

## Business Continuity Plan and Management Framework

### Introduction:

The Business Continuity Plan and Management Framework lays down the process, roles and responsibilities to meet the objectives of the Business Continuity Policy in case of occurrence of a disaster event (Natural Calamities like flood, earthquake and major accidents like fire). Objectives laid out in the policy are given below:

- **Disaster Management, Incident Response and Sustainance of business operations**
- **Minimize the impact of the disaster**
- **Faster recovery of the Operations and services**
- **Communication with customers, employees and all relevant stakeholders**

The framework comprises of BCP committee, which provides assurance to the Management that our Business Continuity arrangements are developed and implemented in a safe, prioritized and structured manner and execution of the containment strategy developed as a response to disaster event. The Committee ensures governance as per the BCP and reviews the plan, procedures and preparedness periodically in line with company's activities.

The BCP Task force including Process recovery team, Maintenance team, Administrative team and Emergency evacuation team at all the locations and they provide support to the Management by timely execution of the business continuity plan, assessing the damage caused and recovery of all major services.

### Organization structure for Governance:

The diagram illustrates the governance framework on Business Continuity Plan:

**Manufacturing:** General Works Manager at plants ensures business continuity, minimizing impact, process recovery sites with the help of the Manufacturing, Maintenance, Administration, IT and Security teams. Corporate manufacturing team guides plant teams for preparedness during disaster event and damage assessment post event.

**SCPC:** GM, Supply chain planning is responsible for activation of back up sites with help from R&D, CPE and Manufacturing.

**Technical:** At R&D Centre, VP (Technical) is in charge of safeguarding technical infrastructure, testing equipment and intellectual property records and implementing the BCP in the case of a disaster.

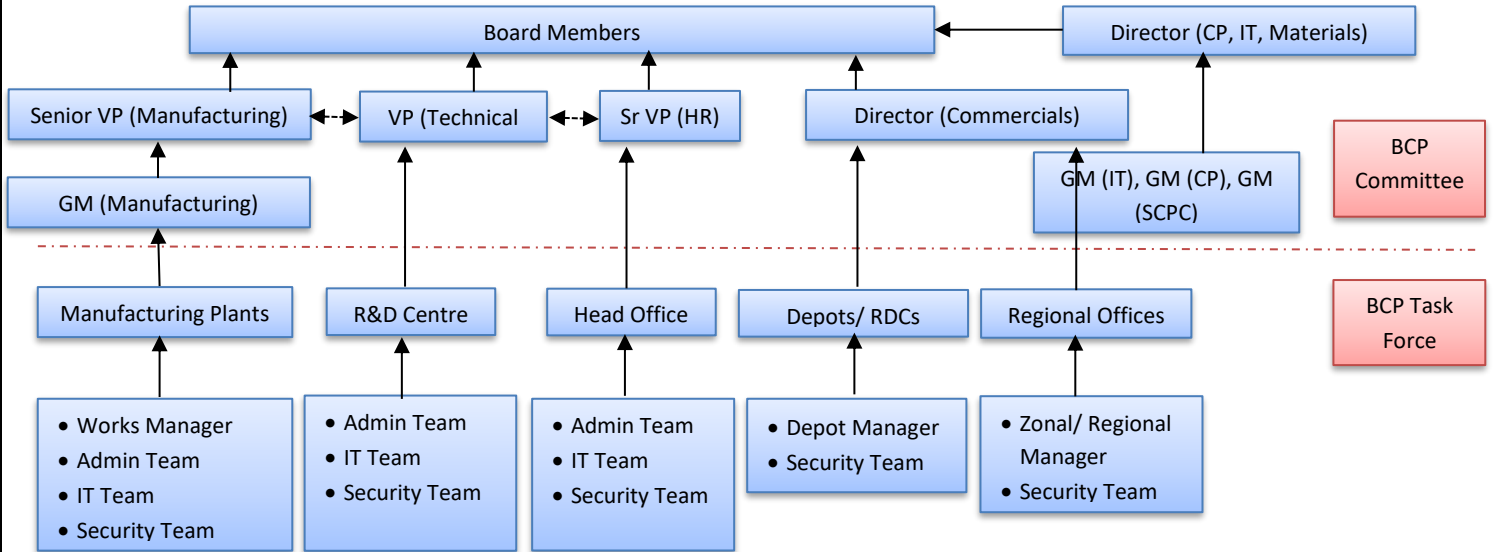
**IT:** GM (IT) is responsible for the safe recovery of the information datacenter and database at all sites.

**Admin & HR:** Senior VP (HR) is in charge of ensuring the safe evacuation of all personnel and the provision of resources to those who are stranded at the disaster site. Responsible for Communication to employees on the incident. Also, responsible for communication with Local Statutory bodies.

**Corporate Planning:** Director (CP, IT, Materials) & GM (CP) provide inputs on best practices and benchmark with industry players

**Marketing:** Responsible for Communication to customers on the business continuity and incident

**Secretarial:** Responsible for Communication to Stock Exchange.



**Members of the Committee:**

- Managing Director (Member of Board)
- Director (Corporate Planning, IT, Materials)
- Director (Commercials)
- Senior Vice-President – Manufacturing
- Senior Vice President - HR
- Vice President – Technical
- General Manger - IT
- General Manager – Corporate Planning
- General Manger – Manufacturing

**Responsibilities of BCP committee:**

- To review organizational Business Continuity Plan
- To identify and manage current and future threats to an organizations business
- To take a proactive approach to minimizing the impact of incidents
- To keep critical functions up and running during times of crises
- To minimize downtime during incidents and improve recovery time

**Review Frequency:** Once every year