfer Agent for the transfer of shares held in physical form are processed and the share certificate for the same are sent to the transferee within the stipulated period.

Pursuant to the amendment in the Regulation 40 of the Listing Regulations, with effect from 1<sup>st</sup> April, 2019, any request for transfer

of shares held in physical form shall not be processed, except in case of transmission or transposition of shares or in case of transfer deed(s) once lodged with the Company prior to 1<sup>st</sup> April, 2019 and returned due to deficiency in the documents. Thus, the Members holding shares in physical form are requested to dematerialised their shareholding, as the shares of the Company are under compulsory demat trading.

### Shareholding Pattern as on 31.03.2021

Category	No. of Shares Held	Percentage of Shareholding
<b>Promoter/Promoter Group:</b>		
Indian Promoters	75625231	47.54
<b>Institutional Investors &amp; Others:</b>		
Mutual Funds	19526638	12.27
Banks/Financial Institutions & Insurance Companies	2521723	1.58
Foreign Portfolio Investors	40172961	25.25
Bodies Corporate	3253474	2.05
NRI	746995	0.47
Trust	12512	0.01
Indian Public	17221466	10.83
<b>Total</b>	<b>159081000</b>	<b>100.00</b>





### Distribution of Shareholding as on 31.03.2021

Category Range	No. of Shareholders		No. of shares	
	Total	% of shareholders	Total	% of share capital
1-500	59271	91.13	4803245	3.02
501-1000	2856	4.39	2158111	1.36
1001-2000	1514	2.33	2241040	1.41
2001-3000	456	0.70	1160653	0.73
3001-4000	216	0.33	768998	0.48
4001-5000	140	0.22	650505	0.41
5001-10000	225	0.35	1616652	1.01
10001 and above	360	0.55	145681796	91.58
<b>Total</b>	<b>65038</b>	<b>100.00</b>	<b>159081000</b>	<b>100.00</b>

### Dematerialisation of shares and liquidity

The shares of the Company are in compulsory demat segment and are available for trading in depository systems of both the National Securities Depository Limited ('NSDL') and Central Depository Services (India) Limited ('CDSL'). As at 31<sup>st</sup> March 2021, 157936946 equity shares out of 159081000 equity shares of the Company, forming 99.28% of the Company's paid up capital is held in dematerialised form. The status of shares held in demat and physical format is given below:

Particulars	No. of Shares	%
<b>Shares in Demat Form</b>		
NSDL	148741740	93.50
CDSL	9195206	5.78
<b>Shares in Physical Form</b>		
Total	1144054	0.72
<b>Total</b>	<b>159081000</b>	<b>100.00</b>

### Outstanding GDRs / ADRs / Warrants or other Convertible Instruments

The Company has not issued any GDR/ADR/Warrants or other convertible instruments during the year 2020-21.

### Other Information

**a) Corporate Identification Number (CIN):**  
L26924HR1985PLC056150

**b) Reconciliation Audit for Share Capital as on 31<sup>st</sup> March, 2021**

Reconciliation Audit for Share Capital is carried out at every quarter and the report thereon is submitted to the Stock Exchanges and is also placed before the Board of the Company. The said Report, inter-alia, confirms that the total listed and paid up capital of the Company is an agreement with the aggregate of the total number of shares in dematerialised form (held with NSDL and CDSL) and in physical form.

### Foreign Exchange Risk & Hedging Activities

There is no foreign currency loan outstanding as on 31<sup>st</sup> March

2021. The details of foreign currency exposure as on 31<sup>st</sup> March 2021 is provided in Note No. 48 of the Financial Statements. All import liabilities are unhedged because cost of forward premium was higher. However, all import liabilities are paid on the due date. There is no commodity price risk and commodity hedging risk during the financial year 2020-21.

### Plant Locations

The plants of the Company are located as under:

- A-27 to 30, Industrial Area, Sikandrabad, Distt.: Bulandshahr (U.P.) - 203205.
- Alwar Shahpura Road, Village & Post: Malootana, Tehsil: Thanagazi, Distt.: Alwar (Rajasthan) -301022.
- 19 KM Stone, Bhiwadi - Alwar Road, Village: Gailpur, Distt.: Alwar (Rajasthan) - 301707.

### Subsidiary Companies

As on 31<sup>st</sup> March, 2021, the Company does not have any material unlisted subsidiary company as defined under the Listing Regulations.

### Address for Correspondence

#### i. Registered Office:

Kajaria Ceramics Limited  
SF-11, Second Floor, JMD Regent Plaza, Mehrauli Gurgaon Road, Village Sikanderpur Ghosi, Gurgaon, Haryana-122001  
Telefax: +91 - 124 - 4081281

#### ii. Corporate Office:

Kajaria Ceramics Limited  
J-1/B-1 (Extn.), Mohan Co-operative Industrial Estate, Mathura Road, New Delhi - 110044  
Phone: +91 - 11 - 26946409  
Fax: +91 - 11 - 26946407

### Email ID for Investors

The Company has designated investors@kajariaceramics.com as an email address especially for investors' grievance(s).

### Declaration related to the Code of Conduct to Directors/ Senior Management

In accordance with the Listing Regulations, I hereby declare that all Directors and Senior Management Personnel of the Company have confirmed the compliance with the Code of Conduct as adopted by the Company.

For and on Behalf of Board

**Ashok Kajaria**

Chairman & Managing Director  
DIN: 00273877

Place: New Delhi  
Date: 3<sup>rd</sup> August, 2021

## CEO & CFO CERTIFICATE

To,  
The Board of Directors of  
**Kajaria Ceramics Limited**

Dear Sirs,

This is to certify that:

- A. We have reviewed financial statements and the cash flow statement of Kajaria Ceramics Limited for the year ended 31<sup>st</sup> March, 2021 and that to the best of our knowledge and belief we state that:
1. These statements do not contain any materially untrue statement or omit any material fact or contain statements that might be misleading;
  2. These statements together present a true and fair view of the Company's affairs and are in compliance with existing accounting standards, applicable laws and regulations.
- B. There are, to the best of our knowledge and belief, no transactions entered into by the Company during the year ended 31<sup>st</sup> March, 2021, which are fraudulent, illegal or in violation of the Company's code of conduct.
- C. We accept responsibility for establishing and maintaining internal controls for financial reporting. We have evaluated the effectiveness of the internal control systems of the Company pertaining to financial reporting and we have disclosed to the Auditors and the Audit Committee, deficiencies in the design or operation of such internal controls, if any, of which we are aware and the steps taken or propose to take to rectify these deficiencies.
- D. We have indicated to the Auditors and the Audit Committee:
1. significant changes in internal control over financial reporting during the year ended 31<sup>st</sup> March, 2021;
  2. significant changes in accounting policies made during the year and that the same have been disclosed in the notes to the financial statements; and
  3. instances to significant fraud of which we have become aware and the involvement therein, if any, of the management or an employee having a significant role in the Company's internal control system over financial reporting.

Place : New Delhi  
Date: June 14, 2021

**Ashok Kajaria**  
Chairman & Managing Director

**Sanjeev Agarwal**  
CFO

## **CERTIFICATE ON COMPLIANCE WITH THE CONDITIONS OF CORPORATE GOVERNANCE UNDER LISTING REGULATIONS, 2015**

To,

**Kajaria Ceramics Limited**

SF-11, Second Floor, JMD Regent Plaza

Mehrauli Gurgaon Road,

Village Sikanderpur Ghosi,

Gurgaon-122001

We have examined all relevant records of **Kajaria Ceramics Limited** ("the Company") for the purpose of certifying of all the conditions of the Corporate Governance under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 for the financial year ended 31<sup>st</sup> March 2021. We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of certification.

The compliance of the conditions of Corporate Governance is the responsibility of the management. Our examination was limited to the procedures and implementation thereof. This certificate is neither an assurance as to the future viability of the Company nor of the efficacy or effectiveness with which the management has conducted the affairs of the Company.

On the basis of our examination of the records produced explanations and information furnished, we certify that the Company has complied with the conditions of the Corporate Governance under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Date : 03.08.2021  
Place: Delhi

For **Chandrasekaran Associates**  
Company Secretaries

**Rupesh Agarwal**  
Managing Partner  
Membership No. ACS 16302  
Certificate of Practice No. 5673  
UDIN: A016302C000726902

## SECRETARIAL COMPLIANCE REPORT OF KAJARIA CERAMICS LIMITED

FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2021

To,  
The Board of Directors  
**Kajaria Ceramics Limited**  
SF-11, Second Floor,  
JMD Regent Plaza, Mehrauli Gurgaon Road,  
Village Sikanderpur Ghosi, Gurgaon-122001,  
Haryana

We M/s. Chandrasekaran Associates have examined:

- (a) All the documents and records made available to us and explanation provided by Kajaria Ceramics Limited. ("the listed entity"),
- (b) The filings/ submissions made by the listed entity to the stock exchanges,
- (c) Website of the listed entity,
- (d) Any other document/ filing, as may be relevant, which has been relied upon to make this certification,

for the year ended 31<sup>st</sup> March, 2021 ("Review Period") in respect of compliance with the provisions of:

- (a) the Securities and Exchange Board of India Act, 1992 ("SEBI Act") and the Regulations, Circulars, Guidelines issued thereunder; and
- (b) the Securities Contracts (Regulation) Act, 1956 ("SCRA"), Rules made thereunder and the Regulations, Circulars, Guidelines issued thereunder by the Securities and Exchange Board of India ("SEBI");

The Specific Regulations, whose provisions and the Circulars/ Guidelines issued thereunder, have been examined, include:-

- (a) Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- (b) Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018;
- (c) Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
- (d) Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018; Not Applicable during the year under review.
- (e) Securities and Exchange Board of India (Share Based Employee Benefits) Regulations, 2014 to the extent applicable;

- (f) Securities and Exchange Board of India (Issue and Listing of Debt Securities) Regulations, 2008; Not Applicable during the year under review;
- (g) Securities and Exchange Board of India (Issue and Listing of Non- Convertible and Redeemable Preference Shares) Regulations, 2013; Not Applicable during the year under review;
- (h) Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;
- (i) The Depositories Act, 1996 and the Regulations and Bye-laws framed thereunder to the extent of Regulation 76 of Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018 to the extent applicable;
- (j) The Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Agents) Regulations, 1993 regarding the Companies Act and dealing with client to the extent of securities issued;
- (k) Securities and Exchange Board of India (Investor Protection and Education Fund) Regulations, 2009.

and based on the above examination, We hereby report that, during the Review Period:

- (a) The listed entity has complied with the provisions of the above Regulations and Circulars/ Guidelines issued thereunder, except in respect of matters specified below:-

Sr. No	Compliance Requirement (Regulations/ circulars / guidelines including specific clause)	Deviations	Observations/ Remarks of the Practicing Company Secretary
		NIL	

- (b) The listed entity has maintained proper records under the provisions of the above Regulations and circulars/ guidelines issued thereunder in so far as it appears from my/our examination of those records.
- (c) The following are the details of actions taken against the listed entity/ its promoters/ directors/ material subsidiaries either by SEBI or by Stock Exchanges (including under the Standard Operating Procedures issued by SEBI through various circulars) under the aforesaid Acts/ Regulations and circulars/ guidelines issued thereunder:

Sr. No.	Action taken by	Details of violation	Details of action taken E.g. fines, warning letter, debarment, etc.	Observations/ remarks of the Practicing Company Secretary, if any.
NIL				

(d) The listed entity has taken the following actions to comply with the observations made in previous reports:

Sr. No.	Observations of the Practicing Company Secretary in the previous reports	Observations made in the secretarial compliance report for the year ended 31 <sup>st</sup> March, 2020.	Actions taken by the listed entity, if any	Comments of the Practicing Company Secretary on the actions taken by the listed entity
NIL				

(e) The company has suitably included the conditions as mentioned in Para 6(A) and 6(B) of the SEBI Circular CIR/CFD/CMD1/114/2019, dated October 18, 2019 in the terms of appointment of statutory auditor of the Company.

For **Chandrasekaran Associates**  
Company Secretaries

**Rupesh Agarwal**

Managing Partner

Membership No. A16302

Certificate of Practice No. 5673

UDIN: A016302C000481426

Date: 18.06.2021

Place: Delhi

**Notes:** Due to restricted movement amid COVID-19 pandemic, we are issuing the secretarial compliance report by examining the Secretarial Records including Minutes, Documents, Registers and other records etc., and some of them received by way of electronic mode from the Company and could not be verified from the original records. The management has confirmed that the records submitted to us are the true and correct. This Report is limited to the Statutory Compliances on laws / regulations / guidelines listed in our report of which, the due date has been ended/expired on or before 31<sup>st</sup> March, 2021 pertaining to Financial Year 2020-21.

## CERTIFICATE OF NON-DISQUALIFICATION OF DIRECTORS

**(Pursuant to Regulation 34(3) read with Schedule V Para C sub clause (10)(i) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)**

To,

The Members,

**Kajaria Ceramics Limited**

SF-11, Second Floor,

JMD Regent Plaza, Mehrauli Gurgaon Road,

Village Sikanderpur Ghosi, Gurgaon-122001,

Haryana

We have examined the relevant registers, records, forms, returns and disclosures received from the Directors of Kajaria Ceramics Limited having CIN L26924HR1985PLC056150 and having registered office at SF-11, Second Floor, JMD Regent Plaza, Mehrauli Gurgaon Road, Village Sikanderpur Ghosi, Gurgaon-122001, Haryana (hereinafter referred to as 'the Company'), produced before us by the Company for the purpose of issuing this Certificate, in accordance with Regulation 34(3) read with Schedule V Para-C Sub clause 10(i) of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

In our opinion and to the best of our information and according to the verifications (including Directors Identification Number (DIN) status at the portal [www.mca.gov.in](http://www.mca.gov.in)) as considered necessary and explanations furnished to us by the Company & its officers, We hereby certify that none of the Directors on the Board of the Company as stated below for the Financial Year ending on 31<sup>st</sup> March, 2021 have been debarred or disqualified from being appointed or continuing as Directors of companies by the Securities and Exchange Board of India, Ministry of Corporate Affairs or any such other Statutory Authority:

Sr. No.	Name of Director	DIN	Date of appointment in Company
1	Ashok Kumar Kajaria	00273877	20/12/1985
2	Chetan Kajaria	00273928	15/06/2000
3	Rishi Kajaria	00228455	26/07/2003
4	Raj Kumar Bhargava	00016949	09/11/1998
5	Debi Prasad Bagchi	00061648	29/06/2007
6	Dev Datt Rishi	00312882	14/01/2015
7	Sushmita Singha	02284266	30/03/2015
8	H. Rathnakar Hegde	05158270	17/01/2012

Ensuring the eligibility of for the appointment / continuity of every Director on the Board is the responsibility of the management of the Company. Our responsibility is to express an opinion on these based on our verification. This certificate is neither an assurance as to the future viability of the Company nor of the efficiency or effectiveness with which the management has conducted the affairs of the Company.

For **Chandrasekaran Associates**  
Company Secretaries

**Rupesh Agarwal**

Managing Partner

Membership No. A16302

Certificate of Practice No. 5673

UDIN: A016302C000726869

Date: 03.08.2021

Place: Delhi

## BUSINESS RESPONSIBILITY REPORT FOR 2020-21

### SECTION A: GENERAL INFORMATION ABOUT THE COMPANY

1. **Corporate Identification Number (CIN) of the Company** : L26924HR1985PLC056150
2. **Name of the Company** : Kajaria Ceramics Limited ("the Company")
3. **Registered Office** : SF-11, Second Floor, JMD Regent Plaza, Mehrauli Gurgaon Road, Village Sikanderpur Ghosi, Gurgaon, Haryana- 122001
4. **Website** : www.kajariaceramics.com
5. **E-mail id** : investors@kajariaceramics.com
6. **Financial Year Reported** : 2020-21
7. **Sector(s) that the Company :** 23913 (Manufacturing Ceramic Products)
8. **List three key products that :** The Company operates in only one segment i.e. (Ceramic / Vitrified Tiles)
9. **Total Number of Locations where business activity is undertaken by the Company**
  - a) **Number of International locations (provide details of major 5)** - 1
  - b) **Number of National Locations** - 63

#### Manufacturing units:

Unit	Location
Sikandrabad (Uttar Pradesh)	A-27 to 30, Industrial Area, Sikandrabad, Distt. Bulandshahr (U.P.) - 203205
Malootana (Rajasthan)	Alwar Shahpura Road, Village & Post Malootana, Tehsil: Thanagazi, Distt.: Alwar (Rajasthan)-301022
Gailpur (Rajasthan)	19 KM Stone, Bhiwadi-Alwar Road, Village: Gailpur, Distt.: Alwar (Rajasthan) - 301707

**Registered Office:** SF-11, Second Floor, JMD Regent Plaza, Mehrauli Gurgaon Road, Village Sikanderpur Ghosi, Gurgaon, Haryana - 122001

**Corporate Office:** J-1/B-1 (Extn.), Mohan Co-operative Industrial Estate, Mathura Road, New Delhi - 110044

#### 10. Markets served by the Company:

The Company operates PAN India and also serves some of the international markets.

### SECTION B: FINANCIAL DETAILS OF THE COMPANY

1. Paid-up Capital (₹) - 15.91 Crores
2. Total Turnover (Gross) (₹) - 2523.18 Crores
3. Total Profit/(Loss) After Taxes (PAT) (₹) - 301.75 Crores
4. Total spending on Corporate Social Responsibility (CSR) for the financial year 2020-21 is ₹7.33 Crores which is about 2.43% of PAT.
5. List of activities in which the expenditure in 4 above has been incurred  
- Refer **Annexure 3** of the Directors' Report for the financial year 2020-21.

### SECTION C: OTHER DETAILS

#### 1. Does the Company have any subsidiary company / companies?

As on 31<sup>st</sup> March, 2021, the Company had 6 subsidiaries and 1 step down subsidiary. The details of the subsidiaries have been disclosed in the Annual Report for the financial year 2020-21..

**2. Do the subsidiary company / companies participate in BR initiative of the parent company? if yes, then indicate the number of such subsidiary company(s):**

None of the subsidiary companies, directly or indirectly, participate in BR initiatives of the Company.

**3. Do any other entity / entities (e.g. Suppliers, Distributors, etc.) that the Company does business with, participate in the BR initiatives of the Company? if yes then indicate the percentage of such entity / entities (Less than 30%, 30-60%, More than 60%).**

No

## SECTION D: BR INFORMATION

### 1. Details of Directors responsible for BR

#### (a) Details of the Director responsible for implementation of the BR policies

1. DIN : 00273877
2. Name : Mr. Ashok Kajaria
3. Designation : Chairman & Managing Director

#### (b) Details of BR Head

S. No.	Particulars	Details
1.	DIN (if applicable)	00273877
2.	Name	Mr. Ashok Kajaria
3.	Designation	Chairman & Managing Director
4.	Telephone Number	+91-11-26946409
5.	E-mail id	investors@kajariaceramics.com

### 2. Principle-Wise (as per NVGs) BR Policy / Policies

#### (a) Details of compliance (Reply Y/N)

S. No.	Questions	P1	P2	P3	P4	P5	P6	P7	P8	P9
1	Do you have a policy for...	Yes, the Company has policy for all the principles.								
2.	Has the policy being formulated in consultation with the relevant stakeholders	All the policies have been formulated in consultation with the Management of the Company.								
3.	Does the policy conform to any national / international standards? if yes, specify	<p>Yes, as stipulated by the applicable provisions of the regulations of the Securities and Exchange Board of India.</p> <p>The Company has also adopted various standard specified by the International Organization for Standardization (ISO) as under:</p> <ul style="list-style-type: none"> <li>• ISO 9001:2015 for Quality Management System</li> <li>• ISO 14001:2015 for Environmental Management System</li> <li>• OHSAS 18001:2007 for Occupational Health &amp; Safety Management System</li> <li>• SA 8000:2008 for Social Accountability Standards</li> <li>• ISO 22000:2005 for Preparation &amp; Serving of Vegetarian Food/Non-Alcoholic Beverages for employees &amp; visitors in its canteen</li> <li>• ISO 50001:2011- Energy Conservation</li> <li>• Membership: India Green Building Council (IGBC)</li> <li>• CE Certified Product</li> <li>• BISL: ISI Certified product (IS15622/2017)</li> </ul>								
4.	Has the policy being approved by the Board? If yes, has it been signed by MD / Owner / CEO/ appropriate Board Director?	All the policies have been approved by the Board and have been signed by the Chairman & Managing Director of the Company.								

Contd..



5. Does the Company have a specified committee of the Board / Director / official to oversee the implementation of the policy?	The Company has constituted a Business Responsibility & Sustainability Committee ("BRS Committee") to oversee the implementation of the policy.
6. Indicate the link for the policy to be viewed online?	<a href="https://www.kajariaceramics.com/pdf/BusinessResponsibilityPolicy.pdf">https://www.kajariaceramics.com/pdf/BusinessResponsibilityPolicy.pdf</a>
7. Has the policy been formally communicated to all the relevant internal and external stakeholders?	Communication is on-going process. For this purpose, the Policy has been posted on the Company's website for information of all the internal and external stakeholders of the Company.
8. Does the Company have in house structure to implement the policy/ policies	Yes, the Company has necessary structure in place to implement the policies.
9. Does the company have a grievance redressal mechanism related to the policy / policies to address stakeholders' grievances related to the policy/ policies?	Yes, the Company has necessary grievance redressal mechanism, to address the grievance of the relevant stakeholder.
10. Has the company carried out independent audit / evaluation of the working of this policy by an internal or external agency?	As a part of compliance with ISO Standards adopted by the Company, an external agency evaluates the implementation of ISO Standards. However, the Company has not carried out independent audit / evaluation of working of the BR Policy by an internal or external agency as of now.

### 3. Governance related to BR

- Indicate the frequency with which the Board of Directors, Committee of Directors or CEO to access the BR performance of the Company. Within 3 months, 3 months – 6 months, annually more than 1 year.

The BRS Committee usually oversees the BR performance of the Company on annual basis.

- Does the Company publish a BR or a Sustainability Report? What is the hyperlink for viewing this report? How frequently it is published?

The BR report is published on annual basis. The Company has started publishing the BR report from F.Y. 2016-2017. The BR report for F.Y. 2020-21 may be accessed through the Company's website link [https://www.kajariaceramics.com/pdf/Business\\_Responsibility\\_Report\\_2020-21.pdf](https://www.kajariaceramics.com/pdf/Business_Responsibility_Report_2020-21.pdf)

## SECTION E: PRINCIPLE WISE PERFORMANCE

### PRINCIPLE 1: ETHICS, TRANSPARENCY AND ACCOUNTABILITY

Business should conduct and govern themselves with Ethics, Transparency and Accountability.

- Does the policy relating to ethics, bribery and corruption cover only the Company? Yes / No. Does it extend the group / joint ventures/ suppliers/ contractors/ NGOs/ others?

Our philosophy is based on the trusteeship, transparency and accountability. We believe that it is imperative for us to manage our business affairs in the fairest and transparent manner with a firm commitment to our values. Any business without ethics cannot win the trust of the stakeholders.

The policy relating to ethics, bribery and corruption is applicable only to the Company. The Company's Code of Business Conduct and Ethics affirms its commitment to the highest standards of integrity and ethics. The copy of the same is available on the website of the Company at <https://www.kajariaceramics.com/pdf/CodeofBusinessConductEthics.pdf> Compliance with these principles is an essential element in your Company's business success.

Your Company also has a Whistle Blower Policy which allows employees to bring to the attention of the Management, promptly and directly, any unethical behaviour, suspected fraud or irregularity in the Company practices, leak of Unpublished Price Sensitive Information with respect to the Company, etc. The copy of the same is available on the website of the Company at [https://www.kajariaceramics.com/pdf/whistel\\_blowing\\_policy.pdf](https://www.kajariaceramics.com/pdf/whistel_blowing_policy.pdf). Your Company has provided dedicated e-mail address, Whistle officer: [whistleofficer@kajariaceramics.com](mailto:whistleofficer@kajariaceramics.com) Chairman of the Audit Committee: [chairmanauditcommittee@kajariaceramics.com](mailto:chairmanauditcommittee@kajariaceramics.com)

Though the Company encourages and expects the parties associated with its value chain partners like dealers, vendors, supplier, contractors, employees, etc. to follow the Code of Business Conduct and principles envisaged in the policy while their interactions with Kajaria Ceramics Limited..

- How many stakeholder complaints have been received in the past financial year and what percentage was satisfactorily resolved by the management? If so provide the details thereof in about 50 words or so.

During the financial year 2020-21, 3 shareholder complaints were received by the Company. All these 3 complaints were duly resolved and thus, no complaint is pending as on 31<sup>st</sup> March, 2021.

The Company did not have any other significant external stakeholder complaint in the last financial year.

## PRINCIPLE 2: PRODUCT LIFE CYCLE SUSTAINABILITY

Business should provide goods and services that are safe and contribute to sustainability throughout their life cycle.

### 1. List up to 3 of your products whose design has incorporated social or environmental concerns, risks and / or opportunities.

The Company is engaged in manufacturing and selling of tiles, which constitutes almost 99% of its total turnover.

The Company being a leading tile manufacturer in the world, has been innovating and launching products meeting multiple consumer needs, spanning across various income groups, from young to old and everyone in - between. The Company understands its obligations on social and environmental concerns, risks and opportunities.

The Company has deployed best in class technology and process to manufacture tiles which use optimal resources. The Company has initiated proactive steps to control, reduce and eliminate use of toxic and hazardous raw material during design and manufacture of products, focuses to accord highest priority in developing eco-friendly products which meet the best International standards. Further, the Company ensures that all processes, plant, equipment, machinery and material provided at functional site are safe to the people as well as environment.

In addition to the aforesaid, the Company has also taken various energy conservation initiatives like installation of roof solar plant, LED lights, Rain Water Harvesting, etc.

### 2. Does the Company have procedures in place for sustainable sourcing (including transportation)? If yes, what percentage of your inputs was sourced sustainably? Also provide details thereof, in about 50 words or so.

It is important for your Company to manage the impacts of its product life cycle for the success of its operations. The life cycle of the product covers the entire value chain from sourcing of raw materials, to product manufacture, distribution, consumer use and disposal.

The resources involved in the manufacturing processes are efficient and sustainable and 100% of the inputs are sustainably sourced by the Company.

Further, the Company gives preference in selection of vendors for procurement of raw material, who comply with the various principles of sustainability. Majority of suppliers

of raw material are located within a radius of 200 Km of the manufacturing units of the Company which helps to minimize transportation. Engagement of Transporters are done based on conditions like young vehicles, need for drivers to carry pollution certificates and drivers & support staff to always carry safety kits, etc. The Company continuously strives for load and route optimization to ensure fuel and environmental efficiency of the fleets.

### 3. Has the Company taken any steps to procure goods and services from local and small producers, including communities surrounding their place of work? If yes, what steps have been taken to improve their capacity and capability of local and small vendors?

The Company encourages the sourcing its raw material/ stores and other consumables from local economy and small vendors, as far as possible. The Company's contractor who supplies labour services for plant operations employ workmen from nearby communities.

Local sourcing reduces costs, provides local employment benefits and reduced environmental footprint in sourcing.

### 4. Does the company have a mechanism to recycle products and waste? If yes what is the percentage of recycling of products and waste (separately as <5%, 5-10%, >10%). Also provide details thereof, in about 50 words or so.

The production process of the Company is based on principles of optimising the material and energy resources. Therefore, the Company lays high degree of stress to reduce waste associated with its products.

In the said direction, it has installed Effluent Treatment Plant ("ETP") and filter processes at all of its plants and whatever, liquid and solid waste is generated, the same is being recycled and reused in the process. The current waste generation is less than 5% of the total production, majority of which is recycled.

## PRINCIPLE 3: EMPLOYEE WELL-BEING

Business should promote the well-being of all employees

### 1. Please indicate the total number of employees:

The total numbers of permanent employees were 2475 as on 31<sup>st</sup> March 2021.

### 2. Please indicate the total of employees hired on temporary / contractual / casual basis.

The total temporary/contractual/casual employees were 1251 as on 31<sup>st</sup> March 2021.

### 3. Please indicate the number of permanent women employees:

There were 70 women employees as on 31<sup>st</sup> March 2021.

**4. Please indicate the number of permanent employees with disabilities:**

There was 1 permanent employee with disabilities as on 31<sup>st</sup> March 2021.

**5. Do you have an employee association that is recognised by management?**

We respect the right of employees to free association without fear of reprisal, discrimination, intimidation or harassment. A small section of the employees at Sikandrabad (U.P.) plant have formed a representative group.

**6. What percentage of your permanent employees is members of this recognized employee association?**

Less than 10%.

**7. Please indicate the number of complaints relating to child labour, forced labour, involuntary labour, sexual harassment in the last financial year and pending as on the end of the financial year.**

We believe that our human capital is one of the most valuable resources to tap the perennial growth of the business.

The Company prohibits child labour, forced labour and involuntary labour in all units. It is ensured that no person below the age of eighteen years is employed in the workplace.

The Company is fully compliant with the prevailing laws on the prevention of sexual harassment of women at workplace. The policy for the prevention of sexual harassment at the workplace is available on the website of the Company at [https://www.kajariaceramics.com/pdf/prevention\\_of\\_sexual\\_harassment\\_at\\_workplace.pdf](https://www.kajariaceramics.com/pdf/prevention_of_sexual_harassment_at_workplace.pdf). No, complaints relating to sexual harassment were received during the financial year 2020-21.

**8. What percentage of your under mentioned employees were given safety & skill upgradation training in the last year?**

o Permanent employees	:	60 %
o Permanent women employees	:	60 %
o Casual/Temporary / Contractual employees	:	69 %
o Employees with disabilities	:	100 %

## PRINCIPLE 4: STAKEHOLDERS ENGAGEMENT

Business should respect the interest of and be responsive towards all stakeholders, especially those who are disadvantaged, vulnerable and marginalised.

**1. Has the Company mapped its internal and external stakeholders?**

Yes

**2. Out of the above, has the company identified the disadvantaged, vulnerable & marginalized stakeholders?**

There are no identified disadvantaged, vulnerable & marginalized stakeholders.

**3. Are there any special initiatives taken by the Company to engage with the disadvantaged, vulnerable and marginalized stakeholders. If so, provide details, in about 50 words or so.**

Not Applicable

## PRINCIPLE 5: HUMAN RIGHTS

Business should respect and promote human rights.

**1. Does the policy of the Company on human rights cover only the company or extend to the group / joint ventures / suppliers / contractors / NGOs / others?**

The policy is applicable only to the Company. The Policies and their implementation are directed towards adherence to applicable laws and to uphold the spirit of human rights.

**2. How many stakeholder's complaints have been received in the past financial year and what percent was satisfactorily resolved by the management?**

Nil

## PRINCIPLE 6: ENVIRONMENT

Business should respect, protect and make efforts to restore the environment.

**1. Does the policy related to Principle 6 cover only the company or extend to the group / joint ventures / suppliers / contractors / NGOs / others?**

The policy is applicable to the Company and its subsidiaries.

**2. Does the company have strategies/ initiatives to address global environmental issues such as climate change, global warming etc.? Y/N. if yes, please give hyperlink for webpage etc.**

In order to address the global environmental issues like climate

change, global warming, the Company has embedded many facets related to respecting and protecting environment in its operations and processes.

The Company prowess in designing aesthetically superior tiles have made an important contribution in saving the environment. The Company also continue to intensify the green cover through plantations drives within its plants and in surrounding areas to improve the air quality in the neighborhood. As a people respecting enterprise, the Company has worked on minimizing noise pollution at its plant.

**3. Does the company identify and assess potential environmental risks?**

Yes, the Company has the risk management mechanism in place to identify and assess the existing and potential risks across its operations.

**4. Does the company have any project related to clean development mechanism? If so, provide details hereof, in about 50 words or so. Also if yes, whether any environmental compliance report is filed?**

The Company does not have any specific project related to clean development mechanism but it has installed Effluent Treatment Plant ("ETP") and filter processes at all of its plants and whatever, liquid and solid waste is generated, the same is being recycled and reused in the process.

Further, all the plants of the Company are based on the principle of minimal environment footprint.

**5. Has the company undertaken any other initiatives on clean technology, energy efficiency and renewable energy, etc. Y/N. if yes, please give hyperlink for web page, etc.**

The Company has undertaken various initiatives on clean technology, energy efficiency and renewable energy like installation of roof top solar plant in the factory & wind turbine to generate green energy.

Further, it has also installed heat recovery systems and latest generation energy lighting and equipment, to save energy and fuel cost. The Company has also commissioned Rain Water harvesting projects within the plant and nearby villages.

**6. Are the emission / waste generated by the Company within the permissible limits given by CPCB/ SPCB for the financial year being reported?**

Yes, Emission / waste generated by the Company are within

the permissible limits given by CPCB/SPCB for the financial year 2020-21.

**7. Number of show cause / legal notices received from CPCB / SPCB which are pending (i.e. not resolved to satisfaction) as on end of the financial year.**

Nil

**PRINCIPLE 7: POLICY ADVOCACY**

Business, when engaged in influencing public and regulatory policy, should do so in a responsible manner.

**1. Is your company a member of any trade and chamber or association? if yes, name only those major ones that your business deals with:**

The Company is member of following trade chambers, associations and forums:

- i. Federation of Indian Chamber of Commerce and Industry
- ii. PHD Chamber of Commerce
- iii. Indian Council of Ceramic Tile and Sanitaryware
- iv. Bhiwadi Manufacturers Association
- v. Sikandrabad Industries Association
- vi. Indian Industry Association
- vii. Bhiwadi Chamber of Commerce and Industries

**2. Have you advocated/lobbied through above associations for the advancement or improvement of public good? Yes / No; if yes specify the broad areas (drop box: governance and administration, economic reforms, inclusive development policies, energy security, water, food security, sustainable business principles, others)**

The Company is associated with above institutions with an intention of mutual learning and contribution in development of processes. As and when required, the Company put forth its views on the issues faced by the industry with respective business forums and chambers.

**PRINCIPLE 8: INCLUSIVE GROWTH**

Business should support inclusive growth and equitable development

**1. Does the company have specified programmes / initiatives / projects in pursuit of the policy related to Principle 8? if yes details thereof.**

The Company supports inclusive growth and equitable development through its Corporate Social Responsibility (CSR)

programmes. The Company has aligned its CSR programmes/ initiatives/ activities with the requirements of Companies Act, 2013. The Company's CSR activities are being monitored by the Corporate Social Responsibility Committee constituted by the Board.

The details and impact of the CSR programmes/ initiatives/ activities taken by the Company in the recognized fields are detailed in the CSR annexure attached to the Annual Report of the Company.

**2. Are the programmes / projects undertaken through in house team / own foundation / external NGO/ government structure/ any other organisation?**

The Company carries such programmes/ initiatives/ activities directly as well as indirectly and strives to ensure a better quality of life for the people while contributing towards a strong economy. All our CSR efforts stem from our well-articulated Corporate Social Responsibility (CSR) Policy and focus on some of the key priorities of the communities.

Assistance of external agencies / expert may be taken as and when required.

**3. Have you done any impact assessment of your initiative?**

No formal impact assessment of the initiatives has been undertaken by the Company.

**4. What is your company's direct contribution to community development projects- Amount in ₹and details of the projects undertaken.**

Details of amount spent by the Company by way of CSR Programmes towards the development of the Community are provided in **Annexure 3** of the Directors' Report for the financial year 2020-21.

**5. Have you taken steps to ensure that this community development initiative is successfully adopted by the community? Please explain in 50 words or so.**

The Company undertakes CSR activities after assessing the needs of the community. Further, all CSR activities are rolled out directly to the society. The Company believes that they will benefit the society at large.

This helps in increased reach as well as ensuring the adoption of initiative by communities. Project teams track the reach and take necessary steps to make it successful

## **PRINCIPLE 9: CONSUMER VALUE**

Business should engage with and provide value to their customers and consumers in a responsible manner.

**1. What percentage of customer complaints/consumer cases are pending as on the end of the financial year.**

The Company is dedicated to delivering products that satisfy the unmet needs of the consumers. The Company value customer satisfaction as one of its greatest assets. Therefore, it has put in place effective redressal mechanism for addressing customer complaints and handling consumer cases. The system has been created keeping the interest of customers, so that minimum hassles are caused to him/her. The system is periodically reviewed by management team as well. The Company regularly organizes feedback and awareness programs for its customers across various locations. Further all the dealers are advised to ensure that the customer complaints are redressed in the shortest possible time. The Company has also provided Toll Free Number facility to entertain the customer complaints and the Company always endeavors to resolve the complaints at the earliest.

The numbers of such cases are insignificant in comparison to the numbers of customers in fold..

**2. Does the company display product information on the product label, over and above what is mandated as per local laws? Yes/No/N.A.**

Customers have access to the Company's website which provides host of information on products and services. In addition, information is disseminated to the customers through display board, exhibitions, catalogue, advertisements etc. The Company also displays all information as mandated by the regulators to ensure full compliance with relevant laws.

**3. Is there any case filed by any stakeholder against the company regarding unfair trade practices, irresponsible advertising and / or anti-competitive behaviour during the last five years and pending as on the end of financial year. If so, provide the details thereof, in about 50 words.**

No

**4. Did your company carry out any consumer survey / consumer satisfaction trends?**

No