



## **KDDL LIMITED**

### **Whistle Blower Policy**

#### **1. Preface**

Pursuant to Regulation 22 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015 (Listing Regulations) and Section 177(9) of the Companies Act, 2013, every Listed Company is required to establish a Whistle Blower Policy for the directors, employees and other person dealing with the Company to report genuine concerns or grievances about unethical behaviour, actual or suspected fraud or violation of the Company's code of conduct.

The Company has adopted the ethical code of conduct for the complete transparency, integrity, accountability and corporate social responsibility. Any actual or potential violation of the Code would be a matter of serious concern for the company. The Directors, Employees and Person dealing with the Company can play an important role in pointing out such violations of the code.

Accordingly, this policy has been formulated with a view:

- To provide a mechanism for employees of the Company and other persons dealing with the Company to report to the Chairman of the Audit Committee; or Chairman & Managing Director or any other person who is nominated by the Audit Committee, any instance of unethical behaviour, actual or suspected fraud, violation of the Company's Ethics Policy or instances of leak of unpublished price sensitive information.
- To safeguard the confidentiality and interest of such employees / other persons dealing with the Company against victimization, who notice and report any unethical or improper practices
- To appropriately communicate the existence of such mechanism, within the organization and to outsiders

#### **2. Definitions**

The definitions of some of the terms used in this Policy are given below:

- a) "Alleged Person" means a person purportedly involved in the unethical practice and against whom or in relation to whom a Reported Disclosure has been made or evidence gathered during the course of an investigation.
- b) "Audit Committee" means the Audit Committee constituted by the Board of Directors of the Company in accordance with Section 177 of the Companies Act, 2013 (erstwhile Section 292A of the Companies Act, 1956) and read with the SEBI (LODR) Regulations, 2015
- c) "Compliance Officer" means Company Secretary of the Company or any other officer nominated by the Chief Executive Officer of the Company

d) "Employee" means every employee of the Company (whether working in India or abroad), including the Managing Director / Executive Director who are in whole time employment of the Company.

e) "Investigator(s)" means committee of officials/any official as may be decided by the Audit Committee to carry out investigation in the Reported Disclosure.

f) "Person dealing with the Company" means Government Authorities / Departments, Local Bodies, Business Associates, contractual service providers, contractors, agency staff or any other outside parties / non-employees dealing with the Company, whether directly or indirectly.

g) "Reported Disclosure" means any communication made in good faith that demonstrates information that may evidence any instance of unethical or improper behaviour / practice (not necessarily a violation of Law), actual or suspected fraud or violation of the Company's Code of Conduct Policy ("the unethical practice").

Examples of unethical practice:

- Criminal offences (corporate fraud, corruption, bribery or theft), which has been or is likely to be committed.
- Unethical business conduct and serious irregularities, regulatory or financial.
- Conflict of business interests.
- Misuse of Company Assets, Authority, Funds etc.
- Willful suppression of facts or Misstatement in any Company's records.
- Falsification of transactions/documents.
- Miscarriage of justice or any willful discrimination by the Management.
- Actions taken or proposed to be taken by the Management or acts of omissions by Management which will endanger safety of any employee/ person.
- Misuse of authority which may adversely affect the interest of the Company.
- Instances of leak of unpublished price sensitive information.
- Any other form of improper action or conduct.

h) "Whistle Blower" means any Director, Employee and/or any other person dealing with the Company making a Reported Disclosure under this Policy.

### **3. Scope**

All Directors or Employees of the Company and other persons dealing with the Company are eligible to make Reported Disclosures under the Policy. The Reported Disclosures may be in relation to matters concerning the Company and those dealing with the Company.

### **4. Policy**

The Company is committed to openness, transparency and accountability in all its affairs to achieve highest standards of Governance. The Policy reinforces the Company's approach by providing a forum to the Directors, Employees and other persons dealing with the Company to voice their concerns about suspected or actual unethical or improper practice.

## **5. Disqualifications**

While it would be ensured that the identity of genuine Whistle Blowers are protected and they are not subject to any kind of unfair treatment, any misuse of such protection would warrant disciplinary action. Protection under this Policy would not mean protection from disciplinary action against false or bogus allegations made by a Whistle Blower, knowing it to be false or bogus, or any reported disclosures made with a mala fide intention.

Whistle Blowers, who make three or more Reported Disclosures, which have been subsequently found to be malafide, frivolous, malicious, or reported otherwise than in good faith, will be disqualified from making further Disclosures under this Policy and suitable disciplinary action shall be initiated against such employee/person.

## **6. Procedure**

All Reported Disclosures should be addressed to the Chairman of the Audit Committee or the Managing Director. It should be addressed preferably through email or in writing as to ensure a clear understanding of the issues raised and not to be speculative. Reported Disclosures can also be put in the Special Box (with lock facility) under sealed cover with covering letter disclosing the name & address & contact no. of the Whistle Blower which will be kept secret while probing the matter.

Postal Address:

Mr. Anil Khanna, Chairman Audit Committee

Or Mr. Yashovardhan Saboo, Chairman & Managing Director

KDDL Ltd. SCO 88-89, Sector 8-C, Kamla Centre, Chandigarh 160 009,

Or Electronic Mail (E-mail): [whistleblower@kddl.com](mailto:whistleblower@kddl.com)

The Reported Disclosure shall include:

- The name of the employee & department for internal whistle blower and name of the complainant, his/her Company name & address for external whistle blower. Anonymous disclosures will be considered if these are supported by any material or substantive evidence against the wrong doing.
- The nature and facts of the Reported disclosure;
- The impact / effect either monetary or otherwise on the Company, if possible.

The Chairman of the Audit Committee or the Chairman & Managing Director shall consider factors like gravity of the alleged unethical practice and its impact and accordingly appoint Investigator(s) to further investigate. Appropriate care would be taken to keep the identity of the Complainant / Whistle Blower, confidential.

The process of investigation shall be kept confidential to the extent possible given the legitimate needs of law and the investigation. The person/s alleged to be involved in the unethical practice, shall co-operate with the Investigators during investigation. Such person/s shall have a reasonable opportunity of being heard. No evidence shall be withheld, destroyed or tampered with, and witnesses shall not be influenced, coached, threatened or intimidated, by any employee/person.

The Investigators shall complete the investigation within 45 (forty-five) days or within such period as may be granted by the Audit Committee. Investigators shall submit the report to the Chairman of the Audit Committee. Decision on the report would be taken by the Committee within 30 (thirty) days from the date of receiving Investigators Report. The Whistle Blower may appear directly before the Audit Committee in exceptional circumstances.

The decision would be communicated to the Complainant / Whistle Blower and the alleged persons by the Compliance Officer. If the Complainant / Whistle Blower or the alleged employee is not satisfied with the decision communicated, then they can request for personal appearance and re-hearing before the Audit Committee.

Audit Committee shall recommend suitable action and may advise the concerned Department Head to take suitable corrective measures to avoid recurrence of such Reported Disclosure. The Audit Committee shall decide on whether the outcome of an investigation shall be made public, keeping in view the best interest of the Company. The Compliance Officer shall assist in all respects to the Audit Committee and the Investigators, for smooth completion of the investigation process under the policy.

## **7. Protection**

No unfair treatment shall be given to a Complainant / Whistle Blower by virtue of his/her having made a Reported disclosure under this Policy. The Company shall ensure that any kind of discrimination, harassment, victimization or any other unfair employment practice is not adopted against Whistle Blowers.

No action would be taken to obstruct the Complainant's / Whistle Blower's right to continue to perform his/her duties including making further Reported Disclosures. The identity of the Complainant / Whistle Blower shall be kept confidential to the extent possible and permitted under law. Complainant / Whistle Blowers are cautioned that their identity may become known for reasons outside the control of the Chairman of the Audit Committee / Chief Executive Officer (e.g. during investigations carried out by Investigator(s)).

Any other employee / person assisting in the said investigation shall also be protected to the same extent as the Complainant / Whistle Blower.