

## **RISHIROOP LIMITED**

### **CODE OF PRACTICES AND PROCEDURES FOR FAIR DISCLOSURE OF UNPUBLISHED PRICE SENSITIVE INFORMATION**

*Pursuant to the SEBI (Prohibition of Insider Trading) Regulations, 2015 and based on the principles of Fair Disclosure outlined in the said Regulations, and incorporating the norms stipulated in SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, the Board of Directors had formulated the Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information which was approved by the Board in its meeting held on 6th November, 2015.*

*Pursuant to the notification of SEBI (Prohibition of Insider Trading) (Amendment) Regulations, 2018 ('Amendment Regulations'), this Code has been reviewed and amended by the Board on 11<sup>th</sup> May, 2019.*

#### **1. Prompt public disclosure of Unpublished Price Sensitive Information (UPSI)**

1.1 UPSI is in the nature of information relating to the Company, directly or indirectly, of precise nature that can have an impact on the prices of the securities of the Company if made public

1.2 The Company shall ensure prompt public disclosure of Unpublished Price Sensitive Information with an objective to make such information generally available in public domain.

All such disclosures shall be made in accordance with the norms stipulated in Reg.30 (Disclosure of Events or Information) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, and also, in accordance with the Company Policy on materiality for disclosure of Events or Information.

1.3 The disclosure of Unpublished Price Sensitive Information shall be uniform and universal to avoid selective disclosure.

1.4 In the unlikely event of any Unpublished Price Sensitive Information getting disclosed selectively, inadvertently or otherwise, the same shall be made generally available.

#### **2. Chief Investor Relations Officer (CIRO)**

The Company Secretary of the Company has been designated as a Chief Investor Relations Officer of the Company, and shall, after obtaining required internal approvals, disseminate and disclose Unpublished Price Sensitive Information. In the absence or unavailability of Company Secretary, any other Director or Key Managerial Personnel (KMP) of the Company shall perform the function of Chief Investor Relations Officer, and disseminate and disclose Unpublished Price Sensitive Information as per this Code.

### **3. Responding to Market Rumours**

The Company shall always endeavor to provide appropriate and fair response to queries on news reports and requests for verification of market rumours by regulatory authorities.

### **4. Sharing of Information with Analysts and Research Personnel**

4.1 Sharing of Information: The Company shall ensure that information shared with analysts and research personnel is not Unpublished Price Sensitive Information.

4.2 Simultaneous Release of Information: Whenever the Company proposes to organize meetings with analysts or other investor relations conferences, the Company shall post relevant information / record on its official website after every such meeting / conference.

### **5. Policy for determination of 'Legitimate Purposes'**

Any UPSI shall only be shared in furtherance of legitimate purpose(s), performance of duties or discharge of legal obligations.

The term "legitimate purposes" shall be construed in accordance with the following principles:

- Sharing of Unpublished Price Sensitive Information in the ordinary course of business by any employee, insider, or by any authorized person with existing or proposed partners, lenders, customers, suppliers, merchant bankers, legal advisors, auditors, or other advisors or consultants.
- Sharing of Unpublished Price Sensitive Information for any other genuine or reasonable purpose as may be determined by the Directors or CIRO.
- Sharing of Unpublished Price Sensitive Information with a court of law or any governmental authority or a regulatory body on the basis of any order issued by them.

### **6. Sharing of Unpublished Price Sensitive Information on 'Need-to-know' basis**

Till the UPSI becomes a generally available information, the employees and directors shall ensure that any such Unpublished Price Sensitive Information that is shared with other persons is only done on a 'need-to-know' basis.

Explanation: The term "need-to-know basis" shall mean that Unpublished Price Sensitive

Information should only be disclosed to/procured by such persons who need to share/need access to the Unpublished Price Sensitive Information in furtherance of legitimate purposes, performance of duties or discharge of legal obligations and whose possession of such Unpublished Price Sensitive Information will not give rise to a conflict of interest or amount to the misuse of such Unpublished Price Sensitive Information.

To prevent leakage of Unpublished Price Sensitive Information, employees and directors shall:

- Not discuss Unpublished Price Sensitive Information in public places where such Unpublished Price Sensitive Information may be overheard (for example, elevators, restaurants, airplanes, taxis, etc.) or participate in, host or link to internet chat rooms, online social networking sites, newsgroup discussions or bulletin boards which discuss matters pertaining to the Company's activities or its securities;
- Not carry, read or discard Unpublished Price Sensitive Information in an exposed manner in public places;
- Not discuss Unpublished Price Sensitive Information with any other persons, except as required in furtherance of legitimate purposes, performance of his or her duties or discharge of legal obligations;
- Advise, at the commencement of any meeting where Unpublished Price Sensitive Information is likely to be discussed, the other attendees of such meeting, that they must not divulge the Unpublished Price Sensitive Information;
- Ensure that the sharing of Unpublished Price Sensitive Information, wherever required, is done by way of the Company's email system on a secured file-sharing platform within the Company's internal network. The passwords of protected files shall be sent via a separate official email or SMS to safeguard the confidentiality of the information.
- Ensure that subsequent queries/ clarifications shall be responded to by way of official e-mail, meetings, over the phone (including SMS) but shall be addressed only to concerned persons. Communication which entails Unpublished Price Sensitive Information via WhatsApp or other social networking applications shall not be used.

The Company shall ensure that all Employees handling Unpublished Price Sensitive Information are cautioned to share such Unpublished Price Sensitive Information with other persons only on a 'need-to-know' basis.

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