

CIRCULAR

HR/March/2018

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Organizational Announcement

Subsequent to the appointment of, Mr. Sudhir Kulkarni, General Manager- HR, as Ethics Counselor, Ethics coordinators for respective locations are as follows:

Locations	Ethics Coordinator
Jamshedpur & Eastern Sales Offices	Mr Piyush Kumar, Head-Finance (CS)
Pune Office/SS Office & Western Sales Offices	Mr. Pawan Jain, Head-Legal & Company Secretary
Sriperumbudur & Southern Sales Offices	Mr E Suresh Raj, Team Lead-Engineering (BP)
Bhiwadi & Northern Sales Offices	Mr. Om Prakash Kaushik , Manager-Finance

The performance of the duties of these employees as Ethics Coordinators will be in addition to their current roles and responsibilities. The Ethics Counselor will provide the requisite guidance and support to the Ethics Coordinators.

Ethics Coordinators will have a dotted line reporting to Ethics Counselor and shall be responsible for:

- Receiving reports of possible violation
- Providing help on questions related to code
- Referring possible violation to appropriate resource
- Providing anonymity
- Facilitating objective investigation process

We wish all the best to the new Ethics Coordinators.

Riten Choudhury
Managing Director