

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UNPUBLISHED PRICE SENSITIVE INFORMATION**

(Framed under Regulation 8(1) of Securities and Exchange Board of India (Prohibition of
Insider Trading) Regulations, 2015)

PREAMBLE

The Securities and Exchange Board of India has promulgated the SEBI (Prohibition of Insider Trading) Regulations, 2015 (hereinafter referred to as “Regulations”) on January 15, 2015. As per Regulation 8(1) read with Schedule A of the new Regulations every listed Company has to frame a Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information (hereinafter referred to as the ‘Code’). The Regulation intends to require companies to disseminate ‘Unpublished Price Sensitive Information’ (hereinafter referred to as ‘UPSI’) universally and not selectively. This Policy is intended to lay down principles and practices to be followed by the Company pertaining to universal disclosure of UPSI.

The Company intends to follow best practices, duly compliant with Applicable Law, in the matter of disclosure of UPSI. Accordingly, this Code was adopted by the Board of Directors (hereinafter referred to as ‘Board’), at its meeting held on 8th August, 2022.

I. Applicability

This Code shall apply in relation to disclosure by the Company of UPSI. The scope-exceptions as given in Applicable Law shall be applicable for the purpose of this Code as well.

II. Definitions

“**Applicable Law**” shall mean the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, or any statute, law, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred to as ‘SEBI Listing Regulations’), regulation, ordinance, rule, judgment, order, decree, bye-law, clearance, directive, guideline, policy, requirement, notifications and clarifications, circulars or other governmental instruction and/or mandatory standards and or guidance notes as may be applicable in the matter of trading by an Insider.

“Company” means Haldia Petrochemicals Limited.

“**Connected Person**” shall mean such persons as defined under the Regulations.

“**Chief Investor Relations Officer**” means such senior officer of the Company appointed by the Board of Directors (including any Committee thereof) to deal with dissemination of information and disclosure of UPSI in a fair and unbiased manner. Unless otherwise designated by the Board, the Whole-time Director and/or Chief Financial Officer (CFO) or Company Secretary (CS) for the time being of the Company shall be deemed to be the Chief Investor Relations Officer. In case the Board designates any other officer, the name and designation of such officer shall be published on the website of the Company.

“**Generally available information**” means information that is accessible to the public on a non-discriminatory basis.

“**Insider**” means any person who is a connected person or in possession of or having access to UPSI.

“**Selected Group of Persons**” means securities analysts or selected institutional investors, brokers and dealers or their associated persons, investment advisers and institutional managers, investment companies, hedge funds or any other person with whom the Company has a fiduciary or contractual relationship or business or professional relationship.

“**Trading**” means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, pledge or deal in any securities, and "trade" shall be construed accordingly.

“**UPSI**” means any information, relating to a Company or its securities, directly or indirectly, that is not generally available which, upon becoming generally available, is likely to materially affect the price of the securities and shall, ordinarily including but not restricted to, information relating to the following:

- i) financial results;
- ii) dividends;
- iii) change in capital structure;
- iv) mergers, de-mergers, acquisitions, delisting, disposals and expansion of business and such other transactions;
- v) changes in Key Managerial Personnel (KMP's);

All the other terms used in the Code shall have the same meaning as assigned to them under the Regulations and any enactments or modifications made thereunder, from time to time.

III. Functions of the Chief Investor Relations Officer

- Dealing with universal dissemination and disclosure of UPSI.
- Determination of questions as to whether any particular information amounts to UPSI.
- Determination of response, if any, of the Company to any market rumour in accordance with this Code.
- Dealing with any query received by any Insider about any UPSI.
- Providing advice to any Insider as to whether any particular information may be treated as UPSI.

If an Insider receives a query about any UPSI related to the Company, he shall not comment on the same and shall forward such query to the Chief Investor Relations Officer. The Chief Investor Relation Officer shall deal with such query in accordance with Applicable Law and this Code. The Chief Investor Relations Officer shall be responsible for overseeing, monitoring & coordinating for dissemination of UPSI.

In the temporary absence of Chief Investor Relations Officer for any reason whatsoever, the Whole-time Director shall be responsible for dissemination and disclosure of UPSI.

IV. Disclosure Policy

The Company shall ensure:

- Prompt public disclosure of UPSI that would impact price discovery no sooner than credible and concrete information comes into being in order to make such information generally available.
- Uniform and universal dissemination of UPSI to avoid selective disclosure.
- If an Insider ‘selectively’ discloses any UPSI to any person including the Selected Group of Persons, then prompt disclosure of such information shall have to be made by the Chief Investor Relations Officer to the public. Such disclosure must be made not later than 48 hours after the Chief Investor Relations Officer learns that communication of such UPSI has taken place.
- That information shared with analysts and research personnel are not UPSI.

UPSI about the Company may be disclosed to:

- persons for legitimate business purposes for performance of duties or to discharge statutory obligations (e.g., attorneys, investment bankers or accountants) and due notices shall be given to such persons to maintain confidentiality of such unpublished price sensitive information.

The term “legitimate purpose” shall include sharing of unpublished price sensitive information in the ordinary course of business by an insider with partners, collaborators, lenders, customers, suppliers, bankers, merchant bankers, legal advisors, auditors, insolvency professionals, depositories or other advisors or consultants, provided that such sharing has not been carried out to evade or circumvent the prohibitions of the Regulations.

- persons who have expressly agreed in writing to keep the information confidential, such as potential customers, other developers, joint venture partners and vendors, and not to transact in the Company’s securities on the basis of such information.

The Company shall ensure that:

- a structured digital database is maintained containing the names of such persons or entities as the case may be with whom information is shared under this code along with the Permanent Account Number (PAN) or any other identifier authorized by law where Permanent Account Number (PAN) is not available. Such databases shall be maintained with adequate internal controls and checks such as time stamping and audit trails to ensure non-tampering of the database.

Any person in receipt of UPSI pursuant to a “legitimate purpose” shall be considered as Insider and due notice shall be given to such persons to maintain confidentiality of such UPSI.

Subject to Applicable Law, methods of public disclosure of information to ensure uniform distribution shall include either of the following:

- Filing with the Stock Exchanges.
- Uploading the information on the website of the Company.

- Distributing through Press Releases in newspapers or media including electronic media.
- Broad-based electronic, print, television and other media.
- Any other method that ensures wide distribution of the news such as webcasts and webinars.

V. Verification of Market Rumours and response to queries

The Chief Investor Relations Officer shall provide appropriate and fair responses to queries in relation to UPSI including any news reports. A ‘No Comment’ policy must be maintained by the Company and the Chief Investor Relations Officer shall not comment on market rumours except when requested by regulatory authorities to verify such rumours.

VI. Need to know handling of UPSI

Company shall handle UPSI only on a “need to know” basis. UPSI shall be provided only when needed for legitimate purposes, performance of duties or discharge of legal obligations. All insiders shall adhere to conditions of strict confidentiality and shall not share any UPSI except for the aforesaid purposes.

VII. Leak of UPSI

Any instances of leakage or suspected leakage of UPSI, before it is made generally available to the public through the Stock Exchanges where securities of the Company are listed, shall be promptly brought to the notice of Compliance Officer and an inquiry shall be initiated.

VIII. Amendments to the Code

The Company reserves its right to amend or modify this Code in whole or in part, at any time without assigning any reason whatsoever. Any amendment or modification to this Code shall be done with the approval of the Board of Directors (including any Committee authorized in this regard) of the Company.

However, this Code, in whole or in part, shall stand amended from time to time, without any further act on the part of the Company, as and when there would be any statutory amendment to the applicable provisions of law.

IX. Intimation to Stock Exchange

This code including every amendment or modification thereto shall be promptly intimated to the Stock Exchanges where the securities of the Company are listed.

X. Penalties for Contravention

Any violation of the Code shall invite prosecution and / or penalties as per Applicable Law. Without prejudice to the same, Company may take such penal or disciplinary action or action for breach of Confidentiality Undertaking against any person, whether director or officer or employee or any other person in a manner known to law.

XI. Posting of the Code

This Code shall be posted on the website of the Company.

Place: Kolkata
Date: 08.08.2022

By order of the Board of Directors
Sd/-
Company Secretary