



# THE WHISTLE BLOWER POLICY

## &

# VIGIL MECHANISM

<b>Document Name</b>	<b>Eimco Elecon (India) Limited (EIMCO) – Whistle Blower Policy &amp; Vigil Mechanism</b>
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## **Whistle Blower Policy & Vigil Mechanism**

EIMCO's Business Principles set high standards of conduct for its employees, contractors and suppliers. The Company believes that it is crucial that these principles be followed in order to ensure business success.

To create enduring value for all stakeholders and ensure the highest level of honesty, integrity and ethical behaviour in all its operations, the Company has formulated this Whistle Blower Policy & Vigil Mechanism in addition to the existing Code of Conduct that governs the actions of its employee to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviours or practices) that affect Company's interest / image.

### **1. Purpose, Scope and Guiding Principles**

EIMCO wants to know about any breach or potential breach of its Business Principles, unlawful conduct, financial malpractice or dangers to the public, the environment, or to anyone working for EIMCO, that may be occurring despite the rigorous compliance procedures of the Company. EIMCO 's employees therefore have a duty to inform promptly if they have any reason to suspect that there has been a breach or potential breach of the Business Principles or any other misconduct. If an issue is raised internally first, and acted upon, it is likely to reduce any damage that may otherwise occur. Reporting of issues will detect and possibly deter any further wrongdoing.

This Policy explains how employees and any other individual or organization should report their concerns, the types of issues that are covered by the Policy and guidance on how individuals can seek assistance when they have a concern.

EIMCO will not tolerate retaliation against any employee who in good faith seeks advice, raises a concern or reports misconduct.

Responsibility for investigating concerns raised under this Policy rests with the Fraud Investigating Officer, who reports to the Audit Committee for this purpose. The Audit Committee has responsibility for keeping the Policy under review and amending it as necessary.

All concerns raised under the Policy will be monitored to ensure that the company takes appropriate action to redress any issues.



## **2. Scope**

The Whistle Blower Policy applies to all employees of EIMCO and any employees working for entities and third parties such as contractors and agency workers.

The duty to report concerns applies to all employees of EIMCO. To fulfill this duty, employees must provide as much information as possible to ensure that a proper investigation can be carried out and must respond to requests for further information as the investigation progresses.

This policy is to enable the employee of the Company about the case of leakages or the instances of suspected leak of unpublished price sensitive information and to conduct the inquiry into such cases or instances.

Depending on the terms of their contracts, employees working for entities and third parties such as contractors and agency workers may also have a duty to report concerns under this Policy. Where there is no such contractual obligation, third party workers are encouraged to use this Policy and bring their concerns about EIMCO or anyone acting on our behalf to our attention.

Any other individual or organization such as supplier or family member can also use this Policy to report concerns regarding the conduct of EIMCO or anyone action on our behalf. Such openness can help information reach the management which may otherwise go unnoticed including the suspected violations.

### **The List of suspected violations is as follows:**

- Violation of any law or regulations, policies including but not limited to corruption,
- Theft, fraud, coercion and willful omission.
- Rebating of Commission/benefit or conflict of interest.
- Mismanagement, Gross wastage or misappropriation of company funds/assets.
- Manipulation of company data/records.
- Misappropriating cash/ company assets; leaking confidential or proprietary information/unpublished price sensitive information.
- Unofficial use of company's property/human assets.
- Activities violating company policies (including Code of Conduct)
- A substantial and specific danger to public health and safety.
- An act of discrimination or sexual harassment.



### **3. Raising concerns – where to go for help**

The whistle blowing procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, unethical or illegal conduct should be reported in the following manner:

Line management is the first place for concerns to be raised as managers will generally be closest to the situation and best able to help. If fraud is suspected intimation can be sent to the Fraud Investigation Officer. The contact details are:

The Executive Director/ Whole-time Director,  
Eimco Elecon (India) Limited,  
Anand-Sojitra Road,  
Vallabh Vidyanagar – 388 120, Dist. Anand, Gujarat, India  
Phone: 02692 230502 / 230602  
E-mail : [fiowb@eimcoelecon.in](mailto:fiowb@eimcoelecon.in)

### **4. Access to the Audit Committee**

The Audit Committee shall oversee the implementation of the Whistle Blower Policy & Vigil Mechanism and shall have the right to periodically call for necessary reports from any person in relation to the Whistle Blower Policy. In the extra ordinary circumstances where a person feels that he/she is not able to communicate his/her concern to the Fraud Investigation Officer, he/she has the option to address his/her concern to the Chairman of Audit Committee. The contact details are:

The Chairman of Audit Committee,  
Eimco Elecon (India) Limited,  
Anand-Sojitra Road,  
Vallabh Vidyanagar – 388 120, Dist. Anand, Gujarat, India  
Phone: 02692 230502 / 230602  
Email : [cacwb@eimcoelecon.in](mailto:cacwb@eimcoelecon.in)

### **5. Anonymous E-mail**

Anonymous E-mail will not be entertained. Strict action will be taken against any person found guilty of sending anonymous E-mail. Eimco offers a facility where a person can send an email to the In-charge Executive Director/Whole-time Director or to the Chairman of the Audit Committee disclosing his/her identity.



Person can access the following link using Web Browser:

For employees & Others	Visit our website <a href="http://www.eimcoelecon.in">www.eimcoelecon.in</a> in Investor Relation Section
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The site would display the following options:

For email to the Executive Director/ Whole-time Director

For email to the Chairman of the Audit Committee

## **6. Timing**

The earlier a concern is expressed, the easier it is to take action.

## **7. Evidence**

Although the whistle blower is not expected to prove the truthfulness of an allegation, the whistle blower needs to demonstrate to the person contacted that there are sufficient grounds for concern.

## **8. How the Complaint Will Be Handled**

The action taken will depend on the nature of the concern. The Audit Committee of the Board of Directors receives a report on each complaint and a follow-up report on actions taken.

## **9. Initial Inquiries**

Initial inquiries will be made to determine whether an investigation is appropriate and the form that it should take. Some concerns may be resolved by agreed action without the need for investigation.

## **10. Further Information**

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

## **11. Information**

Subject to legal constraints the complainant will receive information about the outcome of any investigations.



## **12. Protection**

No unfair treatment will be meted out to a Whistle Blower by virtue of his/her having reported a Protected Disclosure under this Policy. EIMCO, as a policy, condemns any kind of discrimination, harassment, victimization or any other unfair employment practice being adopted against Whistle Blowers. Complete protection will, therefore, be given to Whistle Blowers against any unfair practice like retaliation, threat or intimidation of termination/suspension of service, disciplinary action, transfer, demotion, refusal of promotion or the like including any direct or indirect use of authority to obstruct the Whistle Blower's right to continue to perform his duties/functions including making further Protected Disclosure.

## **13. Safeguards**

Harassment or victimization of the complainant will not be tolerated.

While it will be ensured that genuine Whistle Blowers are accorded complete protection from any kind of unfair treatment, any abuse of this protection will warrant disciplinary action.

Protection under this policy would not mean protection from disciplinary action arising out of false or bogus allegations made by a Whistle Blower knowing it to be false or bogus or with mala fide intention.

Whistle Blowers, who make three or more protected Disclosures, which have been subsequently found to be mala fide, frivolous, baseless, malicious or reported otherwise than in good faith, will be disqualified from reporting further protected disclosures under this policy. In respect of such Whistle Blowers, the Company/Audit Committee would reserve its right to take/recommend appropriate disciplinary action.

## **Confidentiality**

Every effort will be made to protect the complainant's identity confidential to the extent possible and permitted under law. Whistle Blower are cautioned that their identity may become known for reasons outside the control of the Audit Committee (e.g. during investigation carried out by Investigators).

## **Documentations**

All documentations relating to complaints or reports, pursuant to this policy, including any written submissions provided by the complainant, or by the Company as relevant to the complaint, and manner in which the complaint was received by the company and any response by the company to the complainant, shall be kept in accordance with the Company's record retention policy and applicable law.



**Right To Amendment:**

The Company holds the right to amend or modify the policy. Any amendment or modification of the policy would be done by an appropriate authority as mandated in law. The modified Vigil mechanism would be shared with the employees in writing, in absence of which the same shall not be binding on the employees and the Directors.

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