

QUALITY SYSTEM PROCEDURE

WHISTLE BLOWER PROTECTION

PREPARED



P.DEEPAN

APPROVED



V. GOPINATHAN

POLICY ON WHISTLE BLOWER PROTECTION

REVISION HISTORY

Rev no	Rev Date	Contents of Revision History	Responsibility
00	11-Jan-17	INITIAL RELEASE	V.GOPINATHAN

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1.0 PURPOSE

G MOULDING' reputation for integrity and fair dealing is essential for continued success, and it is essential that G MOULDING build a professional culture when it serves its customers, vendors, service providers, as well as its own employees.

The object of this code is to set up a "Whistle blower protection" for employees of the Company is to follow the ethical policies and practices of the Company

2.0 SCOPE

This Policy applies to all categories of employees of the company, including Management, Workmen, Apprentices and Employees on contract at our workplace.

3.0 ELIGIBILITY

All employees "G MOULDING" are eligible according to the guidelines provided below.
This policy is effect from 21st Dec 2020.

4.0 POLICY

The whistle blower policy intends to cover serious concern that could have grave impact on the operations and performance of the business of the company. The policy neither releases employees from their duty of confidentially in the course of their work, nor is it a route for taking up a grievance about a personal situation.

5.0 WHO IS A WHISTLE-BLOWER?

A Whistle-blower is someone who discloses Reportable Conduct. A Whistle-blower can be a current or former partner, director, officer, company secretary, Employee, supplier of goods or services to G MOULDING or a volunteer. It also applies to relatives, dependents or spouses of any of these people.

The policy covers malpractices and events, which have taken, place/suspected to place involving:

- Abuse of Authority
- Breach of contract
- Negligence causing substantial and specific danger to public health and safety.
- Manipulation of company data/records
- Any unlawful act whether Criminal/Civil
- Deliberate violation of law/regulation
- Wastage/misappropriation of company funds/assets.

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6.0 PROCEDURE FOR REPORTING & DEALING WITH DISCLOSURES

A disclosure should be made in writing. Letter can be submitted by hand – delivery, courier or by post addressed to the whistle officer appointed by the company. Emails can be sent to the email id: admin@gmoulding.com. Whilst a disclosure should normally be submitted to the whistle officer, it may also directly submitted to the Managing Director of the company.

7.0 GUIDING PRINCIPLES

To ensure that this policy is adhered to, and to assure that the concern will be acted up on seriously, the company will:

- Ensure that the Whistle blower and /or the person processing the protected disclosure is not victimized for doing so.
- Treat Victimization as a serious matter, including initiating disciplinary action on persons including in victimization.
- Ensure complete confidentiality.
- Not attempt to conceal evidence of the protected disclosure.
- Take Disciplinary action if anyone destroys or conceals evidence of the protected disclosure made /to be made.
- Provide an opportunity of being heard to the persons involved especially to the subject.

8.0 APPROVING AUTHORITY

Any exceptions or deviations from this policy must be approved by the Director in charge of the HR department before such an exception on deviation is made. Any revision of this policy must also be approved by the Director in charge of the HR department before it becomes effective. Any question of interpretation or applicability of any aspect of this policy will be settled by the Director in charge of the HR department.

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1.0 REFERENCE DOCUMENT & RECORDS

SI NO	DOCUMENT / RECORD DESCRIPTION	DOCUMENT / RECORD NO	RETENSION PERIOD	STORAGE/ MAINT.

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