

WHISTLEBLOWER POLICY



Kalyan Jewellers India Limited
WHISTLEBLOWER POLICY

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Initiated by	Chairman
Authorized by	Board of Directors
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Introduction

This policy formalizes Kalyan Jewellers commitment to provide Directors and employees an avenue to raise concerns in circumstances where they believe that anyone in the organization is engaged in inappropriate practices prejudicial to the interests of organization or not in line with the policies/or culture of the organization.

1) PREFACE

1.1 Section 177(9) of the Companies act, 2013 mandates that “ every listed company or such class or classes of companies, as may be prescribed, shall establish a vigil mechanism for directors and employees to report genuine concerns in such manner as prescribed. ”

1.2 Kalyan Jewellers India Ltd believes in the conduct of its affairs in a fair and transparent manner. Directors, Officers, and employees are duty-bound to practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

1.3 Kalyan Jewellers as a company committed to highest standards of professionalism, honesty, integrity and ethical behavior is formulating this policy to uphold the above principles in its activities.

1.4 This policy provides a framework to promote responsible and secure whistle blowing. It aims to safeguard employees from reprisals or victimization for whistle blowing in good Faith.

1.5 Nevertheless, the policy neither releases employees from their duty of confidentiality in the course of their work, nor is it a route for taking up a grievance about a personal situation.

2) DEFINITIONS

2.1) "Board" means Board of Directors of the Company.

2.2) "Code of Conduct" means Code of Conduct or Service Rules for the employees of the Company.

2.3) "Company" means Kalyan Jewellers India Limited.

2.4) "Director" means a Director appointed on the Board of the Company.

2.5) "Employee" means every employee of the Company.

2.6) "Policy" means the Whistle Blower Policy.

2.7) "Protected Disclosure" means any communication made in good faith that discloses or demonstrates information that may evidence unethical behavior, actual or suspected fraud or violation of the Companies Code of Conduct.

2.8) "Subject" means a person against or in relation to whom a Protected Disclosure has been made or evidence gathered during the course of an investigation.

2.9) "Whistle Blower" means an employee or Director of the Company making a Protected Disclosure under this Policy.

2.10) "Whistle Officer" will be a person, including a full time senior employee, well respected for his/her integrity, independence and fairness. She/he would be authorized by the Board of Directors of the company for the purpose of receiving all complaints under this policy and ensuring appropriate action. Board of Directors shall have the authority to change the Whistle Officer from time to time.

3) GUIDELINES

3.1) The Whistle Blower's Protected Disclosure must be supported by all factual evidences, to the extent available, to substantiate the allegations against the Subject and facilitate carrying out of investigation. The Protected Disclosure should not be based on the hearsay evidence or other form of informal communication.

3.2) The Whistle Blower's role is that of a reporting party. They can neither act as investigators or finders of facts nor determine the appropriate corrective or remedial action that may be warranted.

3.3) While this Policy is intended to protect genuine Whistle Blowers from any unfair treatment as a result of their disclosures, misuse of this protection by making frivolous and bogus complaints with mala fide intentions is strictly prohibited. A Whistle Blower, who makes complaints with mala fide intentions and which are subsequently found to be false will warrant strict disciplinary action.

3.4) Disclosures expressed anonymously will not be covered under this Policy.

3.5) This Policy is not intended to cover career related or other personal grievances.

3.6) To ensure that this Policy is adhered to and to assure that the concern will be acted upon seriously, the Company will:

3.6.1) Ensure complete confidentiality;

3.6.2) Ensure that the Whistle Blower and/or the person making the Protected Disclosure are not victimized for doing so;

3.6.3) Treat victimization as a serious matter including initiating disciplinary action on such person(s);

3.6.4) Not attempt to conceal evidence of the Protected Disclosure;

3.6.5) Take disciplinary action, if any one destroys or conceals evidence of the Protected Disclosure made/to be made;

3.6.6) Provide an opportunity of being heard to the persons involved especially to the Subject.

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

- a) Committing of a criminal offence
- b) A violation of any law
- c) Breach of a legal or regulatory requirements
- d) Illegal activities including but not limited to criminal offences
- e) Breach of a Company business policy and procedure including abuse & authority
- f) Any action likely to seriously / adversely impact the health, safety, human rights or wellbeing of an individual or group of people.
- g) Any action likely to impact the credibility and image of the Company.
- h) Any event which will cause damage to the environment.
- i) Gross waste or misappropriation of public funds or the Company's resources
- j) Gender discrimination / victimization
- k) An abuse of authority collectively referred to herein as "alleged wrongful conduct".
- l) Bribes or kickbacks
- m) Manipulation of Company data / records
- n) Any other unethical, biased favored, imprudent act.

4) PROCEDURE

4.1) All Protected Disclosures along with the evidences shall be made by the Whistle Blower to the Whistle Officer or in case it involves managerial personnel to the Managing Director as soon as

possible after becoming aware of the malpractices and events which have taken place/suspected to take place, as mentioned in Clause 3.7.

The contact details of the aforesaid persons are as under:

1. Whistle Officer E mail - paedp@kalyanjewellers.net
2. Managing Director E mail - pacmd@kalyanjewellers.net

Office Address
Whistle Officer
Kalyan Jewellers India Limited
TC-32/204/2 Sitaram Mill Road / Premji Road, Punkunnam
Thrissur Kerala 680002

4.2) Protected Disclosures should be reported in writing so as to ensure a clear understanding of the issues raised and should either be typed out or written in a legible handwriting in Malayalam, English, Hindi, regional language of the Whistle Blower's place of employment. Protected Disclosures should be addressed to the above said persons either by E mail or in a sealed envelope marked as **"Whistle Officer - Private & Confidential"**.

4.3) Whistle Blower must provide the background, history and reason for the concern, together with the names, dates, places and as much relevant information as possible.

4.4) For the purpose of providing protection to the Whistle Blower, the Whistle Blower should disclose his/her identity only in the email or in the covering letter accompanying the Protected Disclosure.

4.5) The Whistle Officer shall immediately forward Protected Disclosure to the Managing Director of the Company.

4.6) Whistle Officer/ Managing Director are not mandatorily responsible to disclose the outcome of the enquiry/actions taken to the Whistle blower which can be solely at the discretion of the Whistle Officer/Managing Director.

5) INVESTIGATION

5.1) The Managing Director shall appropriately and expeditiously investigate all Protected Disclosures, which are communicated to him by the Whistle Officer or directly received by him

and require investigation. The Managing Director, if the circumstances so suggest, may appoint a senior executive or a committee of managerial personnel to investigate into the matter and prescribe the scope and time limit therefore. The Managing Director shall have right to outline detailed procedure for an investigation.

5.2) where the Managing Director has designated a senior executive or a committee of managerial personnel for investigation, they shall mandatorily adhere to the scope and procedure outlined by the Managing Director for investigation.

5.3) Subjects will normally be informed of the allegations at the commencement of a formal investigation and have opportunities for providing their inputs during the investigation. Subjects will be given the opportunity to respond to material findings contained in an investigation report. The Subjects shall not intervene during the course of investigation and shall cooperate with the investigating officer to enable the investigator to examine all possible aspects of the reported matter.

5.4) The investigation is to be treated as a neutral fact-finding process.

5.5) The investigation shall be completed within 60 days of the receipt of the Protected Disclosure and any delay beyond 60 days shall be justified in the investigation report.

5.7) At the conclusion of its investigation, if the Managing Director concludes that a violation has occurred or the allegations are substantiated, the Managing Director shall recommend to the management of the Company to take effective remedial measures commensurate with the severity of the offence. This may include disciplinary action against the Subject. The Company may also take reasonable and necessary measures to prevent any further violations which may have resulted in a complaint being made. The Company reserves the right to refer any concerns or complaints regarding reported matter to appropriate external regulatory authorities.

6) PROTECTION TO WHISTLE BLOWER

6.1) The Whistle Blower who, in good faith, makes a disclosure in accordance with this Policy shall not suffer unfair treatment such as retaliation, threat, discrimination or adverse employment consequences. The Company strictly prohibits discrimination, retaliation or harassment of any kind against a Whistle Blower and therefore the Company shall ensure that the full protection is granted to the Whistle Blower against such unfair treatment.

6.2) No employee or external agency shall exercise direct or indirect abuse of its authority to obstruct the Whistle Blower's right to perform his/her duties/functions during daily routine operations.

6.3) Any personnel who retaliate against a Whistle Blower, who has raised a concern in good faith, will be subject to strict disciplinary action up to and including immediate termination of employment or termination of his/her relationship with the Company and other actions as the Company may deem fit.

6.4) If any Whistle Blower, who makes a disclosure in good faith, believes that he/she is being subjected to discrimination, retaliation or harassment for having made a report under this Policy, he/she must immediately report those facts to the Managing Director

6.5) Any other employee/business associate assisting in the said investigation shall also be protected to the same extent as the Whistle Blower.

7) CONFIDENTIALITY

7.1) The Whistle Blower, the Subject, the whistle officer, Managing Director and everyone involved in the process of investigation shall:

7.1.1) maintain complete confidentiality/ secrecy of the matter.

7.1.2) not discuss the matter in any informal/social gatherings/meetings.

7.1.3) discusses only to the extent or with the persons required for the purpose of completing the process and investigations.

7.1.4) not to keep the relevant papers unattended anywhere at any time

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

8) RETENTION OF DOCUMENTS

All Protected Disclosures in writing along with the results of investigation relating thereto shall be retained by the Company for a minimum period of 2 years.

9) AMENDMENT

The Board may amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever. However, no such amendment or modification will be binding on the employees unless the same is notified to them