

# **VIGIL MECHANISM / WHISTLE BLOWER POLICY OF INDUSTRIAL INVESTMENT TRUST LIMITED**

**1. The Vigil Mechanism / Whistle Blower Policy shall come into effect from April 01 , 2019.**

## **2. Preface**

The “Whistle Blower Policy” of Industrial Investment Trust Limited (the Company) was approved and adopted by the Board of Directors in its Meeting held on May 20, 2014 and has been amended at the Board Meeting held on March 18, 2019, in terms of the provisions of Section 177 of the Companies Act, 2013 and Rule 7 of the Companies (Meetings of the Board & its Powers) Rules, 2014 read with Regulation 22 of Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 as may be amended from time to time, which requires every listed company and such class or classes of companies, as may be prescribed to establish a vigil mechanism for its Directors and Employees, to report genuine concerns, and to freely communicate their concerns about illegal or unethical practices. The Vigil Mechanism shall provide for adequate safeguards against victimization of director(s) or employee(s) or any other person who avail the mechanism and also provide for direct access to the chairperson of the audit committee in appropriate or exceptional cases.

The objective of Whistle Blower Policy is to allow the Directors and employees to raise concerns about unacceptable improper practices and/or any unethical practices and/or other genuine concerns being followed in the organization without the employees being necessarily required to inform their superiors and to create awareness amongst employees to report instances of leak of unpublished price sensitive information.

This Policy is intended to check that whenever any unacceptable/improper practice and/or any unethical practice and/or any instances of leak of unpublished price sensitive information and/ or any other genuine concern is reported by a Director or an employee, proper action is taken to check such practice/wrongdoing and the concerned Director or employee is protected / safeguarded against any adverse action and/or any discrimination and/or victimization for such reporting.

Accordingly, this Vigil Mechanism / Whistle Blower Policy (“the Policy” or “this Policy”) has been formulated with a view to provide a mechanism for employees of the Company to approach the Chairman of the Audit Committee or Chairman of the Company.

This Policy is in addition to the existing Code and Policies which will continue to remain effective.

### 3. Policy Objectives

The Company is committed to adhere to the highest standards of ethical, moral and legal conduct of business operations. To maintain these standards, the Company encourages its employees who have concerns about suspected misconduct to come forward and express these concerns without fear of punishment or unfair treatment. A Vigil (Whistle Blower) mechanism provides a channel to the employees and Directors to report to the management concerns about unethical behavior, actual or suspected fraud or violation of the Codes of conduct or policy. The mechanism provides for adequate safeguards against victimization of employees and Directors to avail of the mechanism and also provide for direct access to the Chairman/ CEO/ Chairman of the Audit Committee in exceptional cases.

This neither releases employees from their duty of confidentiality in the course of their work nor can it be used as a route for raising malicious or unfounded allegations against people in authority and / or colleagues in general.

### 4. Scope of the Policy

This Policy covers malpractices and events which have taken place / suspected to have taken place, misuse or abuse of authority, fraud or suspected fraud, violation of company rules, manipulations, negligence causing danger to public health and safety, misappropriation of monies, and other matters or activity on account of which the interest of the Company is affected and formally reported by whistle blowers concerning its employees.

### 5. Definitions

The definitions of the key terms used in this Policy are given below. [Terms not defined hereinbelow shall have the meaning assigned to them under the Code/Policies]

- a. **“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 and read with Clause 49 of the Listing Agreement with the Stock Exchanges.
- b. **“Code”** mean a separate Code of Conduct for employees including Members of Board of Directors.
- c. **“Employee”** means every Employee of the Company (whether working in India or abroad), including Members of the Board of Directors of the Company.

- d. **“Investigators”** means those persons authorized, appointed, consulted or approached by the Chairman of the Audit Committee / Chairman of the Company including the Auditors of the Company and the Police.
- e. **“Protected Disclosure”** means any communication made in good faith that discloses or demonstrates information that may evidence illegal or unethical behavior, actual or suspected fraud or violation of the Company’s Code or Policies or any improper activity.
- f. **“Subject”** means a person against or in relation to whom a Protected Disclosure has been made or evidence gathered during the course of an investigation.
- g. **“Whistle Blower”** means someone who makes a Protected Disclosure under this Policy.

## **6. Eligibility**

All Employees of the Company are eligible to make Protected Disclosures under the Policy. The Protected Disclosures may be in relation to matters concerning the Company.

## **7. Receipt and Disposal of Protected Disclosures**

- a. All Protected Disclosures should be addressed to the Chairman of the Audit Committee or Chairman of the Company for investigation.
- b. The contact details of the Chairman of the Audit Committee / Chairman of the Company is as under:

### **Chairman of the Audit Committee:**

**Mr. Milind Desai**  
B 101/102 Devdarshan,  
Mogul Lane,  
Mahim, Mumbai- 400016

### **Chairman of the Company:**

**Dr. B. Samal**  
Flat No. 1101, Lokhandwala Galaxy,  
Junction of NM Joshi & KK Marg,  
Near S Bridge, Byculla West,  
Mumbai-400011

- c. If a protected disclosure is received by any Executive(s) of the Company other than Chairman of Audit Committee or Chairman of the Company, the same should be forwarded to the Chairman of the Audit Committee or Chairman of the Company for further appropriate action.

Appropriate care must be taken to keep the identity of the Whistle Blower(s) confidential.

- d. Protected Disclosure should be reported in writing so as to ensure a clear understanding of the issues raised, be typed in English, Hindi or in the Regional Language of the place of employment of the Whistle Blower(s).
- e. The Protected Disclosure should be forwarded under a covering letter which shall bear the identity of the Whistle Blower(s). The Chairman of the Audit Committee / Chairman of the Company, as the case may be, shall detach the covering letter and forward only the Protected Disclosure to the Investigators for investigation.
- f. Protected Disclosures should be factual and not speculative or in the nature of a conclusion, and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern.

## **8. Investigation**

- a. All Protected Disclosures reported under this Policy would be thoroughly investigated by the Chairman of the Audit Committee / Chairman of the Company who would investigate/oversee the investigations.
- b. The Chairman of the Audit Committee/Chairman of the Company may at his/its discretion, consider involving any investigators for the purpose of investigation.
- c. The decision to conduct an investigation taken by the Chairman of the Audit Committee / Chairman of the Company is by itself not an accusation and is to be treated as a neutral fact-finding process. The outcome of the investigation may or may not support the conclusion of the Whistle Blower that an improper or unethical act was committed.
- d. The identity of a Subject and the Whistle Blower would be kept confidential to the extent possible given the legitimate needs of law and the investigation.
- e. Subjects would normally be informed of the allegations at the outset of a formal investigation and have opportunities for providing their inputs during the investigation.

- f. Subjects shall have a duty to co-operate with the Chairman of the Audit Committee / Chairman of the Company or any of the Investigators during investigation to the extent that such co-operation will not compromise self- incrimination protections available under the applicable laws.
- g. Subjects have a right to consult with a person or persons of their choice, other than the Chairman of the Company / Members of the Audit Committee / Investigators / the Whistle Blower(s)
- h. Subjects have a responsibility not to interfere with the investigation. Evidence shall not be withheld, destroyed or tampered with and witnesses shall not be influenced, coached, threatened or intimidated by the subjects.
- i. Unless there are compelling reasons not to do so, Subjects would be given the opportunity to respond to material findings contained in an investigation report. No allegation of wrongdoing against a Subject shall be considered as maintainable unless there is good evidence in support of the allegation.
- j. Subjects have a right to be informed of the outcome of the investigation.
- k. The investigation shall be completed normally within 45 days of the receipt of the Protected Disclosure.

## **9. Protection**

- a. For the purpose of providing protection to the Whistle Blower(s), the Whistle Blower(s) should disclose his/her identity in the covering letter forwarding such Protected Disclosure.
- b. The identity of the Whistle Blower(s) shall be kept confidential unless otherwise required by law, and in which case the Whistle Blower(s) would be informed accordingly.
- c. No unfair treatment would be meted out to a Whistle Blower(s) by virtue of his/her having reported a Protected Disclosure under this Policy. The Company, as a Policy, condemns any kind of discrimination, harassment, victimisation or any other unfair employment practice being adopted against Whistle Blower(s). Complete protection would, therefore, be given to Whistle Blower(s) against any unfair practice like retaliation, treat 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. The Company

would take steps to minimize difficulties, which the Whistle Blower(s) may experience as a result of making the Protected Disclosure.

- d. A Whistle Blower(s) may report any violation of the above Clause to the Chairman of the Audit Committee / Chairman of the Company, who shall investigate into the same and recommend suitable action to the Management.
- e. Any other Employee assisting in the said investigation shall also be protected to the same extent as the Whistle Blower(s).

## **10. Accountabilities – Whistle Blowers**

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. Delay in reporting may lead to loss of evidence and also financial loss for the Company.

b) Avoid anonymity when raising a concern.

c) Follow the procedures prescribed in this policy for making a Disclosure.

d) Co-operate with investigating authorities, maintaining full confidentiality.

e) The intent of the policy is to bring genuine and serious issues to the fore and it is not intended for petty Disclosures. Employees are expected to avoid invoking their rights under this Policy to settle personal scores or to give vent to their malicious intentions. Malicious allegations by employees may attract disciplinary action.

f) A whistle blower has the right to protection from retaliation. But this does not extend to immunity for involvement in the matters that are the subject of the allegations and investigation.

g) Maintain confidentiality of the subject matter of the Disclosure and the identity of the persons involved in the alleged Malpractice. It may forewarn the Subject and important evidence is likely to be destroyed.

## **11. Disqualifications**

- a. While it would be ensured that genuine Whistle Blower(s) are accorded complete protection from any kind of unfair treatment as herein set out, any abuse of this protection would warrant disciplinary action.

- b. Protection under this Policy would not mean protection from disciplinary action arising out of false or bogus allegations made by a Whistle Blower(s) knowing it to be false or bogus or with a mala fide intention.
- c. Whistle Blower(s), who make any Protected Disclosures, which have been subsequently found to be mala fide or malicious or Whistle Blower(s) who make 3 or more Protected Disclosures, which have been subsequently found to be frivolous, baseless or reported otherwise than in good faith, would be disqualified from reporting further Protected Disclosures under this Policy and may be subject to disciplinary action.

## **12. Investigators**

- a. Investigators are required to conduct a process towards fact-finding and analysis. Investigators shall derive their authority and access rights from the Chairman of the Audit Committee/ Chairman of the Company when acting within the course and scope of their investigation.
- b. Technical and other resources may be drawn upon as necessary to augment the investigation. All Investigators shall be independent and unbiased both in fact and as perceived. Investigators have a duty of fairness, objectivity, thoroughness, ethical behavior and observance of legal and professional standards.
- c. Investigations would be launched only after a preliminary review by the Chairman of the Audit Committee or the Chairman of the Company as the case may be, which establishes that:
  - i the alleged act constitutes an improper or unethical activity or conduct: and
  - ii the allegation is supported by information specific enough to be investigated or in cases where the allegation is not supported by specific information, it is felt that the concerned matter is worthy of Management review.

## **13. Decision**

If an investigation leads the Chairman of the Audit Committee / Chairman of the Company to conclude that an illegal or unethical behavior, actual or suspected fraud or violation of the Company's Codes or Policies or any improper activity has taken place/ has been committed, Chairman of the Audit Committee / Chairman of the Company shall recommend to the Management of the Company to take such disciplinary or corrective action as the Chairman of the Audit Committee / Chairman of the Company may deem fit.

#### **14. Reporting**

A report with number of complaints received under this Policy and their outcome shall be placed before the Audit Committee on a regular basis.

#### **15. Retention of Documents**

All Protected Disclosures in writing or documented alongwith the results of investigation relating thereto shall be retained by the Company for a minimum period of seven years.

#### **16. Amendment**

The Company reserves its right to amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever. However, no such amendment or modification would be binding on the Employees unless the same is notified to the Employees.

Place: Mumbai

Date: March 18, 2019