



### **Guidelines governing investors' communications**

- The Company's Investor Relations policy has the mission of providing its constituencies with accurate, comprehensive & timely information, which can form a sound basis for assessing or evaluating the Company's stock, its present value and future prospects.
- The Company will not provide its own specific predictions or estimates for financial parameters. The Company can, however, acquaint its constituencies with necessary facts and relevant factors with which they can make their own assessments.
- The Company will observe a 'Silent Period' 7 days prior to the end of the quarter/year upto hosting post-earnings call for the investors after publication of financial results of that quarter/year. During this period, the Company's representatives will not have any discussions or communications with investors or other interested constituencies through mails, telephone calls or meetings.
- Every quarter/year end, the CFO/IR Manager will conduct a conference call after the publication of the results information of the same would be uploaded on the website post publication of the results on [www.voltas.in](http://www.voltas.in).
- The CFO's spiel will be uploaded before or around the time of the conference call on the website [www.voltas.in](http://www.voltas.in).
- The Company does not give any guidance on the quarterly/annual results or dividends.
- Order book position in respect of Domestic and International Project Business will be announced once a quarter along with the Quarterly/Annual Results.
- The CFO of the Company is Mr. Jitender P. Verma. All meetings with him shall be coordinated through the Investor Relations Department. Coordinates for the same: Manish Desai, Head - Corporate Finance: Office Number: 91 22 6665 6290 | E-mail address: [manishdesai@voltas.com](mailto:manishdesai@voltas.com)