

WHISTLE BLOWER POLICY / VIGIL MECHANISM OF BLOSSOM INDUSTRIES LIMITED

1. Preface:

As per Sub section (9) and (10) of Section 177 of Companies Act, 2013 read with Rule 7 (of Companies Meeting of Board and its Power) Rules, 2014, specified Companies shall establish Vigil Mechanism. However, our Company does not fall under the said purview. Our 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. Thus, for better efficiency and transparency, the Company has adopted the Vigil Mechanism Policy.

2. Policy Objectives:

A Whistle Blower (Vigil) Mechanism provides a channel to the employees 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 to avail of the mechanism and also provide for direct access to the members of the Audit Committee.

3. Scope of the Policy:

This Policy covers Malpractices and events which have taken place or suspected to have taken place, misuse or abuse of authority, fraud or suspected fraud, 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 concerning.

4. Definitions:

4.1 **“Alleged Wrongful Conduct”** shall mean violation of law, misappropriation of monies, actual or suspected fraud, substantial and specific danger to public health, safety or abuse of authority”.

4.2 **“Directors”** means every Director of the Company, past or present.

4.3 **“Audit Committee”** means the Audit Committee of Directors constituted by the Board of Directors of the Company in accordance with Section 177 of the Companies Act, 2013.

4.4 **“Board”** means Board of Directors of the Company.

4.5 **“Company”** means Blossom Industries Limited

- 4.6 **“Employees”** means all present Employees and Directors of the Company.
- 4.7 **“Protected Disclosure”** means any communication made in good faith that discloses or demonstrates information that may evidence unethical or improper activity.
- 4.8 **“Subject”** means a person or group of persons against or in relation to whom a Protected Disclosure is made or evidence gathered during the course of an investigation.
- 4.9 **“Whistle Blower”** is an employee or group of employees who make a Protected Disclosure under this policy and also referred in this policy as complainant.

5. Receipt and disposal of protected Disclosures:

- 5.1 Protected Disclosures should be reported in writing by the Complainant as soon after the whistle blower becomes aware of the same so as to ensure clear understanding of the issues raised and should either be typed or write in a legible handwriting in English or in Hindi.
- 5.2 The Protected disclosure should be submitted in a closed and secured envelope and should be super scribed as “Protected Disclosure under the Whistle Blower Policy”. If the Complaint is not super scribed and closed as mentioned above it will not be possible for the Members of the Audit Committee to protect the complainant and the protected disclosure will be dealt with as if a Normal Disclosure.

In order to protect the identity of the Complainant, the Members of the Audit Committee will not issue any acknowledgement to the Complainant and the Complainants are advised neither to write the name/ address of the Complainant on the envelope nor to enter into any further correspondence with the Members of the Audit Committee. In case any further clarification is required the Member will get in touch with the Complainant.

- 5.3 Anonymous/ Pseudonymous Disclosure shall not be entertained by the Members of the Audit Committee.
- 5.4 The Protected Disclosure should be forwarded under a covering letter signed by the Complainant. The Members of the Audit Committee shall detach the covering letter bearing the identity of the whistle blower and process only the Protected Disclosure.
- 5.5 All Protected Disclosure should be addressed to the Chairman of the Audit Committee. The Contact Details of the Chairman is as under:
Name of the Chairman Director: Mr. P. R. Barpande
Same should be sent on the Company’s registered office address
- 5.6 On receipt of the protected disclosure the Members of the Audit Committee shall make a record of the Protected Disclosure and also ascertain from the complaint whether he/she was the person who made the protected disclosure or not before referring for investigation and needful action. The record will include:
- a) Brief Facts;

- b) Whether the same Protected Disclosure was raised previously on same subject;
- c) Whether the same Protected Disclosure was raised previously by anyone, and if so, the outcome thereof;
- d) Findings of the Members of the Audit Committee;
- e) The recommendations of the Members of the Audit Committee/other action (s)

5.7 The Members of the Audit Committee if deem fit may call for further information or particulars from the complainant.

6. Disqualifications:

6.1 While it will be ensured that genuine Whistleblowers 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 Whistleblower knowing it to be false or bogus or with a mala fide intention.

6.3 Whistleblowers, who make three or more Protected Disclosures, which have been subsequently found to be mala fide, frivolous, baseless, malicious, or reported otherwise than in good faith, will be disqualified from reporting further Protected Disclosures under this Policy. In respect of such Whistleblowers, the Company/Audit Committee would reserve its right to take/recommend appropriate disciplinary action.

7. Investigation:

7.1 All Protected disclosures under this policy will be recorded and thoroughly investigated. The Members of the Audit Committee may investigate.

7.2 The decision to conduct an investigation taken Members of the Audit Committee is by itself not an accusation and is to be treated as neutral fact finding process.

7.3 Subject(s) will normally be informed in writing of the Allegations at the outset of a formal investigation and have opportunities for providing their inputs during the investigation.

7.4 Subject(s) shall have a duty to co-operate with the Members of the Audit Committee in regard to the extent that such cooperation will not compromise self incrimination protections available under the applicable laws.

7.5 Subject(s) have a responsibility not to interfere with the Investigation. Evidence shall not be withheld, destroyed, or tempered with and witness shall not be influenced, coached, threatened or intimidated by the subject(s).

7.6 The investigation shall be completed normally within 30 days of the receipt of the protected disclosure and is extendable by such period as the Members of the Audit Committee deems fit and as applicable.

8. Decision and Reporting:

- 8.1 Members of the Audit Committee after examination matter will take further appropriate action in this regard or shall close the matter, for which he shall record the reasons. Copy of above decision shall be addressed to the complainant and the subject.
- 8.2 If the report of investigation is not to the satisfaction of the complainant, the complainant has been right to report the event to the appropriate legal or investigation agency.
- 8.3 A Complainant who makes false allegations of unethical & improper practices or about wrongful conduct of the subject to the Members of the Audit Committee shall be subject to appropriate disciplinary action in accordance with procedures and policies of the Company from time to time.

9. Secrecy / confidentiality:

The Complainant, Members of the Audit Committee, the subject and everybody involved in the process shall:

- a) Maintain Confidentiality of all matters under this Policy.
- b) Discuss only to the extent or with those persons as required under this policy for completing the process of investigations
- c) Not keep the paper unattended anywhere at any time
- d) Keep the electronic mails / files under password.

10. Protection:

- 10.1 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 Blowers. Complete Protection will, therefore, be given to Whistle Blowers against any unfair practice like retaliation, threat 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 will take steps to minimize difficulties, which the Whistle Blower may experience as a result of making the Protected Disclosure.
- 10.2 A Whistle Blower may report any violation of the above clause to the Members of the Audit Committee, who shall investigate into the same and recommend suitable action to the management or take by himself.
- 10.3 Any other employee assisting in the said investigation shall also be protected to the same extent as the Whistle Blower.

11. Retention of documents:

All Protected Disclosures documented along with the results of Investigation relating thereto, shall be retained by the Members of the Audit Committee for a period of 5 (five) years or such other period as specified by and other law in force, whichever is more.

12. Administration and review of the Policy:

The Members of the Audit Committee shall be responsible for the administration, interpretation, application and review of this policy. The Members of the Audit Committee also shall be empowered to bring about necessary changes to this Policy.