

## RISK MANAGEMENT POLICY

### 1. BACKGROUND:

This document lays down the framework of Risk Management at Nucleus Office Parks Private Limited (**'the Company'**) 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. The Board may review and amend this policy from time to time. This Policy will be applicable to the Company effective 1<sup>st</sup> June, 2023.

### 2. OBJECTIVE:

The objective of Risk Management at Nucleus Office Parks Private Limited is to create and protect shareholder value by minimizing threats or losses, and identifying and maximizing opportunities. An enterprise-wide risk management framework is applied so that effective management of risks is an integral part of every employee's job.

### 3. DEFINITIONS:

**"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.

### 4. STRATEGIC OBJECTIVES:

- Providing a framework that enables future activities to take place in a consistent and controlled manner.
- Improving decision making, planning and prioritization by comprehensive and structured understanding of business activities, volatility and opportunities/ threats.
- Contributing towards more efficient use/ allocation of the resources within the organization.
- Protecting and enhancing assets and company image.
- Reducing volatility in various areas of the business.
- Developing and supporting people and knowledge base of the organization.
- Optimizing operational efficiency.

### 5. REGULATORY:

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)]

#### I. CODE FOR INDEPENDENT DIRECTORS

##### II. Role and functions:

The independent directors shall: 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; satisfy themselves on the integrity of financial information and that financial controls and the systems of risk management are robust and defensible;

#### 6. RISK MANAGEMENT:

- A. The company shall lay down procedures to inform Board members about the risk assessment and minimization procedures.
- B. The Board shall be responsible for framing, implementing and monitoring the risk Management plan for the company.
- C. The Board shall define the roles and responsibilities and may delegate monitoring and reviewing of the risk management plan and such other functions as it may deem fit.

#### 7. POLICY:

The Board's role under the regulations is to ensure framing, implementing and monitoring risk management plan, having in place systems for risk management as part of internal controls.

#### 8. 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, analyzing and mitigating all the material risks, both external and internal viz. Environmental, Business, Operational, Financial and other communication of Risk Management Strategy to various levels of management for effective implementation is essential.

9. **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 Mr. Sunil Kumar Tibra (Authorised Officer), along with their considered views and recommendations for risk mitigation.

The following steps to be taken:

Risk identification: To identify organization'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

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

10. **Risk Evaluation:** After risk analysis, comparison of estimated risks against organization risk criteria is required. It is to be used to make decisions about the significance of risks and whether each specific risk to be accepted or treated.
11. **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.

1. Internal Reporting

- a). Board of Directors
- b). Vertical Heads
- c). Individuals

2. External reporting: To communicate to the stakeholders on regular basis as part of Corporate Governance

## 12. DEVELOPMENT OF ACTION PLAN:

The risks Business Plan including Capital Expenditure and Fund Flow Statement for each segment 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 Board 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.

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 prescription on:

### **13. RISK TREATMENT:**

Treatment of Risk through the process of selecting and implementing measures to mitigate risks. To prioritize risk control actions in terms of their potential to benefit the organization. Risk treatment includes risk control/ mitigation and extends to risk avoidance, risk transfer (insurance), risk financing, risk absorption etc. for

- 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 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 Board. Enterprise Risk Planning (ERP package) shall play a key role in timely availability of all data/reports required for the Board 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.

### **14. ROLE OF AUTHORISED OFFICER**

Mr. Sunil Kumar Tibra (Authorised Officer) is authorized to evaluate the effectiveness of the Risk Management Framework:

- Review of the strategy for implementing risk management policy
- To examine the organization 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.

### **15. INTEGRATION OF RISK MANAGEMENT STRATEGY:**

The Company's risk management strategy is to be integrated with the overall business strategies of the organization 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.

**16. 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.

Therefore, this Policy prescribes that violation of the provisions applicable to Risk Management Framework is something the Company cannot afford to risk.

**Adopted Date: 1<sup>st</sup> June, 2023**



A handwritten signature in blue ink, appearing to read "Sevi".

