POLYCAB

POLYCAB INDIA LIMITED (PIL)

DISCIPLINARY COMMITTEE

Composition:

Sr. No.	Designation	Category
1.	Chairman & Managing Director (CMD)	Member
2.	Chief Human Resource Officer (CHRO)	Member
3.	Company Secretary & Compliance Officer (CS & CO)	Member
4.	Chief Financial Officer (CFO)	Member
5.	Any other functional head	Member

Terms of reference:

(i) To review all complaints and their investigation reports, as the case may be, for initiating disciplinary proceedings received by it.
(ii) To prescribe the process to ascertain facts on case to case basis;
(iii) To issue show cause notice based on the facts;
(iv) To seek and take possession of all assets and documents in possession of the employee for conducting investigation;
(v) To appoint requisite third-party consultants as may be required by the Disciplinary Committee;
(vi) To call for personal appearance of the requisite employees and to record their oral submissions;
(vii) To ensure maintenance of necessary records of all the cases received and processed.
(viii) To deal with any other matters that may be required.

Quorum:

Any two members of the Committee together with Company Secretary and Compliance Officer shall constitute the quorum for the Committee.

Frequency of Meeting:

The Disciplinary committee shall meet on occurrence of event.