

## SUCCESSION PLANNING POLICY

### 1. INTRODUCTION

#### 1.1 Purpose

The purpose of this policy is to formulate a strategic plan/ process to support business operations and service continuity in the event of an unplanned exit of individuals holding key positions in the Company and their smooth transitioning.

Refer **Annexure I** for designation of individual(s), holding key position(s) in the Company.

#### 1.2 Applicability and Scope

This policy applies to the key positions in the Company, which are always critical to be filled and where a temporary or prolonged vacancy is likely to have an adverse effect on normal running of business operations or strategic guidance or investor relations for the Company.

### 2. ROLE OF HOLD CO BOARD/ CHAIRMAN/ CEO

The Board of Directors and the Chairman/ CEO will have pivotal roles to play in succession planning. The Hold Co Board is responsible for developing a succession plan for the Chairman and CEO's position and any key position of the Senior Management. The CEO is responsible for ensuring a succession plan in place for key positions other than those falling under the Senior Management, but with assistance of Senior Management.

### 3. POLICY

Succession planning is an ongoing exercise and requires Management to act on following issues:

- **Identification of successors:** Company Personnel holding key positions will be notified by the CEO to have succession plans in place for their respective roles. Such personnel will be required to identify individuals within the Company who possess minimum educational qualifications and demonstrate performance levels, experience, skill sets and other behavioral/technical attributes which are commensurate with the position's requirements.
- **Positions requiring external hiring:** The CEO will nominate temporary personnel to perform the roles and responsibilities of the respective designation, till the period a successor is appointed. A list of approved recruitment experts, by the HR department, should be maintained to find appropriate replacements when vacancies occur.

- **Training and Development:** The Company must ensure that the identified individuals must have access to focused learning and development opportunities for their potential success in the key position. Depending on the position requirements, the identified individual is required to shadow/ closely work along with the key position holder for a specific duration to gain understanding about the role.

#### **4. REVIEW AND REVISION**

This policy shall be reviewed and revised as and when deemed necessary by the Company.

**Annexure I: Personnel holding key positions in the Company**

<b>S. No.</b>	<b>Particulars</b>	<b>Abbreviations</b>
1.	Chairman	Chairman
2.	Chief Executive Officer	CEO
3.	Chief Financial Officer	CFO
4.	Chief Operating Officer	COO
5.	Chief Human Resource Officer	CHRO
6.	General Counsel	GC
7.	Compliance Officer	Compliance Officer
8.	Chief Information Officer	CIO
9.	All Heads of Department, including but not limited to:  i. Operations ii. Maintenance iii. WASA iv. Business Development v. M&A vi. E&S vii. Traffic & Road Safety viii. Social Initiatives ix. Procurement x. Secretarial xi. Regional Coordinator xii. Project Heads	HOD