

Title: Whistle blower Policy, by establishing a mechanism to receive, handle complaints in fair and transparent manner while providing protection to the complainant victimization

Purpose: To encourage confidence in all employees and other associated individuals to question and raise concerns in the interest of Company.

Scope: This policy applies to actions of Management / employees which are unprofessional, inappropriate or conflict with a general understanding of what is right or wrong / unethical.

Policy Statement: Each concern received by the Whistle Blowing Unit is to be logged and assigned a code that will be used in the subsequent investigation and reporting of the concern.

- Initial inquiries / assessments will be made by Chief Internal Audit in consultation with other members to determine whether an investigation is appropriate, and the form that it should take. Some trivial concerns may be resolved by agreed action without the need for investigation.
- An investigation will only be conducted if available information is sufficiently specific and if it contains adequate corroborating evidence to warrant an investigation.
- The Whistle blowing Unit in consultation with respective head of division / department shall nominate a person either from within the department and/or from any other department to investigate the concern.
- A person who is investigating any concern under this policy shall be empowered to seek information from the relevant persons and the concerned departments of the Company shall also cooperate with him.
- The investigation will be preferably completed within thirty (30) days from the lodging of concern.
- The Whistle blowing unit shall acknowledge receipt to the whistleblower within 07 days of receipt of the concern, with the indication that the matter will be dealt with as per Company policy.
- At the end of the investigation, a written report that provides the findings, basis of findings and a conclusion is to be submitted to the CEO.
- Whistle blowing Unit should mutually decide about disposal of the concern and disseminate messages across the Company for avoidance of such incidents in the future.
- Chief Internal Audit will produce a quarterly report documenting all concerns and the actions taken to resolve them for the review of CEO.

Authority and Responsibility: Board of Directors
Board has the sole authority to delegate powers to Chief Executive regarding any change or modification in this policy.

Chief Executive Officer

Chief executive Officer is hereby authorized to change or modify the policy statement in consultation with the Audit department of the Company.

Human resource department

HR department is responsible for observing compliance with the policy statement and for safe custody of all the relevant records and documents in its possession.

Audit Committee

Audit committee is responsible for monitoring of compliance with this policy statement.

Related documents and records:

- Employees personal files
- Employees training records