

Reporting of Risks and Hazards

Our business practices and policies are governed and influenced by a variety of factors. Some of these are legal and statutory in nature and some are not within the control of the company and are largely environmental in nature. Our operations are also influenced by the way we use and deploy technology and science. Some aspects of our business are influenced and affected by financial and political events that may be national or international in nature.

It is the duty of every employee to be alert to such occurrences and events that may adversely affect our company and report such risk factors as early as possible. This will enable the company to take timely corrective or preventive action to protect the interests of the company its employees and business associates.

Guidelines to be followed under the ethics policy on Reporting of Risks:

- Any employee who is privy to or comes in contact with a source of information that in his opinion is a source of risk and could harm the company in any way is duty-bound to report such risks to a responsible officer of the company immediately.
- Risks the company could face could be a result of political, financial, economy driven, imminent natural disasters or willful / accidental operation and use of technology, operating machinery that could harm other employees or the environment. Knowledge of or apprehension regarding the occurrence of risk arising out of such factors should be reported immediately.
- Activity and actions arising or likely to arise as a result of poor employee relations or Industrial Relations unrest and thereby exposing the company and its employees to risk must be reported immediately.
- Unauthorized use and operation of company plant machinery, equipment, facilities, and utilities by untrained and unauthorized personnel is a potential source of risk and any knowledge or information in this regard must be reported immediately.
- Sharing, forcing or using other employees to do so or the divulging of sensitive technical, product related or business related information, drawings, patents and other classified and confidential information to other employees, competitors or vested interests exposes the company to serious risk. Information regarding any employees or persons indulging in such activity should be reported to the senior management of the company or the committee on Code of Ethics immediately.
- Withholding or forcing other employees and well wishers from divulging and reporting risks or potentially risky matters will constitute a breach of ethics under this ethics policy.