

Board Committees

Audit Committee

Members

Kunwar Idris - Chairman
(Non - Executive Director)

Shinji Fujimoto
(Non - Executive Director)

Fasihul Karim Siddiqi

Terms of Reference

The terms of reference of the Audit Committee are as follows:

- a. determination of appropriate measures to safeguard Company's assets;
- b. review of quarterly, half-yearly and annual financial statements of the Company, prior to their approval by the Board of Directors;
- c. review of management letter issued by external auditors and management's response thereto and monitor the action plan to improve the control environment;
- d. review of the scope and extent of internal audit and ensuring that the internal audit function has adequate resources and is appropriately placed within the Company;
- e. ascertaining that the internal control system including financial and operational controls, accounting system and reporting structure are adequate and effective;
- f. instituting special projects, other investigations on any matter specified by the Board of Directors, and to refer any matter to the external auditors or to any other external body;
- g. monitoring compliance with relevant statutes and best practices of corporate governance.

Management Committee

Members

Hideya Iijima - Chairman
Takeshi Ito
Hirofumi Wachi
Muhammad Irfan Shaikh
Fasihul Karim Siddiqi
Muhammad Owais M. Khan
Naushad Riaz
Syed Arshad Ali
Fahim Aijaz Sabzwari
Adil M. Shah
Tsutomu Suzuki
Yoshimi Sato
Yukinori Uchida
Gul Abbas
Muhammad Akram
Azhar ul Ehsan
Muhammad Khurram Abrar
Mehmood Mian

Terms of Reference

The terms of reference of the Management Committee are as follows:

- a. managing the day to day operations of the Company;
- b. developing the business and marketing strategy of the Company;
- c. reviewing budgetary proposals and the necessary actions to implement the business plan;
- d. monitoring profitability and deviations from business plan;
- e. handling the major business issues and other urgent matters on behalf of the Board.

Global Compact & CSR Committee

Members

Hideya Iijima - Chairman
Takeshi Ito
Hirofumi Wachi
Fasihul Karim Siddiqi
Naushad Riaz
Syed Arshad Ali
Fahim Aijaz Sabzwari
Adil M. Shah

Terms of Reference

The terms of reference of the Global Compact & CSR Committee are as follows:

- a. review and approve the budget for CSR activities;
- b. monitor the following CSR related activities directly or through sub committees;
 - Compliance and Good Governance (Internal Control System, Risk Management and SOA Compliance activities);
 - Environment Management;
 - Creating safe and decent work place;
 - Social activities and contribution to local communities (Activities in the field of education, health, safety, sports and creating awareness);
- c. monitor Global Compact internalization and implementation plan;
- d. CSR and Global Compact Reporting.

Information Technology Steering Committee

Members

Fasihul Karim Siddiqi - Chairman
Naushad Riaz
Fahim Aijaz Sabzwari
Adil M. Shah
Shams Naveed Zia

Human Resource Development Committee

Members

Hideya Iijima - Chairman
Takeshi Ito
Fasihul Karim Siddiqi
Fahim Aijaz Sabzwari
Muhammad Akram

Industrial Relations Committee

Members

Fasihul Karim Siddiqi - Chairman
Muhammad Akram
Clarita Ahmed
Siddique Balouch
Muhammad Ahmed

Health & Safety Committee

Members

Fasihul Karim Siddiqi - Chairman
Muhammad Owais M. Khan
Naushad Riaz
Muhammad Akram
Muhammad Ali
Muhammad Ahmed

Terms of Reference

The terms of reference of the IT Steering Committee are as follows:

- a. reviewing the long & short term plans;
- b. approving and monitoring major projects;
- c. reviewing and approving the major acquisitions;
- d. ensuring liaison between IT and the user departments;
- e. reviewing the adequacy and allocation of resources.

Terms of Reference

The terms of reference of the Human Resource Development Committee are as follows:

- a. developing and implementing policies for management of human capital;
- b. establishing performance management system, developing and reviewing performance goals and objectives;
- c. reviewing compensation system and practices.

Terms of Reference

The terms of reference of the Industrial Relations Committee are as follows:

- a. promoting labor management relationship;
- b. reviewing grievance handling mechanism;
- c. reviewing employee involvement in continuous improvement activities.

Terms of Reference

The terms of reference of the Health & Safety Committee are as follows:

- a. reviewing compliance with the health and safety policy of the Company;
- b. reviewing major health and safety projects and ensure their implementation;
- c. organizing different training programs to educate employees for health & safety issues.

Environment and Quality Management Systems Steering Committee

Members

Hideya Iijima - Chairman
Takeshi Ito
Hirofumi Wachi
Muhammad Irfan Shaikh
Fasihul Karim Siddiqi
Muhammad Owais M. Khan
Naushad Riaz
Syed Arshad Ali
Fahim Aijaz Sabzwari
Adil M. Shah
Muhammad Ahmed
EMC Secretariat Members

Cost Control and Monitoring Committee

Members

Takeshi Ito - Chairman
Naushad Riaz
Muhammad Owais M. Khan
Syed Arshad Ali
Fahim Aijaz Sabzwari
Muhammad Akram
Muhammad Khurram Abrar
Abdul Basit

Whistle Blowing Committee

Member

Hideya Iijima - Chairman
Takeshi Ito
Fasihul Karim Siddiqi
Fahim Aijaz Sabzwari
Gul Abbas

Terms of Reference

The terms of reference of the Environment and Quality Management Systems Steering Committee are as follows:

- a. establishing , implementing and maintaining Environmental Management System and QMS against ISO 9000:2000 and ISO 14001:2004 Standard Company wide;
- b. providing leadership and guidance and periodic review of the progress and performance of QMS. EMS through audits and management reviews for the continual improvement.

Terms of Reference

The terms of reference of the Cost Control and Monitoring Committee are as follows:

- a. monitoring cost being incurred in all functional areas;
- b. recommending, proposing methods, ways to control, minimize cost to the top management for approval;
- c. monitoring Implementation of cost control process / methods.

Terms of Reference

The terms of reference of the Whistle Blowing Committee are as follows:

- a. establishing, implementing and maintaining the Whistle Blowing Mechanism;
- b. monitoring and ensuring the transparency of the Whistle Blowing Process;
- c. reviewing and analyzing periodically the feed back & complains obtained through the mechanism;
- d. designating and supervising the officer investigating with regards to any matter reported through the Whistle Blowing Mechanism;
- e. initiating steps to ensure compliance with the Hinopak Code of Conduct, transparency in financial reporting & safeguard of company assets.

