

## COMPANY'S POLICIES

Business Conduct & Ethics	Directors	Senior Management	Employees
(a) Whistle Blower	<u>All information received from whistle blowers and/or anonymous sources are referred to the Grievance Committee of the Company which consists of the HR, Audit, and the Legal Department Head.</u>		
(b) Conflict of Interest	<p>All directors should conduct themselves with honesty and integrity in the performance of their duties and functions to ensure a high standard of best practices for the Company (Section 2.2.6, Code).</p> <p>A director should conduct fair business transaction with the Company and ensure that his personal interest does not conflict with the interests of the company [Section 2.2.7 (i), Code].</p>	<p>The Company expects each employee to observe the highest standards of business ethics. An employee cannot engage in any activity that will create conflict or interfere with the performance of his responsibilities (Company Code of Discipline).</p>	<p>The Company expects each employee to observe the highest standards of business ethics. An employee cannot engage in any activity that will create conflict or interfere with the performance of his responsibilities (Company Code of Discipline).</p>
(c) Insider Trading Policy	<p>Observe confidentiality</p> <p>A director should keep secure and confidential all non-public information he may acquire or learn by reason of his position as director. He should not reveal confidential information to unauthorized persons without the authority of the Board.</p>		
(d) Related Party Transactions <ul style="list-style-type: none"> <li>• Parent Company</li> <li>• Joint Ventures</li> <li>• Subsidiaries</li> <li>• Entities Under Common Control</li> <li>• Substantial Stockholders</li> <li>• Officers including spouse/children/siblings/parents</li> <li>• Directors including spouse/children/siblings/parents</li> <li>• Interlocking director relationship of Board of Directors</li> </ul>	<p><u>The Company, in the normal course of business, enters into transaction with related companies primarily consisting of lease of properties and advances for real estate transactions, working capital requirements and other business related purposes. Rental for lease properties and interest on interest-bearing advances are within market rates.</u></p> <hr/> <p>The Company has no related party transaction with a director/officer, their family, siblings or parents.</p>		
(e) Health and Safety <ul style="list-style-type: none"> <li>• Health –related issues</li> <li>• Safety</li> </ul>	<p>The Company provides Medical/health insurance to its employees. It requires all employees to notify the HR Department of any health-related issues. Annual physical examination is being undertaken to ensure that all employees are fit to work. A leave of absence may be granted for medical reasons or upon doctor's advice. The Company requires doctor's clearance before the employee is allowed to be back to work after sickness.</p> <hr/> <p>The Company provides information to employees through regular internal communication. Each employee is expected to obey safety rules and exercise caution in all work activities. Employees who violate the safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary actions. In case of accident resulting to injuries, the Company provides immediate medical attention.</p>		