



**CODE OF PRACTICES AND PROCEDURES FOR FAIR DISCLOSURE OF UNPUBLISHED PRICE SENSITIVE  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

**VERSION CONTROL**

Version Control No.	Author	Date Created / updated	Date Effective	Version Description
V.1	AVP – Compliance & Secretarial – Jitendra Bhati	15 May 2015	15 May 2015	--
V.2	SVP – Compliance & Secretarial – Jitendra Bhati	02 February 2019	01 April 2019	Amendments in line with Securities and Exchange Board of India (Prohibition of Insider Trading) (Amendment) Regulations, 2018 dated 31 December 2018

## **CODE OF PRACTICES AND PROCEDURES FOR FAIR DISCLOSURE OF UNPUBLISHED PRICE SENSITIVE INFORMATION**

**In compliance with the requirements of the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, as amended from time to time (“the Regulation”), the Company has formulated this Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information (“Code”).**

### **Principles for fair, timely and adequate disclosure of unpublished price sensitive information:**

1. The Company shall ensure prompt public disclosure of unpublished price sensitive information that would impact price discovery no sooner than credible and concrete information comes into being, in order to make such information generally available.
2. The Company shall ensure uniform and universal dissemination of unpublished price sensitive information to avoid selective disclosure.
3. The Compliance Officer of the Company shall act as the Chief Investor Relations Officer to deal with dissemination of information and disclosure of unpublished price sensitive information.
4. The Company shall ensure prompt dissemination of unpublished price sensitive information that gets disclosed selectively, inadvertently or otherwise, to make such information generally available.
5. The Company shall provide appropriate and fair response to queries on news reports and requests for verification of market rumours by regulatory authorities.
6. The Company shall ensure that information shared with analysts and research personnel is not unpublished price sensitive information.
7. The Company shall develop and implement 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.
8. The Company shall handle all unpublished price sensitive information on a need-to-know basis.

The Board of Directors may stipulate further guideline(s), procedure(s), code(s) in order to ensure fair disclosure of unpublished price sensitive information.

### **Policy for determination of Legitimate Purpose**

1. No insider shall communicate, provide or allow access to any unpublished price sensitive information relating to the Company or its securities to any person except in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.
2. The term 'legitimate purpose' shall include sharing of unpublished price sensitive information in the ordinary course of business with partners, collaborators, lenders, customers, suppliers, merchant bankers, legal advisors, auditors, insolvency professionals or other advisors or consultants, provided that such sharing has not been carried out to evade or circumvent the prohibitions of the Regulation.
3. Whether sharing of unpublished price sensitive information for a particular purpose will qualify as 'legitimate purpose' would entirely depend on the specific facts and circumstances of each case.
4. Any person in receipt of unpublished price sensitive information pursuant to a 'legitimate purpose' shall be considered an 'insider' for the purposes of the Regulation and due notice shall be given to such persons to maintain confidentiality of such unpublished price sensitive information in compliance with the Regulation.
5. A structured digital database shall be maintained containing the names of the persons or entities, as the case may be, with whom unpublished price sensitive information is shared along with the Permanent Account Number or any other identifier authorized by law where Permanent Account Number is not available. Such database shall be maintained with adequate internal controls and checks such as time stamping and audit trails to ensure non-tampering of the database.

Terms not defined here shall have the same meaning as assigned under the Regulation.

This Code shall be published on the website of the Company.

This Code is subject to review from time to time. This Code and every amendment thereto shall be intimated to the stock exchange(s) where the securities of the Company are listed.