

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 is a general and indicative list of such rules, regulations 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 minute's book;
- iii. The 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:

<https://eeslindia.org/wp-content/uploads/2020/11/Letter%20of%20Appointment%20of%20Independent%20Director%20-%20Ms.%20Gauri%20Trivedi.pdf>

<https://eeslindia.org/wp-content/uploads/2020/11/Letter%20of%20appointment%20of%20Independent%20Director%20-%20Shri%20S.%20Chander.pdf>

- vii. Terms of reference for

- a. Audit committee:

<https://eeslindia.org/wp-content/uploads/2020/10/TOR%20-%20AC.pdf>

- b. Project sub-committee:

https://eeslindia.org/wp-content/uploads/2020/10/TOR%20_%20PSC.pdf

- c. business development committee:

https://eeslindia.org/wp-content/uploads/2020/10/TOR%20_%20BDC.pdf

- d. Risk Management Committee:

<https://eeslindia.org/wp-content/uploads/2020/10/TOR%20-%20Risk%20Management%20Committee.pdf>

- 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/2020/11/EESL%20Whistle%20Blower%20policy.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:

The Human Resources department is in charge of all the employee affairs including recruitment for a 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 similar documents.
- xi) Company circulars