



POLICY ON PREVENTION OF SEXUAL HARASSMENT

DANISH POWER LIMITED

(formerly known as Danish Power Private Limited & initially known as Danish Power Limited)

CIN: U31200RJ1985PLC003346

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Danish Private Ltd.

HR Policy Manual

Introduction

This Human Resources Policy Manual is provided as a central reference for all managers, supervisors and employees and applies to staff of the Company.

The specific policies that follow promote the philosophy of Danish Private Ltd. with regard to standards of excellence; terms of employment; employee development; and employee services.

It may be necessary to change these policies from time to time to reflect changes in the workforce, employment trends, economic conditions and Government rules and regulations. However, any changes in policy will be consistent with the Company's approach to:

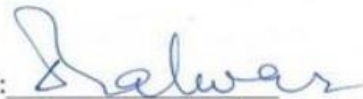
- Employing talented individuals whose creativity and imagination will support and contribute to achieving the Company's business objectives;
- Communicating Company standards and expectations in all aspects of employment including performance and code of conduct;
- Valuing diversity, and assure equal employment opportunity and a workplace where relationships are based on mutual respect;
- Treating all staff, workers, contractors and customers in a professional, non-discriminatory manner;
- providing safe, effective working conditions, and;
- providing competitive terms and conditions in our workplace market

Any Policy changes will be fully consulted on and communicated to all staff through normal communication channels. This Policy Manual will also be updated as necessary.

Date: 03.10.2023

Place: Jaipur

Signed: _____



Managing Director

1. RECRUITMENT AND SELECTION

Effective recruitment and selection are central and crucial to the successful functioning of Danish Power Limited. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Company's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation.

All employment opportunities at Danish Power Limited (DPL) are posted for a minimum 10 working day period. They are posted on DPL's website. Occasionally, they are posted on employment websites or with an employment agency. Applications are encouraged from current employees but will be screened in the same manner as applications received from outside applicants.

Applicants are invited to submit their application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought.

Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer. Only references for short listed candidates for interview will be obtained. References will normally be sought prior to interview, unless the candidate indicates otherwise.

All candidates will be asked to declare on a declaration form whether they have ever been convicted of any criminal offence.

Applicants will also be required to declare if they are related to any member of staff within the Company. Canvassing of members of the Company is not permitted. No manager should be put into a position where he or she is asked to interview a person to whom they are related.

At the closing date, all applications are screened, and candidates selected for interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

1.1 Child Labor Policy

- Danish has a policy not to provide employment to any person below 18 years or as the minimum legal age prescribed by the Government. Danish is against all forms of exploitation of children;
- The Company will comply with all other applicable child labour laws, including those related to wages, hours worked, overtime and working conditions;
- The Company expects its business partners and associates to have and uphold similar standards and abide by country-governing laws in countries wherein they operate. Should violation of these Principles become known to Danish and not be remediated, we will take serious action, including discontinuation of the business relationship;
- It is the responsibility of local management and Human Resource Department to implement and ensure compliance with this policy at all Danish operations and facilities.

- **Remediation System:** If any child worker is identified working in the company directly or indirectly, who has gained employment due to false information by anyone, the child will be relieved from duty to complete his/her mandatory education. He will also be assured to rejoin the company after attaining minimum legal age for employment and completion of mandatory education.

2. PROBATIONARY PERIOD

All appointments into the Company will be made subject to a probationary period of six calendar months. After three months a review will take place to discuss progress. At the end of the probationary period, and subject to a satisfactory report by the appropriate head of section or line manager, employees will be notified that they have successfully completed their probationary period. The probationary period can be extended by a further 3 months should the individual's line manager consider this appropriate.

3. CODE OF BUSINESS CONDUCT AND ETHICS

3.1. Introduction

Company is committed to providing a diverse and inclusive work environment, free of all forms of unlawful discrimination, including any type of harassment.

This Code of Business Conduct and Ethics applies to all employees and officers of the Danish Power Limited, which is referred to in this Code as Company.

The Company is proud of its reputation for integrity and honesty and is committed to these core values. Personal responsibility is at the core of the Company's principles and culture. The Company's reputation depends on you maintaining the highest standards of conduct in all business endeavors.

Employees have a personal responsibility to protect this reputation, to "do the right thing," and to act with honesty and integrity in all dealings with customers, business partners and each other. It is the responsibility of the employee to read, understand and adhere to these Codes. Failure to do so could result in disciplinary action, up to and including termination of employment. If anyone is still unsure, he should speak with his supervisor. For any doubt, ask for help.

3.2. Harassment

The company wants to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. Company will neither tolerate nor condone behavior that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

There are several forms of harassment but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. "Unwelcome", for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

3.3. DPL Policy on Sexual Harassment and Other Discriminatory Harassment

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

Sexual harassment and other discriminatory harassment are illegal and violate Company policies. Actions or words of a sexual nature that harass or intimidate others are prohibited. Similarly, actions or words that harass or intimidate based on race, colour, religion, gender, sexual orientation, age, national origin, disability, marital status or any other unlawful basis are also prohibited.

Our Commitment

- To create an environment in which individual differences and the contributions of all our staff are recognized and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives.

3.4. Workplace Violence

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

DPL has a zero-tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

3.5. Dispute Resolution

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, the company recommends the following process for conflict or dispute resolution.

- Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.

- If speaking to the individual does not work, speak to the HR Manager. The HR Manager will arrange a meeting between those involved in the dispute, to determine a resolution.
- If the HR Manager is unable to resolve a workplace dispute, the parties may be referred to approach Managing Director. The resolution of the Managing Director is binding on both parties of the dispute.

3.6. Respect and Equality

3.6.1 Respect

Since working in as a team is vital to the Company's continued success, mutual respect must be the basis for all work relationships. Engaging in behavior that ridicules, belittles, intimidates, threatens or demeans, affects productivity, can negatively impact the Company's reputation. Employees are expected to treat others with the same respect and dignity that any reasonable person may wish to receive, creating a work environment that is inclusive, supportive and free of harassment and unlawful discrimination.

3.6.2 Equal Employment Opportunity

Company has a commitment to a meaningful policy of equal employment opportunity. The Company's policy is to ensure equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, covered veteran status, marital status or any other unlawful basis. As part of this commitment, the Company will make reasonable accommodations for applicants and qualified employees.

3.7. Grievances/Discipline

Employees have a right to pursue a complaint concerning discrimination or victimization via the Company Grievance or Harassment Procedures.

Discrimination and victimization will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

3.8. Conflicts of Interest

Company policy prohibits conflicts of interest. A "conflict of interest" occurs when your private interest interferes in any way with the interests of Company. In addition to avoiding conflicts of interest, you should also avoid even the appearance of a conflict.

3.9. Gifts and Entertainment

The occasional exchange of inexpensive gifts and modest forms of entertainment that have no special significance attached and are reasonable in nature, frequency and cost, are normal in business and help build strong and trusting relationships with customers, suppliers and other business partners. However, receiving such gifts or entertainment must never affect your judgment or decision-making, nor should they be offered in return for favorable treatment from others.

Any gift or form of business entertainment from vendors/agents to individual is prohibited if it is valued at more than INR 1000 is prohibited.

3.10. Labour Unions and Employee Involvement

There is no labour union. There is Worker's Committee consisting elected representatives by workers from all the departments/ sections.

Any issue related to labour is resolved directly with the concerned supervisor. If not resolved, he/she/they can put up the issue to the management through their worker's committee representative.

Formation of Worker's Committee:

Worker's Committee comprises of elected representatives by workers from all the departments/ sections and HR Manager as management's representative. Worker's representatives are elected through secret ballots/voting.

The Worker's Committee meets regularly at least every quarter to discuss general issues. However member can approach the HR Manager any time as and when required.

Other forms of social dialogs with workers and management are:

1. Employee suggestions taken through Suggestion Box
2. Direct Suggestions through concerned supervisor or HR manager.

Suggestion box will open once in 15 days. The Suggestions are evaluated by HR manager in consultation with concerned supervisor/experts. If the matter is feasible to implement, a report is prepared and submitted to management for approval. If suggestion is not feasible or viable concerned employee is informed accordingly.

4. PROTECTION AND PROPER USE OF COMPANY ASSETS

Safeguarding and appropriately using Company assets, whether those assets take the form of paper files, electronic data, computer resources, trademarks or otherwise, is critical.

4.1 Confidentiality

Company is committed to preserving customer and employee trust. All information, whether it is business, customer or employee-related, must be treated in a confidential manner, and disclosing it is limited to those people who have an appropriate business or legal reason to have access to the information. A special precaution is needed when transmitting information via e-mail, fax, the Internet or other media. Remember to treat all such communications as if they were public documents and printed on letterhead.

In addition, Company meetings are confidential. You may not use audio or video equipment to record these meetings without the specific prior authorization from top management.

4.2 Technology

Safeguarding computer resources is critical because the Company relies on technology to conduct daily business.

Company provides electronic mail (e-mail) and Internet access to assist and facilitate business communications. All information stored, transmitted, received, or contained in these systems is the Company's sole property and is subject to its review at any time. All e-mail and Internet use must be consistent with Company's policies, practices and commitment to ensuring a work environment where all persons are treated with respect and dignity.

Employees must act responsibly and adhere to all laws and Company policies when using e-mail or the Internet. They must use your computer appropriately in accordance with Company

standards and be sure to secure both the computer and all data from loss, damage or unauthorized access, reporting all instances of unauthorized access to the Information Technology Department.

5. GENERAL ADMINISTRATIVE MATTERS

5.1 Working days

The working days at the Company will be from Monday through Saturday. Unless otherwise stated, work hours would be as follows:

Days	Monday -Saturday
Timings	09:00 AM To 05: 30 PM.
Lunch-break	30 minutes

Owing to work exigencies, an employee's working hours maybe different from the timings mentioned above.

5.2 Weekly off

Sunday will be the weekly holidays.

Owing to work exigencies, an employee may also be required to work either on a weekly off or a public holiday. In such a case, and after obtaining due approval from his/her immediate manager, the employee is entitled to take any of the weekdays in the following week as a compensatory off in lieu of the day of the weekly off/public holiday.

5.3 Late arrival

Employees are expected to arrive at work and for meetings on time. If an employee anticipates late arrival, he/she must inform the immediate manager (or a colleague in case the immediate manager is not available) in advance to allow for schedule changes and to handle coverage of working hours. Repeat challenges with late arrivals will be recorded as misconduct in the employee's file.

Lapses in punctuality will not be acceptable.

5.4 Absence from office

- Any employee, who is outside the office during working hours, should ensure that the immediate manager (or a colleague, if the immediate manager is not available) is aware of his/her whereabouts.
- Unauthorized absence from office, or absence from office without prior approval from the immediate manager, will be recorded as misconduct in the employee's file.
- Unauthorized absence will be treated as Loss of Pay (LOP).

5.5 Housekeeping

It will be the responsibility of all employees to ensure that the offices of the company are kept neat and tidy at all times. The work area should be cleared of all files and papers every evening prior to leaving the office. Computers and any lights in the work area need to be switched off.

5.6 Freedom to join Associations

As per the policy of DPL, the company does not restrict its employees to join/ form any association/ associations.

6. FORCED LABOUR POLICY

People work at their free will as per the code of conduct. No work/service is extracted from any person under the threat, penalty and for which person has not offered himself or herself voluntarily.

7. EMPLOYEE DEVELOPMENT

7.1 General

- It is the policy of the Company that the work of each employee will be evaluated periodically by the employee's manager/supervisor, in order to monitor individual performance on the job, assess training needs and to identify future leaders.

7.2 Performance Evaluation

- The process of performance evaluation provides a systematic approach for communicating goals, expectations and objectives to each employee as well as for documenting individual performance.
- The process of performance evaluation is as detailed below:
 - *Performance review:*
 - Performance review is conducted periodically (semi annually/ annually) to assess individual performance and to take necessary action to remove bottlenecks and to provide boxes for improvement. The outcome of this review would result in the identification of training needs, rewards and recognition and career development.
 - *Performance appraisal:*
 - Performance Appraisal is done based on careful consideration of employee performance for the assessment period.

7.3 Training and development

- The objective of the training and development policy at the Company is to develop relevant skills in the organization taking into account:
 - Organizational requirements;
 - functional requirements; and
 - individual learning objectives.
- It will be the responsibility of the supervisor/manager to ensure that all employees get an equal opportunity to attend training programs based on their individual training needs.
- Training program shall include:
 - Technical training: for the Company employees;
 - Behavioral training: for the Company employees

- The training needs identification will be based on the following:
 - Training needs arising out of the company objectives.
 - Training needs arising out of the team goals and priorities.
 - Training needs linked to individual job.
 - Training needs arising out of risk identification

8. COMPENSATION

8.1 Salary Administration

All employees will be paid their salary on a monthly basis by 7th day of the subsequent month (or as per the Government rules) through a bank salary transfer /account payee cheque.

8.2 Minimum Wage policy

The company management is committed to follow the Minimum Wages Act of State/Central government.

8.3 ESIC and EPF

ESIC and EPF rules shall be applicable as per the as per the Government rules.

8.4 Salary Increases

Compensation review is an annual exercise, which determines the increment in salary. The increment is done on the cost-of-living adjustments and market trends in compensation levels. However, increment in the employee's salary is not automatic and will be subject to the employee's performance and the company's performance.

8.5 Other benefits: ESIC, PF, Gratuity & EX-Gratia Bonus

ESIC Benefits, Provident Fund, Gratuity and Ex-gratia benefits as per applicable law or Company rules applicable from time to time

9. EMPLOYEE RETIREMENT/TERMINATION

An employee will be separated from the company in the following events:

- Superannuation
- On his/her resignation from the services of the company;
- On being removed from the services or on being dismissed by the company;
- On the expiry of any fixed contract period;
- On being found medically unfit to continue working in his/her present responsibility; or

9.1 Superannuation

Employee will automatically retire on attaining the **age of 58 years** or as per the company rules unless otherwise informed in writing by the Management.

9.2 Resignation

- An employee, who wishes to leave the services of the company, has to submit a resignation letter serving as stipulated in his/her appointment letter, to his/her immediate manager and

a copy of the same to Human Resource function.

- The notice period of minimum 30 days from the employee is essential for the company to ensure timely and smooth hand over of existing responsibilities to another employee. However, under special circumstances the company may make an exception and either waive off the entire notice period amount or deduct Cost to Company (CTC) pay for less than the stipulated notice period.
- On acceptance of resignation, a communication in writing shall be given to the employee with a copy to Accounts and other related departments for his/her full and final settlement of dues.
- The payment of other dues after ensuring clearance of outstanding amounts like travel allowance bills will be done. Items like computers, cellular phones, calculators, books, etc. have to be handed over to authorized persons.

9.2 Dismissal

- a) An employee's services may be terminated due to
 - lack of job-related skills,
 - inadequate work performance,
 - improper character or attitude,
 - integrity issues,
 - or any other reason that the company believes renders the employee unsuitable for continuing employment with the company.

Under such circumstances, the employee's services may be terminated without notice.

- b) The appointment of an employee is made on the basis of the information supplied by him/her in his/her application/ résumé at the time of interview, and his/her appointment shall stand null and void in case any material error is established at any point of time. In such a case, his/her services shall be terminated with immediate effect.
- c) The clearance formalities will be similar to those applicable for resignations.

➤ No Dues Certificate

On termination of employment with the company, employees must surrender all business-related documents, confidential company data or the like which may have been entrusted to the employee and get a No Dues certificate signed by his/her immediate manager.

10. LEAVE POLICY

10.1 General

- For the purpose of calculating leave accounts, "year" shall mean the calendar year commencing on the first day of January and ending on the last day of December of the next year.
- Leave, other than maternity leave, cannot be claimed as a matter of right. Discretion is reserved with the authority empowered to sanction leave, to refuse or revoke leave at any time,

depending on exigencies of the company's work.

- All leave must be applied for at least 2 days prior for approval to immediate manager, with the exception of sick leave, which may be intimated verbally and post facto approval sought upon resumption of work.

10.2 Earned Leave:

- An employee will be entitled to earned leave up to 20 working days in a year (exclusive of intervening weekends or public holidays).
- Employees desirous of availing earned leave in excess of 4 consecutive working days will need to submit a leave application to their immediate manager, at least two weeks in advance.
- Employees may take leave only after obtaining permission. In the event an employee goes on leave without notifying the company, it will be deemed that the employee has been absent from work without permission, and the period of absence will be treated as leave without pay.
- Earned leave can be added on to maternity leave.
- Earned leave entitlement will be on a pro rata basis for employees joining during the year.

10.3 Maternity Leave Twelve Weeks

- Subject to the provisions of the Government regulations, women employees will be allowed maternity leave on full pay for up to twelve (12) weeks, of which a maximum of 6 weeks can be availed before delivery. An approved medical practitioner should certify the confinement and the employee must not take up any employment, temporary or part-time, or otherwise, during this period.
- This leave shall be limited to two children. The maternity benefit will not be applicable for a third child, when the first two children are living.
- An applicant for maternity leave must give notice to the company supported by a medical certificate not less than 8 weeks prior to the start of the leave period.
- Maternity leave may be availed in combination with other leave entitlements.
- No pay shall be due or payable in lieu of un-availed maternity leave.

10.4 Public holidays: 8days

- Eight public holidays may be availed, as notified by the company at the beginning of each year.
- In case the working of the office is likely to be hampered on account of strike, power cut, etc, the company may declare, a public or a weekly holiday (except national holidays) to be a normal working day and declare the affected day to be a holiday.

10.5 Unauthorized absence

- Unauthorized absence refers to absence from work without requisite approval.
- The employee will need to offer an explanation to the immediate manager in the event of any unauthorized absence.
- The employee will not be eligible for payment of salary for this period of absence.

10.6 Leave during Notice Period

Employees are not eligible to take any leave when they are serving their notice period. Any leave taken during the notice period will be considered as leave on loss of pay.

10.7 Leave Encashment

The unutilized earned leave will be carried forward to the next year up to a maximum limit of 180 days. Unutilized leaves up to a maximum limit of 180 days, can be encashed at the time of retirement or resignation. During the service employees are not eligible for any leave encashment.

Calculation for Encashment of Leaves :-

Encashment of leaves will be calculated on basis of "Basic Salary + DA" prevailing at the time of encashment based on average of last 10 months salary.

11. GRIEVANCE PROCEDURE

The grievance procedure is intended as the tool by which a member of staff may formally have a grievance, regarding any condition of their employment, heard by the management of the Company. The aggrieved employee has the right to representation by a Trade Union Representative or a work colleague

In the event of a member of staff wishing to raise a grievance, it is preferable for the grievance to be satisfactorily resolved as close to the individual and their immediate manager as possible. But this is not always possible and that a formal procedure is required to ensure the swift and fair resolution of matters.

This procedure is not intended to deal with:

1. Dismissal or disciplinary matters which are dealt with separately.
2. Disputes, which are of a collective nature and which are dealt with in a separate way.

An employee who has a grievance, should raise the matter with his immediate manager / supervisor immediately either verbally or in writing. If the matter itself concerns the employee's immediate manager, then the grievance should be taken to their superior.

If the manager is unable to resolve the matter at that time, then a formal written grievance should be submitted to the Grievance Committee.

The appeal, to the Grievance Committee, must be made in writing, within ten working days of the response from immediate manager / supervisor to the employee's grievance. The Grievance Committee will arrange and hear the appeal and respond formally **within 15 working days**. The committee decision would be final and binding to all concerned.

12. HEALTH AND SAFETY POLICY

12.1 Statement of General Policy

The Company fully accepts the obligations placed upon it by Government rules and regulations covering health and safety.

12.2 The Occupational Health Service

It is the policy of the Company to provide Occupational Health Services. Such services are provided confidentially to the individual employee and include counseling on health and associated matters, investigation of hazards and accidents, environment studies, Occupational health checkup etc.

12.3 First Aid

It is the policy of the Company to make provision for First Aid at critical places and the training of 'First Aiders'. The Officer-in-charge for safety is responsible for ensuring that First Aid requirement is implemented as per Regulations.

12.4 Fire

The company ensures that the staff receive adequate fire training. It is the responsibility of the Functional heads to arrange adequate fire training to their staff.

In addition, the Company will nominate a Fire Officer (this may be the Officer In-charge for safety or someone external to the Company)

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.

12.5 Lifting and Handling

Managers are responsible for informing staff of safe lifting techniques. Operating instructions are displayed at prominent places for operating overhead cranes. The Officer In-charge for safety will identify and organise specific training needs.

12.6 Non-Smoking on Company Premises

The Company has agreed that there will be no smoking in its premises. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

12.7 Health and Safety and the Individual Employee

Every employee must take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to

enable management to carry out their responsibilities. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal Disciplinary Procedure.

12.8. Annual health Check up

Employees working at hazardous environment e.g. painting and welding are mandatory for annual health check-up. For workers in welding department, eye check-up for all welders is required. For workers in painting department, lungs check-up is required. Employees above 45 years, eye check-up are required. Those who are covered under ESI, shall be sent to ESI hospitals for check-up. Other employees will get their eye check-up from any registered hospitals.

12.9 Visitors and Members of the Public

The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

13. EFFECTIVE DATE

This Policy is effective from the date of approval of the same by the Board of Directors of the Company.

14. POLICY REVIEW

The Board may subject to the applicable laws amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace the Policy entirely with a new Policy.

15. DISCLOSURES

The Company shall disclose the Policy on its website.

Note:

- 1) last revised 03.10.2023
- 2) Revised Approved in the Board Meeting held on July 22, 2024.
