

Godfrey Phillips India Limited
Business Continuity and Disaster Recovery Policy

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I. Introduction

Godfrey Phillips India Limited (hereinafter referred to as “GPIL” or the “Company”) acknowledges that like any other company or organization, GPIL is also susceptible to hazard which may impact the regular functioning of the business activities. Therefore, the Company has formulated Business Continuity and Disaster Recovery Policy (hereinafter referred to as “Policy”) which provides a structured framework to effectively ensure the sustenance of business during and after major disruption or any emergency situation.

II. Purpose

The purpose of this Policy is to ensure the readiness of GPIL to perform seamlessly and also to respond effectively to any unforeseen exigencies.

III. Scope

The scope of this Policy is applicable to GPIL and its subsidiaries.

IV. Policy Statements

GPIL will take following steps for effective implementation of this Policy:

- a. **Risk Assessment:** Establish robust and comprehensive risk identification, analysis and assessment process across major functional areas of the Company. This will help in evaluating the worst-case scenarios that Company may be posed to and necessary action plans to be undertaken to mitigate them. This also includes reviewing Company’s risk appetite and action plan by considering vulnerability to a potential disruptive event.
- b. **Resource Planning:** Allocate adequate resources including financial, people, management, etc. to maintain business continuity.
- c. **Learning & Development:** Establish robust learning and development framework to strengthen technical expertise of the Company to deal with a potential disruptive event.
- d. **Communication and Awareness:** Communicate policy and action plans, create awareness amongst stakeholders and test readiness of the Company on a regular basis by conducting mock drills. This will also include sharing risk dashboards, on a quarterly basis.
- e. **Stakeholder Management:** Consider the views and requirements of the stakeholders in the business continuity plan and take appropriate actions to meet their expectations.
- f. **Disaster Recovery:** Delineate disaster management plans as per the guidelines from National Disaster Management Authority (NDMA) / State Disaster Management Authority (SDMA) to prevent and respond adequately to any unforeseen exigencies.

g. Compliance: Comply with all relevant laws, rules, regulations and standards applicable to the Company.

V. Crisis Management Team

The Company shall ensure the continuation of its business operations by taking a comprehensive risk assessment and management measures. However, in case of any emergency/crisis, the Chief Executive Officer (CEO) in consultation with the Chief Risk Officer (CRO) of the Company shall set up a crisis management team, basis the nature of crisis, to ensure effective crisis management.

VI. Communication of the Policy

The Policy will be available on relevant mediums of communication like intranet and corporate website.

VII. Review

The Policy will be reviewed by the Chief Risk Officer (CRO) as and when it is deems necessary or in compliance with any applicable law, rules or regulations.

VIII. Version Control

Version	Change Description	Date
1.0	New Policy drafted	27/05/2023