STAKEHOLDERS ENGAGEMENT POLICY

Company Name: Praveg Limited

1. Purpose
The purpose of this Stakeholders Engagement Policy is to outline the approach and commitment of Praveg towards engaging with our stakeholders. Effective stakeholder engagement is vital for fostering positive relationships, enhancing our operational effectiveness, and ensuring the sustainable success of our business within the hospitality sector.

2. Scope
This policy applies to all employees, management, and directors of Praveg, as well as to any external consultants or partners involved in stakeholder engagement activities.

3. Definition of Stakeholders
Stakeholders are defined as individuals or groups who have an interest in or are affected by our business activities. They include, but are not limited to:

- **Guests and Customers:** Individuals and groups using our hospitality services.
- **Employees and Contractors:** Current and potential staff, including those engaged through third-party agencies.
- **Suppliers and Partners:** Businesses and individuals providing goods and services.
- **Shareholders and Investors:** Individuals and entities with a financial interest in the company.
- **Local Communities:** Residents and community organizations in the areas where we operate.
- **Regulatory Bodies:** Government and non-governmental organizations with oversight or regulatory authority.
- **Industry Associations:** Professional organizations and trade bodies relevant to the hospitality sector.
- **Media:** Press and other media representatives.

4. Engagement Principles
Our stakeholder engagement efforts are guided by the following principles:

- **Transparency:** We commit to open, honest, and clear communication with all stakeholders.
- **Respect:** We respect diverse perspectives and interests and strive for inclusive engagement.
- **Responsiveness:** We respond to stakeholder concerns and feedback in a timely and constructive manner.
- **Accountability:** We take responsibility for our actions and decisions and their impact on stakeholders.
- **Collaboration:** We seek to build mutually beneficial relationships and work collaboratively to address common issues.

5. Engagement Strategies

5.1 Guests and Customers
- **Feedback Mechanisms:** Implement surveys, comment cards, and online feedback forms to gather guest opinions and suggestions.
- **Customer Service:** Provide accessible and responsive customer service channels, including phone, email, and in-person support.

- **Loyalty Programs:** Engage with guests through loyalty programs and personalized communications.

5.2 Employees and Contractors

- **Communication Channels:** Maintain regular internal communications through meetings, newsletters, and an intranet platform.
- **Training and Development:** Offer opportunities for professional growth and ensure a supportive work environment.
- **Employee Surveys:** Conduct regular surveys to assess employee satisfaction and address concerns.

5.3 Suppliers and Partners

- **Partnership Meetings:** Hold regular meetings to discuss performance, expectations, and any issues.
- **Supplier Audits:** Conduct periodic audits to ensure compliance with company standards and values.
- **Contract Reviews:** Regularly review contracts and agreements to align with evolving business needs.

5.4 Shareholders and Investors

- **Annual Reports:** Provide comprehensive annual reports detailing financial performance and strategic goals.
- **Investor Meetings:** Host investor meetings and briefings to discuss business performance and future plans.
- **Shareholder Communications:** Keep shareholders informed about significant developments through official channels.

5.5 Local Communities

- **Community Engagement:** Participate in community events and support local initiatives.
- **Impact Assessments:** Assess the impact of our operations on local communities and address any negative effects.
- **Local Partnerships:** Collaborate with local organizations to support community development.

5.6 Regulatory Bodies

- **Compliance:** Ensure adherence to all relevant laws, regulations, and industry standards.
- **Regulatory Reporting:** Provide timely and accurate reports and documentation as required by regulatory bodies.
- **Stakeholder Meetings:** Engage in dialogue with regulatory bodies to stay informed about regulatory changes and expectations.

5.7 Industry Associations

- **Membership Participation:** Actively participate in industry associations and contribute to industry standards and best practices.
- **Networking Events:** Attend industry events to build relationships and stay updated on industry trends.

5.8 Media

- **Media Relations:** Maintain open and professional relationships with media representatives.
- **Press Releases:** Issue press releases and media statements to communicate significant company developments.
- **Media Inquiries:** Respond promptly to media inquiries and provide accurate information.

6. Implementation and Responsibilities

- **Stakeholder Engagement Manager:** Responsible for overseeing the implementation of this policy and coordinating engagement activities.
- **Department Heads:** Ensure that their teams adhere to the policy and participate in stakeholder engagement efforts.
- **All Employees:** Engage with stakeholders according to the principles and strategies outlined in this policy.

7. Monitoring and Review

- **Performance Metrics:** Establish metrics to evaluate the effectiveness of stakeholder engagement activities.
- **Regular Reviews:** Conduct regular reviews of this policy and engagement practices to ensure they remain relevant and effective.
- **Feedback Mechanism:** Provide a mechanism for stakeholders to give feedback on engagement practices and suggest improvements.

Stakeholder Engagement Process:

Praveg periodically communicates with its stakeholders through various channels of communication such as the company's website where a variety of information related to a company, its business, properties, services, customers, and investors' information is provided and is updated periodically. Further, information related to its financial performance and various other disclosures as required about the activities of the company is available on the website of the stock exchanges which is accessible by all stakeholders of the company.

Stakeholder Group	**Channels of Communication (Email, SMS, Newspaper, Pamphlets, Advertisement, Community Meetings, Notice Board, Website), Other**	**Frequency of engagement (Annually/ Half yearly/ Quarterly/ others – please specify)**	**Purpose and scope of engagement including key topics and concerns raised during such engagement**	**Engagement Channels**
Shareholders and investors	Email, SMS, Website	As and when required	Compliance to laws and regulatory requirement Return of investment/ dividend	- Annual General Meeting - Annual Report - Annual Business Responsibility and Sustainability Report - A dedicated portal for investor's grievances - A separate division specifically dedicated to serving investors
Employees	Email	As and when required	Health and safety Grievance redressal	- Appraisal - HR online surveys - Emails

			Collect feedback and suggestions Ethical behaviour/ statutory compliance Compliances	- Health, Safety and Environment (HSE) - HR Policy communication
Value chain partners	Email, SMS, Website	As and when required	Clarity in terms and conditions Operational and resource efficiencies Ensuring ethical business conduct	- Supplier meets - In-person meetings - Operational review - Contracts and agreements
Guests	Email, SMS, Advertisement, Website	As and when required	Ethical business practices Environmental impact Attention to detail	- Direct feedback from guests - Real-time social media engagement - Market research - Feedback through surveys - Ads and marketing campaigns
Government and regulatory authorities	Email, Website	As and when required	Compliances	Quarterly and Annual compliance reports

8. Policy Review

This policy will be reviewed annually or as needed to reflect changes in business practices, stakeholder expectations, or regulatory requirements.

9. Approval

This policy has been approved by the Board of Directors of [Your Company Name] and is effective as of the date noted above.

10. Contact Information

For questions or more information about this policy, please contact:

- **Name**: Himalay Dudharejiya
- **Email**: info@praveg.com
- **Phone**: +91 9712928420

By adhering to this Stakeholders Engagement Policy, Praveg aims to build and maintain strong, positive relationships with all stakeholders, thereby contributing to the overall success and sustainability of the company.

Effective Date: August 10, 2024