

## **Responsible Advocacy Policy**

### **Policy Objective**

- ▶ The objective of this policy is to ensure an integrated and common approach to the various dimensions of Business Responsibility.
- ▶ This policy is to act as a strategic document that will help in responding to the complexities and challenges emerging with changes in regulations.

### **Policy Scope**

- ▶ This Policy applies to all the directors and employees of the Company across all its functions.

### **Terminology**

**Advocacy** refers to the activities performed while interfacing with a wide range of stakeholders such as Government agencies, non-governmental organisations, academic and research institutions, associations at a local, national, and international levels, and individuals with the objective of influencing policy, regulations, and other decision-making undertakings.

Responsible Advocacy specifies the following critical and necessary guidelines to be followed by all employees and relevant contractors engaged by HFL and all its subsidiaries in all advocacy activities with internal and external stakeholders.

- ❖ Achieve total compliance with all applicable regulations pertaining to advocacy activities with the Government, non-governmental organisations, industry associations, and individuals.
- ❖ Focus on transparency, accountability, strong corporate governance standards and ethical guiding principles in all advocacy interactions.
- ❖ Strengthen public advocacy principles by seeking alignment with the (evolving) appropriate national and international transparency, accountability, and ethical code of conduct frameworks.
- ❖ Ensure adherence to anti-corruption guidelines/policy (available on HFL's website) in all stakeholder interactions.
- ❖ Implement record management tools to record all advocacy interactions performed on behalf of HFL and its subsidiaries by employees and relevant contractors.

- ❖ Implement grievance redressal mechanisms to support the investigation of any instance of non-compliance with this policy.
- ❖ Undertake appropriate disciplinary action against any proven instance of non - compliance with this policy
- ❖ This policy is also supported by a series of existing policies, and the principles set out in this document are reflected in the existing policies and would be reflected in such other new policies that would be put in place from time to time, as relevant to each business.

The policy is approved by the Board on 24<sup>th</sup> May 2024 with immediate effect.