

## WHISTLE BLOWING POLICY

Whistle blowing policy applies to all employees, management, contractors, suppliers, shareholders, etc.

The objects of the policy are to formalize the Company's commitment to prevent unlawful and unethical practices within the Company by encouraging employees and others to question and raise concerns in the interest of the Company in an open and frank manner.

### **Confidentiality**

All concerns raised will be treated in confidence and wherever required, every effort will be made to maintain confidentiality of the whistleblower's identity. At the appropriate time, one may however need to come forward as a witness.

The policy encourages all to believe that disclosure of concerns is in the Company's interest. It, however, cautions all concerned not to act maliciously or make false allegations. Similarly, one must not seek to satisfy any personal interest through this policy.

### **Procedure**

All concerns are to be reported in writing to ensure a clear understanding of the issue being raised. It must contain the background, the nature of concern, relevant dates and timings and, where possible, the reasons for the concern and the names of individuals against whom the concern is being reported.

The complainant may report his concerns through the Company's website's "Inquiry" option.

Swift and effective rectification of the concerns shall be endeavored by the Audit Committee.

None of the internal concerns shall be disclosed to any external bodies except where required by explicit legal provision.

The Company Secretary and the Head of Internal Audit shall act as facilitators and shall oversee the proceedings.