

INDIQUBE SPACES LIMITED
SUCCESSION PLANNING POLICY

Date	Version/ amendments
19-12-2024	Originally adopted and approved by the Board
10-02-2026	Modified by the Board of Directors

1. Introduction

1.1 Succession planning is the process of ascertaining the need for filling positions at the Board, Senior management, and other key positions. It involves identification of the said roles, assessment of their potential and developing the next generation of leaders as potential successors for key leadership roles in an organization. The process of development primarily concentrates on coaching, mentoring, and training the identified employees to assume higher responsibilities when the need arises. This Policy shall be effective from the date of listing of the securities of the Company on the stock exchange(s).

2. Objective of the Policy

2.1 To ensure that the business is not affected due to retirement, resignation, death, permanent incapacitation and sudden exit of any Member of the Board or Senior Management, or any other employee covered under the Policy.

2.2 To identify and develop potential personnel, who can be considered for positions at the Board and Senior Management positions and to groom them to assume such roles in the company, whenever the need arises.

2.3 To ensure timely replacements for those personnel who are currently holding positions at Board and Senior Management levels.

3. Scope

3.1 The policy covers critical roles like Directors, Senior Management Personnel (SMP) and Key Management Personnel (KMP)

3.2 Any other role which is at the discretion of the Board of Directors.

3.3 The Company Secretary & Compliance Officer of the Company shall be responsible for the ownership, oversight, periodic review, and updates of this Policy.

4. Implementation Process

4.1 Positions at Senior Management and other critical positions:

- The Executive Board shall meet once a year to review the vacancies, if any, at Senior Management level and other critical positions
- An action plan shall be formulated to identify the requirement.
- The action plan would involve identifying and shortlisting an employee within the same location/function or through a lateral transfer of an employee from another location/function.
- In case a potential candidate is not available within the organization, an external candidate having requisite skills, experience, leadership quality and expertise shall be identified.
- It is also extremely important to have a contingent plan in place to deal with sudden exits at the Senior Management level.
- The Human Resource Department on an ongoing basis identifies a select pool of employees who can be groomed to occupy senior level positions in case of any such eventuality and train them adequately.

4.2 Positions at Other levels:

- Apart from the key positions it is important to have succession plans, in place, at the functional level.
- The Executive Board during annual meets shall meet the Functional Heads to review the following.
- Identify key positions targeted for succession planning. This will include an analysis of planned retirements and predictable turnover in their department.
- Identify individuals who possess the potential needed for progression into the targeted positions within their department.
- Outline the actions taken to be taken in the next six months to groom identified individuals to assume a role of elevated responsibility in the future.
- Based on such review, the Executive Board shall give its consent to implement the succession plan for the concerned Function.

5. Confidentiality

5.1 Everyone responsible for the execution of the Succession Planning Policy shall ensure confidentiality of the discussions and decisions about the prospective candidate.

5.2 The information may be shared, if required, with the candidate concerned to prepare them for the role

6. Review and Revision

6.1 The Company reserves the right to rescind and or amend all Company policies, at any time.

6.2 The Policy will be reviewed and revised every year as per government norms.

6.3 Final implementation and interpretation of the policy will be at the discretion of the management.