



# **WHISTLE BLOWER POLICY**

## Document control information

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**TABLE OF CONTENTS**

**1. PREFACE.....4**

**2. POLICY .....4**

**3. DEFINITIONS .....4**

**4. THE GUIDING PRINCIPLES.....5**

**5. COVERAGE OF POLICY .....6**

**6. DISQUALIFICATIONS .....6**

**7. MANNER IN WHICH CONCERN CAN BE RAISED .....7**

**8. PROTECTION .....8**

**9. SECRECY/CONFIDENTIALITY .....8**

**10. REPORTING .....9**

**11. COMPANY’S POWERS .....9**

**12. REFERENCES .....9**

**6.1 Standards, Guidelines.....9**

**6.2 Related QMS Process, Forms, Templates and Storage .....9**

## 1. Preface

- 1.1. The Company believes in the conduct of the affairs of its constituents in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity and ethical behavior.
- 1.2. The Company is committed to developing a culture where it is safe for all employees to raise concerns about any poor or unacceptable practice and any event of misconduct.
- 1.3. Section 177 of the Companies Act, 2013 read with Rule 7 of The Companies (Meetings of Board and its Powers), 2014 and the Listing Regulations, inter-alia, provides, a mandatory requirement, for all listed companies to establish a mechanism called “Vigil Mechanism (Whistle Blower Policy)” for Stakeholder including directors and employees, to report concerns about unethical behavior, actual or suspected fraud or violation of the Company’s code of conduct or ethics policy.
- 1.4. Amended provisions of the SEBI (Prohibition of Insider Trading) Regulations 2015, coming into effect from 1st April 2019, mandates the Company to have a whistle blower policy to enable employees to report instances of leak of UPSI (Unpublished Price Sensitive Information). The same is made part of the existing whistle blower policy and is duly approved by the Board in its meeting dated 27.03.2019.
- 1.5. The purpose of this policy is to provide a framework to promote responsible and secure whistle blowing. It protects directors and employees wishing to raise a concern about serious irregularities including instances of leak of UPSI within the Company.
- 1.6. The policy neither releases Stakeholder from their duty of confidentiality in the course of their dealings, nor is it a route for taking up a grievance about a personal situation.

## 2. Policy

- 2.1. This Policy is for the Directors and the Employees as defined hereinafter.
- 2.2. The Policy has been drawn up so that the Directors and Employees can be confident about raising a concern. The areas of concern covered by this Policy are summarized in paragraph 5.

## 3. Definitions

- 3.1. “**Audit Committee**” means the Audit Committee constituted by the Board of Directors of the Company in accordance with the Companies Act, 2013 and Regulation 18 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”)
- 3.2. “Director” means a Director on the board of the Company whether whole-time or otherwise.
- 3.3. “Disciplinary Action” means any action that can be taken on the completion of / during the investigation proceedings including but not limiting to a warning, imposition of fine, suspension from official duties or any such action as is deemed to be fit considering the gravity of the matter.
- 3.4. “Employee” means every employee of the Company (whether working in India or abroad)
- 3.5. “**Leak of UPSI**” means communication of information which is/deemed to be UPSI by any person, who is in possession of UPSI, to any other person, directly or indirectly, overtly or covertly or in any manner whatsoever, except for legitimate purposes as defined in a Code of fair disclosures, performance of duties or discharge of legal obligations

- 3.6. "Protected Disclosure" means a concern raised by a written communication made in good faith that discloses or demonstrates information that may evidence unethical or improper activity. Protected Disclosures should be factual and not speculative in nature.
- 3.7. "Subject" means a person against or in relation to whom a Protected Disclosure is made or evidence gathered during the course of an investigation.
- 3.8. "Whistle Blower" is someone who makes a Protected Disclosure under this Policy and an employee of a Company making a disclosure under PIT regulations for reporting leak of UPSI
- 3.9. "Whistle Officer" or "Committee" means an officer or Committee of persons who is nominated/appointed to conduct detailed investigation of the disclosure received from the whistle blower and recommend disciplinary action
- 3.10. "Ombudsperson" will be the chairman of the Audit Committee for the purpose of receiving all complaints under this Policy and ensuring appropriate action.
- 3.11. "Unpublished price sensitive information or UPSI" means any information, relating to a company or its securities, directly or indirectly, that is not generally available which upon becoming generally available, is likely to materially affect the price of the securities and shall, ordinarily including but not restricted to, information relating to the following:–
- i) financial results;
  - ii) dividends;
  - iii) change in capital structure;
  - iv) (iv mergers, de-mergers, acquisitions, de-listings, disposals and expansion of business and such other transactions;
  - v) changes in key managerial personnel;

**Note:** Words and expressions used and not defined in this Policy but defined in the SEBI (Prohibition of Insider Trading) Regulations, 2015, the Securities and Exchange Board of India Act, 1992, the Securities Contracts (Regulation) Act, 1956, the Depositories Act, 1996 or the Companies Act, 2013 and the Rules and Regulations made there under shall have the meanings respectively assigned to them in those legislation.

#### 4. The Guiding Principles

- 4.1. To ensure that this Policy is adhered to, and to assure that the concern will be acted upon seriously, the Company will:
1. Ensure that the Whistle Blower and/or the person processing the Protected Disclosure is not victimized for doing so;
  2. 4.1.2 Treat victimization as a serious matter including initiating disciplinary action on such person/(s);
  3. Ensure complete confidentiality.
  4. Not attempt to conceal evidence of the Protected Disclosure;
  5. Take disciplinary action, if any one destroys or conceals evidence of the Protected Disclosure made/to be made;

6. Provide an opportunity of being heard to the persons involved especially to the Subject;

## 5. Coverage of Policy

5.1. The Policy covers malpractices and events which have taken place/ suspected to take place involving:

1. Abuse of authority;
2. Breach of contract;
3. Negligence causing substantial and specific danger to public health and safety;
4. Manipulation of company data/records;
5. Financial irregularities, including fraud, or suspected fraud or deficiencies in Internal Control and checks or deliberate error in preparation of Financial Statements or Misrepresentation of financial reports;
6. Criminal offence;
7. Pilferation of confidential/propriety information;
8. Deliberate violation of law/regulation;
9. Wastage/misappropriation of company funds/assets;
10. Breach of employee Code of Conduct/Ethics Policy or Rules;
11. Any other unlawful act, whether Criminal or Civil;
12. Any other unethical, biased, favored, imprudent event;
13. leak / suspected leak of UPSI;

5.2. Policy should not be used in place of the Company grievance procedures or be a route for raising malicious or unfounded allegations against colleagues.

## 6. Disqualifications

- 6.1. While it will be ensured that genuine Whistle Blowers are accorded complete protection from any kind of unfair treatment as herein set out, any abuse of this protection will warrant disciplinary action.
- 6.2. 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 a mala fide intention.
- 6.3. Whistle Blowers, who make any Protected Disclosures, which have been subsequently found to be mala fide, frivolous or malicious shall be liable to be prosecuted under Company's Code of Conduct.

## 7. Manner in which concern can be raised

- 7.1. Employees can make Protected Disclosure to Ombudsperson at [whistleblower@axiscades.com](mailto:whistleblower@axiscades.com), as soon as possible but not later than 30 consecutive days after becoming aware of the same
- 7.2. Whistle Blower must put his/her name to allegations. Concerns expressed anonymously WILL NOT BE investigated.
- 7.3. If initial enquiries by the Ombudsperson indicate that the concern has no basis, or it is not a matter of investigation pursued under this Policy, it may be dismissed at this stage and the decision is documented.
- 7.4. Where initial enquiries indicate that further investigation is necessary, this will be carried through either by the Ombudsperson alone, or by a Whistle Officer/Committee nominated by the Ombudsperson for this purpose. The investigation would be conducted in a fair manner, as a neutral fact-finding process and without presumption of guilt. A written report of the findings would be made.
- 7.5. Name of the Whistle Blower shall not be disclosed to the Whistle Officer/Committee unless required for the purpose of investigation.
- 7.6. The Ombudsperson/Whistle Officer/Committee shall:
- i) Make a detailed written record of the Protected Disclosure. The record will include:
    - a) Facts of the matter
    - b) Whether the same Protected Disclosure was raised previously by anyone, and if so, the outcome thereof;
    - c) Whether any Protected Disclosure was raised previously against the same Subject;
    - d) The financial/ otherwise loss which has been incurred / would have been incurred by the Company.
    - e) Findings of Ombudsperson/Whistle Officer/Committee;
    - f) The recommendations of the Ombudsperson/Whistle Officer/Committee on disciplinary/other action/(s).
  - ii) The Whistle Officer/Committee shall finalise and submit the report to the Ombudsperson within 15 days of being nominated/appointed, unless more time is required under exceptional circumstances.
- 7.7. On submission of report, the Whistle Officer /Committee shall discuss the matter with Ombudsperson who shall either:
- i) In case the Protected Disclosure is proved, accept the findings of the Whistle Officer /Committee and take such Disciplinary Action as he may think fit and take preventive measures to avoid re-occurrence of the matter;
  - ii) In case the Protected Disclosure is not proved, extinguish the matter;
- Or

- iii) Depending upon the seriousness of the matter, Ombudsperson may refer the matter to the Committee of Directors (Whole-time Directors) with proposed disciplinary action/counter measures. The Committee of Directors, if thinks fit, may further refer the matter to the Audit Committee for necessary action with its proposal. In case the Audit Committee thinks that the matter is too serious, it can further place the matter before the Board with its recommendations. The Board may decide the matter as it deems fit.

7.8. In exceptional cases, where the Whistle Blower is not satisfied with the outcome of the investigation and the decision, he/she can make a direct appeal to the Chairman of the Audit Committee.

## 8. Protection

8.1. No unfair treatment will be meted out to a Whistle Blower by virtue of his/her having reported a Protected Disclosure under this Policy. The Company, as a policy, condemns any kind of discrimination, harassment, victimization or any other unfair employment practice being adopted against Whistle Blower. Complete protection will, therefore, be given to Whistle Blower against any unfair practice like retaliation, threat or intimidation of termination/suspension of service, disciplinary action, transfer, demotion, refusal of promotion, discrimination, any type of harassment, biased behavior 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 will take steps to minimize difficulties, which the Whistle Blower may experience as a result of making the Protected Disclosure. Thus, if the Whistle Blower is required to give evidence in criminal or disciplinary proceedings, the Company will arrange for the Whistle Blower to receive advice about the procedure, etc.

8.2. The identity of the Whistle Blower shall be kept confidential.

## 9. Secrecy/Confidentiality

9.1. The Whistle Blower, the Subject, the Whistle Officer and everyone involved in the process shall:

1. maintain complete confidentiality/ secrecy of the matter
2. not discuss the matter in any informal/social gatherings/ meetings
3. discuss only to the extent or with the persons required for the purpose of completing the process and investigations
4. not keep the papers unattended anywhere at any time
5. keep the electronic mails/files under password

9.2. If anyone is found not complying with the above, he/ she shall be held liable for such disciplinary action as is considered fit.



## 10. Reporting

10.1.A quarterly report with number of complaints, if any, received under the Policy and their outcome shall be placed before the Audit Committee.

## 11. Company's Powers

The Company is entitled to amend, suspend or rescind this policy at any time. Whilst, the Company has made best efforts to define detailed procedures for implementation of this policy, there may be occasions when certain matters are not addressed or there may be ambiguity in the procedures. Such difficulties or ambiguities will be resolved in line with the broad intent of the policy. The Company may also establish further rules and procedures, from time to time, to give effect to the intent of this policy and further the objective of good corporate governance.

## 12. References

### 6.1 Standards, Guidelines

SN	Title and Description	Number
01	Quality management systems -- Requirements	AS9100 D, ISO - 9001:2015 and ISO 13485:2003

### 6.2 Related QMS Process, Forms, Templates and Storage

SN	Document Name	Document Number	Records Storage
01	Nil	Nil	Nil
02			
03			