

## CHAPTER-V

### THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF FUNCTIONS

The important Internal Rules, Regulations, Manuals & Records, which are used by the employees of the Company in discharge of their functions are given below:

**A) Matters pertaining to company affairs**

- i) Memorandum & Articles of Association;
- ii) Decisions of the Board of Directors and sub-committees of the Board from time to time as contained in the minutes book;
- iii) Decision of shareholders in the Annual General Meeting as contained in the minutes book;
- iv) The Code of Internal Procedures and Conduct for Prevention of Insider Trading in Dealing the Securities of MRPL
- v) Code of Conduct for Board members and Senior Executives.

**B) Matters pertaining to Finance & Accounts**

- i) Accounting policies,
- ii) Accounting standards;
- iii) Delegation of Powers

**C) Matters pertaining to Works, contract, sales, procurement, inventory, etc**

- i) Materials Management Manual

**D) Establishment matters pertaining to MRPL employees**

- i) Leave Rules;
- ii) Medical Attendance and Treatment Rules;
- iii) Post Retirement Medical Attendant Scheme;
- iv) Promotion Policies;
- v) Rules pertaining to House Building Advance, Conveyance Advance; etc.
- vi) Directives regarding recruitment & promotion SC/ST;
- vii) Directives regarding recruitment of OBC, Physically Handicapped, Women and minorities

**E) Plant operations:**

- i) Unit Plant Operating Manuals
- ii) Vendor Documentation
- iii) Day to Day Safety Procedures

## **F) Human Resources Development**

Our employees are our most important assets

- MRPL operates the refinery with the optimized manpower
- Highly innovative and motivated employees
- 40% of the employees are trained every year on various subjects, as per requirement
- Various group and individual annual awards instituted for efficiency, energy conservation, safety, house-keeping, Innovative ideas, heroic deeds, import substitution, sports, cultural activities etc,
- A house journal - "REFINEWS" covering the events & achievements of employees and their family members, is circulated on quarterly basis to all the employees

## **G) Social Commitments**

MRPL's high standards in refining and environment protection are matched by its commitments to society. It aims at providing a better quality of life to society at large. As a part of its social obligation, MRPL is committed to improving the life style of the people in the region especially of the local residents. To this end, MRPL has executed several welfare works.

## **H) Corporate Social Responsibility**

As an Organization committed to discharge of its social responsibility, we have created a Community Development Department, to undertake various development activities based the needs of the neighbouring villages and communities.

Construction of bus shelters, donation of ambulance, augmentation of water supply, desilting of 6 major open drains of Mangalore city, renovation of rudra bhumis, levelling of school playgrounds, construction of Aganwadi buildings, donation of hand pumps, merit scholarship for students of 31 schools in and around our project area, donation of fogging machine to Mangalore City Corporation, support to Malaria eradication programme of the Govt primary health centres, running of free primary health center, conducting eye screening camps, donation of artificial limbs to amputees, donation of 75 pressure cookers to various schools for akshara dasoha programme of GOK etc. are the various activities undertaken.

Apart from the above, we have adopted 4 project affected villages of Bala, Kalavar, Permude and Kuthethoor for long term development under Community Development programmes.