

# WHISTLE BLOWER POLICY

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## **I. PREAMBLE**

This afresh policy is formulated to establish a vigil mechanism and to provide an opportunity to Director(s)/employee(s) and an avenue to raise concerns and to access in good faith the Chairman of the Audit Committee, to the highest possible standards of ethical, moral and legal business conduct and its commitment to open communication, in case they observe unethical and improper practices, actual or suspected fraud or violation of the Code of Conduct of the Company or any other wrongful conduct in the Company, to provide necessary safeguards for protection of Director(s) or Employee(s) from reprisals or victimization and to prohibit managerial personnel from taking any adverse personnel action against those Director(s) or Employee(s).

## **II. APPLICABILITY**

This policy applies to all Director(s) and Employee(s) of the Company.

## **III. POLICY**

No adverse action shall be taken or recommended against any Director(s) or Employee(s) in retaliation to his disclosure in good faith of any unethical and improper practices or alleged wrongful conduct. This policy protects such Director(s) or Employee(s) from unfair termination and unfair prejudicial employment practices. However, this policy does not protect an Director(s) or Employee(s) from an adverse action which occurs independent of his disclosure of unethical and improper practice or alleged wrongful conduct, poor job performance, any other disciplinary action, etc. unrelated to a disclosure made pursuant to this policy.

This Policy is in accordance with the provisions of Section 177(9) of the Companies Act, 2013 and Regulation 22 of SEBI (Listing Obligations & Disclosure Requirement) Regulations, 2015.

## **IV. DEFINITIONS**

### **1. Adverse Personnel Action**

An act or decision or a failure to take appropriate action by Board/ Managerial Personnel which may affect the Director(s) duties and responsibilities/employee(s) employment, including but not limited to compensation, increment, promotion, job location, job profile, immunities, leaves and training or other privileges, as may be applicable.

## **2. Alleged Wrongful Conduct**

Alleged Wrongful Conduct shall mean violation of law, infringement of Company's Code of Conduct or ethic policies, mismanagement, misappropriation of monies, actual or suspected fraud, substantial and specific danger to public health and safety or abuse of authority.

## **3. Board**

Board means Board of Directors of the Company

## **4. Audit Committee**

Audit Committee means Committee of Board of Directors of the Company constituted under provisions of Section 177 of the Companies Act, 2013 and Regulation 18 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

## **5. Company**

Company means, "Omaxe Limited"

## **6. Compliance Officer**

Compliance Officer means, "Company Secretary" of the Company.

## **7. Good Faith**

An Employee shall be deemed to be communicating in 'good faith' if there is a reasonable basis for communication of unethical and improper practices or any other alleged wrongful conduct. Good Faith shall be deemed lacking when the Director(s) or Employee(s) does not have personal knowledge of a factual basis for the communication or where the Director(s) or Employee(s) knew or reasonably should have known that the communication about the unethical and improper practices or alleged wrongful conduct is malicious, false or frivolous.

## **8. Managerial Personnel**

Managerial Personnel shall include Chairman and Managing Director, Director, all Employees at the level of Manager and above, who has authority to make or materially influence significant decisions.

## **9. Policy or This Policy**

Policy or This Policy means, "Whistle Blower Policy".

## **10. Unethical and Improper Practices**

Unethical and improper practices shall mean –

- a) An act which does not conform to approved standard of social and professional behaviour;
- b) An act which leads to unethical business practices;
- c) Improper or unethical conduct;
- d) Breach of etiquette or morally offensive behaviour,
- e) May lead to incorrect financial reporting;
- f) Are not in line with applicable company policy;
- g) Are unlawful etc.

## **11. Whistle Blower / Complainant**

A Director(s) or employee(s) of the Company who discloses in good faith any unethical & improper practices or alleged wrongful conduct to the Head of Department or in case it involves Managerial Personnel to the Managing Director and in exceptional cases to the Audit Committee in writing. The Whistle Blower's role is as a informing/ reporting party, he/she is not an investigator. Although the Whistle Blower is not expected to prove the truth of an allegation, he needs to demonstrate to the Audit Committee, that there are sufficient grounds for concern.

## **V. INTERPRETATION**

Terms that have not been defined in this Policy shall have the same meaning assigned to them in the Companies Act, 2013 and/or SEBI(Listing Obligation & Disclosure Requirements) Regulations, 2015 and/or any other SEBI Regulation(s) as amended from time to time.

## **VI. GUIDELINES**

### **1. Internal Policy & Protection under Policy**

This Policy is an internal policy on disclosure by Director(s) or Employee(s) of any unethical and improper practices or wrongful conduct and access to the Head of Department or in case it involves Senior Managerial Personnel access to the Managing Director and in exceptional cases access to Audit Committee of Directors constituted by the Board. This Policy prohibits the Company to take any adverse action against its Director(s) or Employee(s) for disclosing in good faith any unethical & improper practices or alleged wrongful conduct to the Head of Department or to the Managing Director or to the Audit Committee. Any Director(s) or Employee(s) against whom any adverse action has been taken due to his disclosure of information under this policy may approach the Audit Committee.

## **1. Safeguards**

### ***Harassment or Victimization:***

Harassment or victimization of the complainant will not be tolerated.

### ***Confidentiality:***

Confidentiality of whistle blower shall be maintained to the greatest extent possible. Every effort will be made to protect the whistle blower's identity, subject to legal constraints.

### ***Anonymous Allegations:***

Complainants must put their names to allegations as follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously shall not be usually investigated but subject to the seriousness of the issue raised the Audit Committee can initiate an investigation independently.

### ***Malicious Allegations:***

Malicious allegations by employees may result in disciplinary action.

## **2. False Allegation & Legitimate Employment Action**

An employee who knowingly makes false allegations of unethical & improper practices or alleged wrongful conduct to the Audit Committee shall be subject to disciplinary action, up to and including termination of employment, in accordance with Company rules, policies and procedures. Further, this policy may not be used as a defense by an employee against whom an adverse personnel action has been taken independent of any disclosure of information by him and for legitimate reasons or cause under Company rules and policies.

## **3. Disclosure**

A Director(s) or Employee(s) who observes or notices any unethical & improper practices or alleged wrongful conduct in the Company may inform/report the same to the Head of Department or in case it involves Managerial Personnel to the Managing Director and in exceptional cases to Audit Committee.

## **4. Accountabilities – Director(s) or Employee(s)**

- a. Bring to early attention of the company any improper practice they become aware of. Although they are not required to provide proof, they must have sufficient cause for concern.
- b. Avoid anonymity when raising a concern.
- c. Co-operate with investigating authorities, maintaining full confidentiality.

- d. The intent of the policy is to bring genuine and serious issues to the fore and it is not intended for petty complaints. Malicious allegations by Employee(s) may attract disciplinary action.
- e. A complainant has the right to protection from retaliation. But this does not extend to immunity for complicity in the matters that are the subject of the allegations and investigation.
- f. In exceptional cases, where the complainant is not satisfied with the outcome of the investigation carried out by the Ombudsperson, she/he can make a direct appeal to the Chairman of the Audit Committee.

## **5. Accountabilities – Head of Department/ Managing Director/ Audit Committee**

- a. Conduct the enquiry in a fair, unbiased manner.
- b. Ensure complete fact-finding.
- c. Maintain strict confidentiality.
- d. Decide on the outcome of the investigation, whether an improper practice has been committed and if so by whom.
- e. Recommend an appropriate course of action - suggested disciplinary action, including dismissal, and preventive measures.
- f. Minute Committee deliberations and document the final report.

## **VII. Procedures**

The whistle blowing procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, unethical & improper practices or alleged wrongful conduct shall make a disclosure to the Head of Department or in case it involves Managerial Personnel to the Managing Director and in exceptional cases to the Audit Committee as soon as possible but not later than 45 consecutive calendar days after becoming aware of the same. The Complainant may also directly approach the Chairperson of the Audit Committee or any member of the Audit Committee, in exceptional cases.

The Departmental Head shall immediately forward Whistle Blower Report to the Managing Director of the Company. The Managing Director may inquire in respect of the Whistle Blower Report and after preliminary inquiry, if required, shall report the same to the Audit Committee.

Audit Committee shall appropriately and expeditiously investigate all whistle blower reports received. In this regard, Audit Committee, if the circumstances so suggest, may appoint a whistle blower officer to investigate into the matter and prescribe the scope and time limit therefore.

Audit Committee shall have right to outline detailed procedure for an investigation. Where the Audit Committee has designated a Whistle Blower Officer, he shall mandatorily adhere to scope and procedure outlined by Audit Committee for investigation.

The Audit Committee or Whistle Blower Officer, as the case may be, shall have right to call for any information/document and inquire/ examination/ seek information of any Director(s) or Employee(s) of the Company or other person(s), as they may deem appropriate for the purpose of conducting investigation under this policy.

A report shall be prepared after completion of investigation and the Audit Committee shall consider the same. After considering the report, the Audit Committee shall determine the cause of alleged Adverse Personnel action and may order for appropriate course of action, which may inter-alia, include:

- a) Referring the matter to the Board for such suitable action against such Director(s) or Employee(s) as the Board may deem fit.
- b) Order for an injunction to restrain continuous violation of this policy;
- c) Reinstatement of the Director(s) or Employee(s) to the same position or to an equivalent position;
- d) Order for compensation for lost wages, remuneration or any other benefits, etc.
- e) Disciplinary action, including dismissal, if applicable, as well as preventive measures for the future.

Subject to legal constraints, she/he will receive information about the outcome of any investigations. All discussions would be minuted and the final report prepared. The decision of Audit Committee shall be final and binding. If and when the Audit Committee is satisfied that the alleged unethical & improper practice or wrongful conduct existed or is in existence, then the Audit Committee:

- a) recommend to Board to reprimand, take disciplinary action, impose penalty / punishment order recovery when any alleged unethical & improper practice or wrongful conduct of any Employee(s) is proved.
- b) recommend termination or suspension of any contract or arrangement or transaction vitiated by such unethical & improper practice or wrongful conduct

### **VIII. Notification and Confirmation**

Copy of this policy duly approved shall be placed before the Board and circulated among all the Director of the Company for their necessary action. Human Resource and Administration Department are required to notify & communicate the existence and contents of this policy to the employees/ functional head including CEO of the Company. The new employees shall be informed about the policy by the Human Resource and Administration department. This Policy should be reviewed by Audit Committee from time to time and any changes or modification recommended by Audit Committee would be approved by Board of Directors and shall be made available at the Web site of the Company.

## **IX. Annual Affirmation**

Human Resource Department shall annually affirm to the Compliance Officer that it has not denied any personnel access to the Audit Committee and that it has provided protection to whistle blower from adverse action. The affirmation shall form part of Corporate Governance report as attached to the Annual Report of the Company.

