

**CODE OF PRACTICES AND PROCEDURES FOR FAIR DISCLOSURE
OF UNPUBLISHED PRICE SENSITIVE INFORMATION**

This Code is called Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information (the “**Code**”) and is framed based on the principles of fair disclosure outlined in the Securities and Exchange Board of India (SEBI) (Prohibition of Insider Trading) Regulations, 2015 (the “**PIT Regulations**”). Words not defined herein shall have the meaning as per the PIT Regulations.

1. PREAMBLE

1.1 The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, (hereinafter referred to as the 'Regulations') mandates the listed Companies to frame a fair and timely dissemination of Unpublished Price Sensitive Information Code of Practices and Procedures for (“**UPSI**”). Accordingly, Code of Practices & Procedures for Fair Disclosure of UPSI has been implemented.

1.2 The Code is subject to review by the Board of Directors and can be amended as and when deemed necessary.

2. APPLICABILITY

2.1 This Code was originally applicable from May 15, 2015. The revised code shall be applicable w.e.f. April 01, 2019.

1. DESIGNATION AND ROLE OF CHIEF INVESTOR RELATIONS OFFICER

1.1 The Compliance Officer shall act as Chief Investor Relations Officer (“**CIRO**”) and will be responsible for ensuring that the Company complies with the continuous disclosure requirements of Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and this Code.

1.2 The **CIRO** shall be responsible for dissemination of information and disclosure of unpublished price sensitive information (“**UPSI**”).

1.3 The Company Secretary of the Company or in his absence the Executive Director (“**ED**”) of the Company shall oversee dissemination of information and disclosure of unpublished price sensitive information.

1.4 In the temporary absence of the **CIRO** for any reason whatsoever, the Managing Director and the Chief Executive Officer shall nominate any other official of the Company to be responsible for dissemination of information and disclosure of **UPSI**.

2. DISCLOSURES UNDER THE CODE

2.1 The CIRO shall ensure:

- (a) prompt public disclosure of UPSI that would impact price discovery no sooner than credible and concrete information comes into being in order to make such information generally available;
- (b) uniform and universal dissemination of UPSI to avoid selective disclosure; and
- (c) prompt dissemination of UPSI that gets disclosed selectively, inadvertently or otherwise to ensure that this information is made generally available.

PRACTICES & PROCEDURES

2.2 It is clarified that information to be termed UPSI should be specific and intended to be generally made available at a point of time to ensure it does not lead to creation of a false market in securities. For the purpose of disclosure, the CIRO may consult such officials within the Company to ensure the correctness and credibility of the UPSI.

2.3 The CIRO shall authorise disclosure or dissemination of UPSI (i) by way of intimation to the stock exchanges, such that further disclosure can be made from the stock exchange websites; (ii) on the official website to ensure official confirmation and documentation; and (iii) in any other manner as may be decided by the CIRO to facilitate uniform and universal dissemination of UPSI.

- 2.4 All communications of UPSI with the stock exchange shall be approved by the CIRO and communicated through appropriate personnel under his direction.
- 2.5 The CIRO shall also be responsible for overseeing the contents of UPSI to be posted on the website of the Company for the purposes of this Code and shall give appropriate directions for the publication of the same. No other person shall be authorised to post any UPSI in the absence of any directions from the CIRO.
- 2.6 To facilitate timely disclosure of UPSI, all employees, designated persons or insiders will be required to communicate any UPSI to the CIRO as soon as credible and concrete information comes into being.

3. GENERAL OBLIGATION OF PRESERVING UPSI

All employees, directors and insiders of the Company are required to ensure that handling of all UPSI, including onward communication, is done on a need- to-know basis and in line with the any other applicable codes, policies and procedures of the Company, including, specifically, this Code and the PIT Regulations.

4. INFORMATION SHARED WITH SPECIFIC PERSONS

- 4.1 Employees, directors and insiders shall ensure that any information shared with analysts and research personnel is not UPSI and is generally available.
- 4.2 The CIRO shall also develop best practices to make transcripts or records of proceedings of meetings with analysts and other investor relations conferences on the official website to ensure official confirmation and documentation of disclosures made.

5. MARKET RUMOURS

The CIRO shall ensure that appropriate and fair responses are provided to queries on news reports and requests for verification of market rumours by regulatory authorities.
