

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)) Code of Conduct for Board members and Senior Executives.

B) Matters pertaining to Finance & Accounts

- i) Accounting policies,
- ii) Accounting standards;
- iii) Delegation of Powers

C) Establishment matters pertaining to OMPL employees

- i) Leave Rules;

D) Plant operations:

- i) Unit Plant Operating Manuals
- ii) Vendor Documentation
- iii) Day to Day Safety Procedures

E) Corporate Social Responsibility:

As an Organization committed to discharge of its social responsibility, the Board Approved CSR policy which is in place.