

Haryana City Gas Distribution (Bhiwadi) Ltd.

WHISTLE BLOWER POLICY/VIGIL MECHANISM

Section 177 of the Companies Act, 2013

1. Preamble

- 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 behaviour.
- 1.2 The Company is committed in developing a culture where it is safe for all the directors, employees and other stakeholders, to raise concerns about any actual or potential illegal and unethical practices in violation of the law, without fear of retaliation.
- 1.3 As per Sub-section (9 & 10) of Section 177 of the Companies Act, 2013 read with Rule 7 of the companies (Meetings of Board and its Powers) Rules, 2014, inter-alia, provides, for all eligible companies to establish a vigil mechanism called "Whistle Blower Policy" for directors, employees or any other person (i.e. stakeholders) to report genuine concerns about unethical behaviour, actual or suspected fraud.
- 1.4 The purpose of this policy is to provide a framework to promote responsible and secure whistle blowing. It protects whistle blower (i.e. directors, employees and other stakeholders) wishing to raise a concern about serious irregularities within the Company.
- 1.5 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. Policy

- 2.1 This Policy is for the directors, employees and other stakeholders of the company to report genuine concerns about unethical behaviour, actual or suspected fraud.
- 2.2 Policy should not be used in place of the company grievance procedures or be a route for raising malicious or unfounded allegations against colleagues.

3. Definitions

- 3.1 "**Disciplinary Action**" means any action that can be taken on the completion of or 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.



- 3.2 "**Protected Disclosure**" means a concern raised in good faith that discloses or demonstrates information that may evidence unethical or improper activity. The protected disclosure should be factual and not speculative in nature.
- 3.3 "**Subject**" means a person or group of person against or in relation to whom a Protected Disclosure is made or evidence gathered during the course of investigation.
- 3.4 "**Whistle blower**" is someone who makes a Protected Disclosure under this Policy
- 3.5 "**Whistle Office or whistle committee**" means an Officer or Committee of persons who is nominated or appointed to conduct detailed investigation. Mr Satish Chopra, Director of the Company shall form the Whistle Committee and currently Mr. Satish Chopra / Mr Karan Chopra shall be ombudsperson for whistle blower policy. In case complaint is against the Mr Satish Chopra/ Mr Karan Chopra, Directors of the company then whistle committee shall be constituted by the Board.
- 3.6 "**Good Faith**" a whistle blower shall be deemed to be communicating in 'good faith' if there is a reasonable basis for communication of unethical and improper practices or any other alleged wrongful conduct. Good faith shall be deemed to be lacking when the whistle blower does not have personal knowledge on a factual basis for the communication or where the whistle blower knew or reasonably should have known that the communication about the unethical and improper practices or alleged wrongful conduct is malicious, false or frivolous.
- 3.7 "**Whistle Officer**: Company Secretary is the compliance officer of the company and he will be the Whistle Officer for the company
4. **Scope**: All stakeholders of the company are eligible to make protected disclosures under this Policy. These stakeholders may fall into any of the following categories:
- (a) Employees of the company
 - (b) Contractors, vendors, suppliers, or agencies or any of their employees providing any material, goods or services to the company.
 - (c) Customers of the company
 - (d) Any other person having an association with the company
- A person belonging to any of the above mentioned categories can avail of the facilities provided by this Policy for raising an issue covered under this policy.



5. The Guiding Principles:

To ensure this Policy is adhere to, and to ensure that concern will be acted upon seriously, the Company will

- i. Ensure that the Whistle Blower and/or the person processing the Protected Disclosure is not victimized for doing so;
- ii. Treat victimization as a serious matter including initiating disciplinary action on such person/(s);
- iii. Ensure complete confidentiality.
- iv. Not attempt to conceal evidence of the protected Disclosure;
- v. Take disciplinary action, if any one destroys or conceals evidence of the Protected Disclosure made/to be made;
- vi. Provide an opportunity of being heard to the persons involved specially to the subject.

6. Anonymous Disclosures.

The policy encouraged whistle blower to put their names to their disclosures. However, individuals may raise concerns anonymously. The anonymously expressed concerns shall be taken for investigation on the basis of following factors:-

- i. Seriousness of the issue raised
- ii. The credibility of the concern and
- iii. The likelihood of confirming the allegation from attributable sources.

7. Disqualifications:

- a. 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.
- b. 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.
- c. 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 in accordance with Company's policy.



8. Manner in which concern can be raised

- a. Directors, Employees or any other stakeholders can make Protected Disclosure as soon as possible in the prescribed format and execute declaration form as given in Annexure 1 and 2 respectively.
- b. Whistle Blower may put his / her name at the end of the concern raised. it is to be noted that concerns expressed anonymously will also be considered.
- c. The concerned / complaint can be filed by email or writing a letter to the Director Satishchopra@haryanacitygas.com, whistle officer mukund.berawal@haryanacitygas.com or board.
- d. The report of initial enquiry shall be submitted to the Director. If initial enquiries indicate that the concern has no basis, or it is not a matter to be investigated pursued under this policy, the Director may dismiss the complaint at this stage with reason to be recorded in writing. The director, on case to case basis, update to the chairman of Board.
- e. Where initial enquiries indicate that further investigation is necessary, this will be carried through by the committee duly constituted by the Director.
- f. 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.
- g. Name of the Whistle Blower shall not be disclosed to the investigating body or person, until and unless it is necessary for evidence collection or cross- examination.
- h. The detailed written record of the Protected Disclosure and investigation's findings are required to be maintained. The record will inter-alia include following:
 - i. Facts of the matter;
 - ii. Whether the same Protected Disclosure was raised previously by anyone, and if so, the outcome thereof;
 - iii. Whether any Protected Disclosure was raised previously against the same Subject.
 - iv. The financial or otherwise loss which has been incurred or would have been incurred by the Company;



- v. Findings of the investigating body / person
- vi. The recommendations of the investigating body / person on disciplinary action or any other action which may deem appropriate.
- i. The investigating body / person shall finalise and submit the report to the Director within 45-days from the date of receipt of complaint.
- j. On submission of report, the investigating body / person shall discuss the matter with the Director who shall either:
 - a. In case the Protected Disclosure is proved, accept the findings and take such Disciplinary Action as he may think fit and take preventive measures to avoid reoccurrence of the matter;
 - b. In case Protected Disclosure is not proved, extinguish the matter;
 - c. Depending upon the seriousness of the matter, the Director may refer the matter to the Board for necessary action with his proposal. The Board may decide the matter as it deems fit.
- K. In exceptional cases, where the Whistle Blower is not satisfied with the outcome of the investigation and the decision, he or she can make a direct appeal to the Chairman of the Board. The Whistle Blower may also directly approach to the Chairperson of the Board to raise his/her concern and in turn the Chairperson may refer the matter to the Whistle Committee for investigation.

9. Protection

- a. 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 behaviour 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.

- b. The identity of the whistle Blower shall be kept confidential.
- c. Any other Employee assisting in the said investigation or furnishing evidence shall also be protected to the same extent as the whistle Blower.

10. Secrecy/confidentiality

- a. Everyone involved in the process shall:
 - i. maintain complete confidentiality/ secrecy of the matter.
 - ii. not discuss the matter in any informal/social gatherings/ meetings;
 - iii. discuss only to the extent or with the persons required for the purpose of completing the process and investigations;
 - iv. not keep the papers unattended anywhere at any time;
 - v. keep the electronic mails/files under password
- b. If anyone is found not complying with the above, he/ she shall be held liable for such disciplinary action as is considered fit.

11. Reporting:

A quarterly report with number of complaints received under the Policy and their outcome shall be placed before the Audit Committee and the Board. In case, no such complaint is received during the quarter and no previous complaints are pending for disposal, then such reporting is not required.

12. Amendment:

This policy shall be amended from time to time keeping in view to the regulatory amendment in consultation with Mr. Satish Chopra, Director and the same shall be placed before the Board for their noting and suitable suggestions.

Change log

	Type of Document	Policy
1	Approved by Board of Directors	15.04.2024
2	Document control	Corporate Secretarial



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AREA OF DISCLOSURE

Annexure 1

Bribery or corruption including unauthorised gift or donation

Sexual Harassment at Workplace

Financial irregularities

- Fraud or suspected fraud
- deficiencies in internal Control and check
- Deliberate misrepresentation of financial report
- Any other

Pilferage of confidential / propriety information

Misuse of company assets

Unauthorised related party transactions.

Breach of IT Security and data privacy

Human Rights violation

Conflict of interest

1. Business Unit / business associates for which complaint is filed

Corporate office

Promoters

Directors

2 Name of the person who is involved in malpractices or on whose instruction malpractices taking place

Full name

Division

Department

3. Details of incident or violations

4. Details of person / department who tried to conceal the facts from management

5. Details of document / evidence in support of complaint.



DECLARATION FORM FOR WHISTLE BLOWER

i.....son of..... age..... working as / of the company be and is hereby declare that

- (a) I know the malpractices happened in the company
- (b) I have document in my possession to prove the happening of malpractices
- (c) I know I will be called for cross-examination and I am ready to be cross-examined in the process of investigation.
- (d) I confirmed that I have not raised concern to settle my personal grievance with the person to whom I am making party to my complaint.
- (e) I know that I am protected under the whistle blower policy but at the same time understood that if my complaint is established as incorrect after completion of investigation I may be penalised for filing of false complaint as per policy of the company.
- (f) I declare that I don't have any person gain in filing of this complaint and I am not filing complaint on the basis of any third party or on the basis of any inducement by third party.
- (g) I accept whatever decision will be taken by the competent committee or Ombudsperson after completion of the process of investigation.

Signature of whistle blower



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