

## **VIGIL MECHANISM**

Employees and Directors can make Protected Disclosure to the Chairman of the Audit Committee of the Company. If it is received by another person, the same should be forwarded to the Audit Committee Chairman for further appropriate action.

Name of the Whistle Blower need not be disclosed.

The Audit Committee Chairman shall takes steps to investigate within a stipulated time period and after end of investigation make a detailed written record of the Protected Disclosure.

The Audit Committee Chairman who shall either

- i) In case the Protected Disclosure is proved, accept the findings of the and take such Disciplinary Action as he may think fit and take preventive measures to avoid re-occurrence of the matter ; or
- ii) In case the Protected Disclosure is not proved, extinguish the matter; or
- iii) Depending upon the seriousness of the matter, the Audit Committee Chairman may refer the matter to the Committee of Directors with proposed disciplinary action / counter measures.

Notwithstanding the above, the Whistle Blower shall have direct access to the Chairman of the Audit Committee in exceptional cases

Audit Committee can seek the assistance of other departments and other external consultants in appropriate cases.

In case of repeated frivolous complaints being filed by a Whistle Blower, the Audit Committee may take suitable action against the concerned Whistle Blower including reprimand.