

## CHAPTER -V

### THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF FUNCTIONS.

The important internal Rules, Regulations, Manuals & Records, which are used by the employees of the Company in discharge of their functions are given below:

#### A) Matters pertaining to Company affairs

- i) Memorandum & Articles of Association;
- ii) Decisions of the Board of Directors and sub-committees of the Board from time to time as contained in the minutes book;
- iii) Decision of shareholders in the General Meeting as contained in the minutes book;
- iv) Code of conduct for the Board Members and Senior Management Personnel.
- v) Delegation of Power
- vi) Corporate Social Responsibility Policy
- vii) Nomination and Remuneration Policy
- viii) Whistle Blower Policy

#### B) Matters pertaining to Finance & Accounts

Click this link

[Click this link](#)

#### C) Matters pertaining to Works, Contract, Sales, Procurement, Inventory etc.

- i) Guidelines, Policy and Procedure for Procurement of Goods, Works and Non-Consulting Services for EESL

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#### D) Establishment matters pertaining to EESL employees

- i) Employees (Conduct, Discipline and Appeal) Rules 1986 as amended from time to time.
- ii) Leave Rules
- iii) Medical Attendance and Treatment Rules
- iv) Promotion Policies

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#### E) Others

- i) Anti-Fraud Policy
- ii) MOU targets