



Code of practices and procedures for fair disclosure of unpublished price sensitive information:

Following principles shall be followed by the Company to ensure fair, timely and adequate disclosure of unpublished price sensitive information:-

- (a) The Company shall make promptly public disclosure of price sensitive information to Stock Exchanges on immediate basis and continual basis.
- (b) The Company shall make uniform and universal dissemination of unpublished price sensitive information through stock exchanges and its official web site to avoid selective disclosure.
- (c) The Compliance Officer will act as a Chief Investor Relations Officer to deal with the dissemination of information and disclosure of unpublished price sensitive information.
- (d) The Company will make prompt dissemination of unpublished price sensitive information that gets disclosed selectively, inadvertently or otherwise to make such information generally available.
- (e) The Compliance Officer will ensure that the Company complies with continuous disclosure requirements. He will co-ordinate disclosure of price sensitive information to Stock Exchanges, Analysts, Shareholders and media which will be approved by him in advance.
- (f) The Compliance Officer shall be responsible for deciding whether a public announcement is necessary for verifying or denying any news for effectively responding to market gossips and will respond to queries on news report and request for verification of market rumors by regulatory authorities.
- (g) Following guidelines will be adopted by the Company while dealing with Analysts/Institutional investors:-
 - (1) The Company will provide only public information to analysts/ Research persons/ large investors/ Institutions.
 - (2) At least two officers of the Company will be present at the meetings with Analysts, Brokers, Institutional Investors and the discussions with them will be recorded to avoid misquoting or misrepresenting.
 - (3) Questions outside the intended scope of discussions by the Analysts will not be answered normally but the same may be taken on notice and a considered response given later.
 - (4) Whenever the Company will organise meetings with analysts it will normally be followed by a press release and the same information will also be posted on the website of the Company. This will be simultaneously sent to the Stock Exchanges.
- (h) The Company will handle all unpublished price sensitive information on need-to-know basis. All insiders shall communicate, provide or allow access to any unpublished price sensitive information relating to Company or its securities to any person only for furtherance of legitimate purposes, performance of duties or discharge of legal obligation. All the insiders having in possession of unpublished price sensitive information are required to handle such information with care and deal with such information when transacting their business strictly on need to know basis.