

## **RISK MANAGEMENT POLICY**

### **BACKGROUND**

This document lays down the framework of Risk Management at Polygenta Technologies Limited (“**Company**” or “**Polygenta**”) and defines the policy for the same. This document shall be under the authority of the Board of Directors of the Company. It seeks to identify risks inherent in any business operations of the Company and provides guidelines to define, measure, report, control and mitigate the identified risks.

### **OBJECTIVE**

The objective of Risk Management at Polygenta is to create and protect shareholder value by prudently minimising threats or losses, and identifying and maximising opportunities. An enterprise- wide risk management framework is applied so that effective management of risks is an integral part of every employee’s job.

### **Strategic Objectives**

1. Providing a framework that enables future activities to take place in a consistent and controlled manner;
2. Improving decision making, planning and prioritisation by comprehensive and structured understanding of business activities, volatility and opportunities/ threats;
3. Contributing towards more efficient use/ allocation of the resources within the organisation;
4. Protecting and enhancing assets and company image;
5. Reducing volatility in various areas of the business;
6. Developing and supporting people and the knowledge base of the organisation; and
7. Optimising operational efficiency.

### **REGULATORY**

The Risk Management Policy is framed as per the following regulatory requirements:

#### **A. COMPANIES ACT, 2013**

##### **1. Provisions of the Section 134(3)**

There shall be attached to financial statements laid before a company in general meeting, a report by its Board of Directors, which shall include

(n) a statement indicating development and implementation of a risk management policy for the company including identification therein of elements of risk, if any, which in the opinion of the Board may threaten the existence of the company.

##### **2. Section 177(4) stipulates:**

Every Audit Committee shall act in accordance with the terms of reference specified in writing by the Board which shall, inter alia, include,—

(vii) evaluation of internal financial controls and risk management systems.

3. SCHEDULE IV [Section 149(8)]

**CODE FOR INDEPENDENT DIRECTORS**

**II. Role and functions:**

The independent directors shall:

(1) help in bringing an independent judgment to bear on the Board's deliberations especially on issues of strategy, performance, **risk management**, resources, key appointments and standards of conduct;

.....

(4) satisfy themselves on the integrity of financial information and that financial controls and **the systems of risk management** are robust and defensible;

**B. Clause 49**

**Key functions of the Board**

The board should fulfil certain key functions, including:

*a.* Reviewing and guiding corporate strategy, major plans of action, **risk policy**, annual budgets and business plans; setting performance objectives; monitoring implementation and corporate performance; and overseeing major capital expenditures, acquisitions and divestments.

.....

*g.* Ensuring the integrity of the company's accounting and financial reporting systems, including the independent audit, and that appropriate systems of control are in place, in particular, **systems for risk management**, financial and operational control, and compliance with the law and relevant standards.

**D. Role of Audit Committee**

The role of the Audit Committee shall include the following:

11. Evaluation of internal financial controls and risk management systems;

**VI. Risk Management**

*A.* The company shall lay down procedures to inform Board members about the risk assessment and minimisation procedures.

*B.* The Board shall be responsible for framing, implementing and monitoring the risk management plan for the company.

*C.* The company shall also constitute a Risk Management Committee. The Board shall define the roles and responsibilities of the Risk Management Committee and may delegate monitoring and reviewing of the risk management plan to the committee and such other functions as it may deem fit.

**Information to be placed before Board of Directors**

14. Quarterly details of foreign exchange exposures and the steps taken by management to limit the risks of adverse exchange rate movement, if material.

Polygenta, being a listed company, is required to adhere to the regulations made both by the Companies Act, 2013 and Clause 49 of the Listing Agreement governed by the Securities and Exchange Board of India (SEBI). Where any stipulation is not common between these various regulations, Polygenta shall comply with the more stringent of the two.

#### **APPLICABILITY**

This Policy shall come into force with effect from the 1<sup>st</sup> April, 2014.

#### **DEFINITIONS**

"**Audit Committee or Committee**" means Committee of Board of Directors of the Company constituted under the provisions of Companies Act, 2013 and Listing agreement.

"**Board of Directors**" or "**Board**" in relation to a Company, means the collective body of Directors of the Company. (Section 2(10) of the Companies Act, 2013)

"**Policy**" means Risk Management Policy.

#### **POLICY**

Before proceeding to the policy, attention is drawn to the roles that the Board and Audit Committee are required to play under the above regulations governing Risk Management:

The Board's role under both of the regulations is to ensure framing, implementing, and monitoring of a risk management plan, having in place systems for risk management as part of internal controls with duty being cast upon Independent Directors to bring an unbiased perspective to the Board's deliberations on making risk management systems more robust.

Audit Committee's role is evaluate the risk management systems.

This policy shall complement the other policies of CIMMCO in place e.g. Related Party Transactions Policy, to ensure that the risk if any arising out of Related Party Transactions are effectively mitigated.

#### **Broad Principles**

The Board has to review the business plan at regular intervals and develop the Risk Management Strategy, which shall encompass laying down guiding principles on proactive planning for identifying, analysing, and mitigating all the material risks, both external and internal vis. Environmental, Business, Operational, Financial and others. Communication of the Risk Management Strategy to various levels of management for effective implementation is essential.

#### **Identification and Risk Analysis**

Risk Identification is obligatory on all vertical and functional heads who with the inputs from their team members are required to report the material risks to the CEO along with their considered views and recommendations for risk mitigation.

Analysis of all the risks thus identified shall be carried out by the CEO through participation of the vertical/functional heads and a preliminary report thus finalised shall be placed before the Risk Management Committee.

The following steps to be taken:

**Risk identification:** To identify organisation's exposure to uncertainty. Risk may be classified in the following:

- i.* Strategic
- ii.* Operational
- iii.* Financial
- iv.* Hazard

**Risk Description:** To display the identified risks in a structured format

<i>Name of Risk</i>	
<i>Scope of Risk</i>	Qualitative description of events with size, type, number etc.
<i>Nature of Risk</i>	Strategic, Operational, Financial, Hazard
<i>Quantification of Risk</i>	Significance and Probability
<i>Risk Tolerance/ Appetite</i>	Loss Potential and Financial Impact of Risk
<i>Risk Treatment and Control Mechanism</i>	a) Primary Means b) Level of Confidence c) Monitoring and Review
<i>Potential Action for Improvement</i>	Recommendations to Reduce Risk
<i>Strategy and Policy Development</i>	Identification of Function Responsible to develop Strategy and Policy

**Risk Evaluation:**

After risk analysis, comparison of estimated risks against organisation risk criteria is required. It is to be used to make decisions about the significance of risks and whether each specific risk is to be accepted or treated.

**Risk Estimation:**

Can be quantitative, semi quantitative or qualitative in terms of probability of occurrence and possible consequences.

Impact level on performance/profit – Both Threats and Opportunities

## **Reporting**

1. Internal Reporting
  - a) Risk Management Committee
  - b) Board of Directors
  - c) Vertical Heads
  - d) Individuals

2. External Reporting

To communicate to the stakeholders on regular basis as part of Corporate Governance

## **Development of Action Plan**

The Board has constituted a **Risk Management Committee**, which when fully constituted, shall consist of two Independent Directors, the Executive Chairman and CEO, each with defined Committee's roles and responsibilities. The Committee shall not only assist in implementation of the Risk Management Plan of the Board but also monitor its implementation and review. The members of the Risk Management Committee shall discharge the role of "Think Tank", ideate and bounce off their collective suggestions to the Board for periodic updating of the Risk Management Plan to ensure that the same is in sync with changing macro and micro factors having bearing on all material aspects of the businesses Polygenta is engaged in or shall undertake.

Risk Management Committee shall critically examine the report of the CEO and each identified risk shall be assessed for its likely impact vis a vis the resources at the Company's disposal.

## **Guidelines to deal with the risks**

The Business Plan including the Capital Expenditure Budget and Funds Flow Statement together with SWOT analysis, data on Production Planning, Materials Management, Sales and Distribution, Delivery Schedules, Assets, Accounts Receivables and Payables as well as Regulatory Regime applicable shall be reviewed in the light of the material risks identified. Through deliberations of the Committee, a comprehensive plan of action to deal with the risks shall be developed and guidelines flowing from such plan shall be communicated to the employees concerned for mitigation of the risks.

## **Board Approval**

The Action Plan and guidelines decided by the Risk Management Committee shall be approved by the Board before communication to the personnel for implementation.

The Board shall approve the Risk Management (including Risk Treatment) strategy, control structure and policy guidelines and delegate authority and accountability for risk management to the Company's executive team.

The guidelines shall include a prescription on:

## **Risk Treatment**

Treatment of Risk through the process of selecting and implementing measures to mitigate risks. To prioritise risk control actions in terms of their potential to benefit the organisation. Risk treatment

includes risk control/ mitigation and extends to **risk avoidance, risk transfer (insurance), risk financing, risk absorption** etc. to achieve:

- a) Effective and efficient operations
- b) Effective Internal Controls
- c) Compliance with laws and regulations

Risk Treatment shall be applied at all levels through carefully selected validations at each stage to ensure smooth achievement of the objective.

### **Risk Registers**

Risk Registers shall be maintained showing the risks identified, treatment prescribed, persons responsible for applying treatment, status after the treatment etc. Risk Managers and Risk Officers to be identified for proper maintenance of the Risk Registers, which will facilitate reporting of the effectiveness of the risk treatment to the Risk Management Committee, Audit Committee, and the Board.

A company-wide Company Risk Planning (“CRP” package) shall play a key role in timely availability of all data/reports required for the Committee to develop the Action Plan as stated above.

The Board shall have the discretion to deal with certain risks (may be called Key or Highly Sensitive Risks) in the manner it may deem fit. Mitigation of such Highly Sensitive/Key risks and effectiveness of their mitigation measures and review of the strategy may be directly discussed by the Board members with Audit Committee.

### **ROLE OF AUDIT COMMITTEE**

The following shall serve as the Role and Responsibility of the Audit Committee authorised to evaluate the effectiveness of the Risk Management Framework:

- Review of the strategy for implementing risk management policy
- To examine the organisation structure relating to Risk management
- Evaluate the efficacy of Risk Management Systems – Recording and Reporting
- To review all hedging strategies/risk treatment methodologies vis a vis compliance with the Risk Management Policy and relevant regulatory guidelines
- To define internal control measures to facilitate a smooth functioning of the risk management systems
- Ensure periodic review of operations and contingency plans and reporting to Board in order to counter possibilities of adverse factors having a bearing on the risk management systems.

### **Integration of Risk Management Strategy**

Polygenta’s risk management strategy is to be integrated with the overall business strategies of the organisation and its mission statement to ensure that its risk management capabilities aide in establishing competitive advantage and allow management to develop reasonable assurance regarding the achievement of the Company’s objectives.

### **Penalties**

The penalties are prescribed under the Companies Act, 2013 (**the Act**) under various sections which stipulate having a Risk Management Framework in place and its disclosure.

Section 134 (8) (dealing with disclosure by way of attachment to the Board Report): If a company contravenes the provisions of this section, the company shall be punishable with fine which shall not be less than fifty thousand rupees but which may extend to twenty-five lakh rupees and every officer of the company who is in default shall be punishable with imprisonment for a term which may extend to three years or with fine which shall not be less than fifty thousand rupees but which may extend to five lakh rupees, or with both.

There are other provisions of the Act as well as SEBI Act, which stipulate stiff penalties. Therefore, this Policy prescribes that violation of the provisions applicable to Risk Management Framework is something the Company cannot afford to **risk**.

### **REVIEW**

This policy shall evolve by review by the Risk Management Committee and the Board from time to time as may be necessary.

This Policy will be communicated to all vertical/functional heads and other concerned persons of the Company.