

Chapter – 5: the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Following are general and indicative list of such rule, regulation or instruction manuals:

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 Powers Manual
- vi. Letter of appointment of independent directors (attached)
- vii. Terms of reference for audit committee, project sub-committee and business development committee (attached)
- viii. Corporate Social Responsibility Policy: <https://eeslindia.org/wp-content/uploads/2021/04/EESL-CSR-Policy.pdf>
- ix. Nomination and Remuneration Policy: <https://eeslindia.org/wp-content/uploads/2021/04/Nomination-and-Remuneration-Policy.pdf>
- x. Whistle Blower Policy: <https://eeslindia.org/wp-content/uploads/2021/04/EESL-Whistle-Blower-policy.pdf>

B) Matters pertaining to Finance & Accounts:

- i) Annual Reports: https://eeslindia.org/en/investors-zone/#annual_reports
- ii) Financial Results: https://eeslindia.org/en/investors-zone/#financial_results
- iii) Information on bonds: <https://eeslindia.org/en/investors-zone/#bonds>

C) Matters pertaining to Supply Chain Management and Procurement:

- i) Procurement Policy of EESL (attached)
- ii) Delegation of Powers of EESL
- iii) Government of India circulars on procurement: Number 1 to 10 (attached)
- iv) For all procurement data, please click on this link: <https://eeslindia.org/en/tenders/>
- v) For any further information on procurement, please use the following email addresses of the

procurement department to send us an email: scm@eesl.co.in, eproc@eesl.co.in

E) Human Resources related matters:

Human Resources department is in-charge of all the employee affairs including recruitment for different post. This department retains the following records:

- i) Compliance Appeal and Discipline Rules (CDA) (attached)
- ii) Transfer Policy (attached)
- iii) Fixed Term Employee Service Conditions (attached)
- iv) Medical Policy (attached)
- v) Promotion Policy and its addendum (attached)
- vi) Recruitment policy (attached)
- vii) Leave policy
- viii) Overseas site rules
- ix) Along with other records on company affairs and employee records
- x) Transfer orders, promotion orders, release orders, overseas orders, joining orders, office orders, notices along with other such similar documents.
- xi) Company circulars