



**ZENITH FIBRES LIMITED**  
**Whistle - Blower Policy/Vigil Mechanism**

**OBJECT**

The Company has adopted a Code of Conduct ("The Code") to be followed by its Directors, Senior Management Executives and Employees of the Company. Any actual or potential violation of the Code howsoever insignificant or so perceived would be a matter of serious concern for the Company.

The Companies Act, 2013 mandates the Company to establish a vigil mechanism whereby, such violation of the Code of Conduct and/ or the ethics policy in addition to the genuine grievances of the Directors and employees of the Company can be monitored and adequately addressed.

Under these given circumstances, the Company has formulated the present policy for establishing the Vigil Mechanism/ Whistle Blower Policy to safeguard the interest of its Directors and employees, to freely communicate and address to the Company their genuine concerns in relation to any illegal or unethical practice being carried out in the Company.

**VIGIL COMMITTEE**

The Audit Committee of the Company shall together constitute the Vigil Committee which shall be responsible for monitoring and overseeing the functioning of the Vigil mechanism so constituted hereunder.

The Company shall disclose the details of the Vigil Committee on its website and in the report of the Board of Directors

In the event any member of the Committee has a conflict of interest in a given case, such a member shall immediately recuse himself/herself from participating and deciding on such matter. The other members of the Committee shall deal with such matter as may be brought forward.

**MANNER OF RAISING CONCERN**

The Directors / employees (hereinafter referred to as the 'Whistle Blower') may report any of their genuine concern including actual or suspected fraud or violation of the Code and/ or ethics policy of the Company in writing (save and except in case of any exigency) in a closed and sealed envelope addressed to the Chairman of the Audit Committee unless a Whistle Officer is separately appointed by the Company if the need arises. The Complainant should write his/her name on the covering letter inside the envelope. Alternatively, the same can also be sent via email to the email ID of the Audit Committee Chairman. The name of the Complainant should be mentioned in the body of the mail and the file containing the concern should be protected by a password. The password for opening the file should be intimated separately via email or in writing to the Audit Committee Chairman.



The contact details of the Audit Committee Chairman are as under:

Name and Address- Mr. Mukund Beriwal  
'Palm Beach', 2<sup>nd</sup> Floor  
67A Pochkhanawala Road, Worli  
MUMBAI 30  
Email ID – [mukund78@hotmail.com](mailto:mukund78@hotmail.com)

### **INVESTIGATION**

The Audit Committee Chairman shall on receipt of such report proceed to call a meeting of the Vigil committee at the earliest practicable. The report so received shall be placed for the consideration and deliberation of the committee at the meeting held in this regard. The Committee wherever necessary may refer the reported matter or any issue(s) arising there from to any competent forum, professional experts and/or legal counsels, whether internal or external, for requisite review, analysis, investigation and consequent guidance/opinion/advise, if any, so as to take an effective, rational and unbiased redressal measure with regard to such reported matter and/ or issue(s) arising there from.

### **FRIVOLOUS COMPLAINTS**

The Company shall support the initiatives whereby, genuine and bona fide concerns of the Whistle Blower can be addressed and proper/ corrective measures can be taken. However this mechanism should not be employed for making malicious and frivolous complaints which shall be dealt strictly by the Vigil Committee against the Complainant.

### **RIGHTS OF A WHISTLE BLOWER/ACCUSED**

- a) the Whistle Blower/accused shall have a right to be heard and adequate time and opportunity shall be given for the subject to communicate his/her say on the matter if the Committee so desires.
- b) the Whistle Blower/Accused shall have the right to be informed of the outcome of the investigation and shall be so informed in writing by the Company after the Completion of the Inquiry/investigation process by the Vigil Committee.

### **DECISION AND REPORTING**

The Vigil Committee on completion of its investigation shall have the right to take such action as it may deem just and proper. Such decision shall be final and binding on all concerned parties including the Company. The Vigil Committee shall also submit a report of the investigation carried out and the results of the same to the Board of Directors as its next meeting.



## Whistle - Blower Policy /Vigil Mechanism policy

It shall be the duty of the Vigil Committee to always act in good faith and be prudent and reasonable in their approach. There should not be any 'prejudice' in their reporting and decision making.

### **NON-RETALIATION**

No Whistle Blower who, in good faith, makes a disclosure or lodges a complaint in accordance with this policy shall suffer reprisal, discrimination or adverse employment consequences. The Company shall as a policy, condemn any discrimination, harassment, victimization or any other unfair employment practice being adopted against the Whistle Blower.

Any other official of the Company assisting in the said investigation shall also be protected in the same manner and extent as the Whistle Blower.

### **SECRECY/CONFIDENTIALITY**

The identity of the Whistle Blower shall be revealed only amongst the members of the Vigil Committee/Chairman of the Company or any other person/outside agency authorised to investigate the matter as the case may be and only if required. The identity of the Whistle Blower will not be revealed unless he or she himself/herself has made either his/her details public or disclosed his/her identity to any other officer or authority.

The Whistle Blower, the Accused, the Whistle Officer (as and when appointed) and everyone involved in the process shall:

- a. maintain complete confidentiality/ secrecy of the matter
- b. not discuss the matter in any informal/ social gathering/ meetings
- c. discuss only to the extent or with the persons required for the purpose of completing the process and investigations
- d. not keep the papers unattended anywhere at any time
- e. keep the electronic mails/files under password protection

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

### **AMENDMENT**

The Chairman of the Audit Committee with the concurrence of the members of the Audit Committee shall have the right to amend or modify this Policy in whole or in part, at any time without assigning any reason, whatsoever.