

Hindustan Oil Exploration Company Limited



**HOEC DIRECTORS' CODE OF CONDUCT**

**(Approved by the Board of Directors of the Company on 19<sup>th</sup> January 2005)**



Hindustan Oil Exploration Company Limited's (the "Company") commitment to ethical and lawful business conduct is the fundamental shared value of our Board of Directors, management and employees and critical to the Company's success. In furtherance of this commitment, the Board of Directors of the Company (the "Board") promotes ethical behaviour, and has a Code of Conduct for Directors (the "Code").

This Code is intended as a source of guiding principles, since no code or policy can anticipate every situation that may arise. The principal duty of the Board of Directors, along with management, is to assure that the Company is well managed in the interests of its stakeholders. The Board plays the central role in the Company's governance; it is the Company's decision-making authority on all matters except those reserved for the shareholders approval or delegated to management. This Code has been adopted by the Board to provide guidance on matters of professional and personal behaviour and applies to Directors, alternates and any accompanying person participating in Board Meetings. Each Director is expected to comply with the letter and spirit of this code.

The following principles govern the conduct of the Directors:

## **Honesty and Integrity**

- Directors shall act honestly and with integrity in all of their dealings for the Company.
- Directors will not make promises or commitments that the Company does not intend, or would be unable to honour.
- Directors' shall adhere to the truth, and not mislead directly or indirectly nor make false statements, nor mislead by omission.



## **In performing their Board and Board Committee functions, the Directors will:**

- (i) act diligently, honestly and in good faith;
- (ii) represents the interests of the shareholders and employees of the Company;
- (iii) exhibit high standards of integrity, commitment and independence of thought and judgment;
- (iv) dedicate sufficient time, energy and attention to ensure the diligent performance of his or her duties;
- (v) provide leadership in advancing the Company's Mission, Aspiration, values and leadership attributes;
- (vi) discharge their duties, as members of the Board and any Board Committees on which they serve, in accordance with their good faith business judgement and in the best interests of the Company and its shareholders;
- (vii) become and remain familiar with the Company's business and economic environment in which the Company operates and understand the Company's principal business plans, strategies, and objectives, operations results and financial conditions; and relative marketplace position;
- (viii) commit the time necessary to prepare for, attend in person or telephonically, as appropriate and actively participate in regular and special meetings of the Board and of the Board committees on which they serve; and
- (ix) comply with every provision of this Code.

## **Conflicts of interests**

Directors must avoid any conflicts of interests with the Company. Directors will not enter into, without the prior approval of the disinterested members of the Board, any transaction or relationship with the Company in which they have a financial or personal interest (either directly or indirectly, such as through any relative (as



defined under Section 2(41), Section 6 read with Schedule IA of the Companies Act, 1956 or any statutory modification or re-enactment thereof), or an organisation with which the Director is affiliated, or any transaction or situation which otherwise involves a conflict of interest. However, in case of dealing with the Company, the Director will always be at arm's length to avoid the possibility of actual or perceived conflicts of interest.

## **Corporate Opportunities**

Directors owe a duty to the Company to advance its legitimate interest. Directors may not take for themselves personally or for other organisations with which they are affiliated, opportunities discovered through the use of Company property, information, or position. No Director may compete with the Company or use Company property, information, or position, for improper personal gain.

## **Confidentiality**

Pursuant to their fiduciary position, Directors should maintain the confidentiality of information entrusted to them by the Company and any other confidential information about the Company, its business, customers or suppliers, that comes to them, from whatever source, except when disclosure is authorised or legally mandated. For the purpose of this code, "confidential information" includes all non-published information relating to the Company, its business, joint venture partners, customers, suppliers or employees.

Directors will not use information obtained by them as a Director of the Company for personal financial gain, nor will that information be used to obtain financial benefit for any other person or business.



## **Protection and Proper use of Company Assets**

In carrying out their duties and responsibilities, Directors should endeavour to ensure that management is causing the Company's assets and resources to be used by the Company and its employees only for legitimate business purposes of the Company.

## **Insider Trading**

Directors should observe Company policies applicable to them as reflected in 'HOEC Code of Conduct for Prevention of Insider Trading (additional copies of which can be requested from the Compliance Officer at any time) as well as the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 1992 or any statutory modification thereof with respect to the purchase & sale of and dealing in the Company's securities.

## **Compliance with Laws and Company Policies**

In carrying out their duties and responsibilities, Directors should comply, and endeavour to ensure that management is causing the Company to comply, with applicable laws, rules and regulations. In addition, if any Director becomes aware of any information that he or she believes constitutes evidence of a material violation of the securities or other laws, rules or regulations applicable to the Company or the operation of its business, by the Company, any employee or another Director, then such Director should bring such information to the attention of the Chairman of the Board.



## **Accountability**

The Code referred to herein is mandatory and applies to all Directors, who are accountable for compliance of the code.

The Directors are required to acknowledge the receipt of this Code as per **Annexure A**.

Directors should communicate any suspected violations of this Code promptly to the Chairman of the Board. Suspected violations will be investigated as per the direction of the Board and appropriate action will be taken in the event that a violation is confirmed.

## **Amendments of the Code**

The Board shall review and reassess the adequacy of this code as may be necessary, and make any amendments that it deems appropriate. All Board members shall affirm compliance with the code on an annual basis. Any amendment or waiver of any provision of this code must be approved in writing by the Company's Board of Directors and promptly disclosed on the Company's website and in applicable regulatory filings pursuant to applicable laws and regulations, together with details about the nature of the amendment or waiver.

## **Compliance with the Code**

Each Director is required to certify that he or she has complied and is in compliance with this Code. Such certification may be in substantially the form attached as **Annexure B** to this code.



**ANNEXURE A**

**ACKNOWLEDGEMENT RECEIPT**

This page will acknowledge my receipt of a copy of HOEC Directors' Code of Conduct.

This will also acknowledge my understanding of the policies described.

I have received and read the HOEC Directors' Code of Conduct.

I understand that all policies as presented are subject to change or revocation at the sole option of the Board of Directors of Hindustan Oil Exploration Company Limited (HOEC) at any time. I understand and agree that any revisions or updates to the Code, whether posted on HOEC's website, sent to my web mail account, or otherwise communicated to me, shall apply to me.

All decisions by the Board of HOEC as to interest, interpretation, or application of these policies shall be binding upon me. HOEC will apply all its policies in accordance with appropriate laws from time to time.

Signed: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_ "



**ANNEXURE B**

**ANNUAL CERTIFICATION: HOEC DIRECTORS' CODE OF CONDUCT**

I, *[insert name]*, hereby certify and acknowledge that: (i) I am a member in good standing of the Board of Directors of the Company; (ii) I have received, read, and understood the "HOEC Directors' Code of Conduct"; (iii) such Code has been and is applicable to my duties as a member of such Board of Directors; (iv) I have complied and am in compliance with such Code; and (v) I am not aware of any non-compliance with such Code by others.

Signed: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_ "