

## CHAPTER – V

### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCAHRGE 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 Associations:
- ii) Directions 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 General Meeting as contained in the minute's book.

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

- i) Accounting Manual:
- ii) Financial Standing Order

#### **C) Personnel Matters pertaining to OICL employees.**

- i) Personnel Manual
- ii) The Oriental Insurance Company (Conduct, Discipline & Appeal) Rules, 2014
- iii) Leave Rules
- iv) Promotion Policies

#### **D) Others**

- i) Publicity Policy
- ii) Estate Policy
- iii) Grievance Redressal Policy
- iv) Other policies approved by the Board