

WHISTLE BLOWER POLICY

1. Preface

Amended Clause 49 of the Listing Agreement between listed companies and the stock exchanges in India effective from December 31, 2005, *inter alia*, provides that listed companies may establish a mechanism for its employees to report to its management instances of unethical behavior, actual or suspected, fraud or violation of the Company's code of conduct or ethics policy.

Accordingly, this Whistle Blower Policy ("**Policy**") has been formulated with a view to provide a mechanism to the permanent employees of the Company to approach [**Mr. M. L. Bansal, Company Secretary**] ("**Ombudsperson**") and disclose unethical and improper practices or any other alleged wrongful conduct in the Company and to prohibit managerial personnel from taking any adverse action against those employees.

2. Applicability

This policy applies to all permanent employees of the Company ("**Whistleblower**").

3. Scope of Policy

The policy covers the following information on suspected unethical and improper practices or wrongful conduct, which the Whistleblower in good faith believes exists:

- a. manipulation of Company data / records;
- b. a substantial and specific danger to public health and safety;
- c. an abuse of authority;
- d. leaking confidential or proprietary information;
- e. violation of any law or regulations;
- f. gross wastage or misappropriation of Company funds/assets;
- g. activities violating other policies of the Company.

The above list is only illustrative and should not be considered as exhaustive.

The Whistleblower is not required or expected to act as an investigator or finder of fact, nor is he/she required to determine the appropriate corrective or remedial action that may be warranted in a given case. Whistleblowers should not act on their own in conducting any investigative activities, nor do they have a right to participate in any investigative activities [other than as requested by the Ombudsperson or his nominees]. Although a Whistleblower is not expected to prove the truth of an allegation, the Whistleblower needs to demonstrate to the Ombudsperson, that there are sufficient grounds for concern.

4. Procedure

- a. A Whistleblower who observes any unethical and improper practices or alleged wrongful conduct shall make a disclosure to the Ombudsperson in writing as soon as possible but not later than 60 consecutive calendar days after becoming aware of the same and shall furnish as much details and evidence as possible.

JYOTHY LABORATORIES LIMITED

- b. The Ombudsperson shall appropriately and expeditiously investigate all whistle blower reports received.
- c. The Ombudsperson shall have right to call for any information / document and examination of any employee of the Company or other person(s) as he/she may deem appropriate for the purpose of conducting investigation under this Policy.
- d. After completion of investigation, a report shall be prepared by Ombudsperson and be placed before the Ombudsperson for its consideration.
- e. After considering the report, the Ombudsperson shall determine the cause of action and may order for remedies which may inter alia include:
 - (i) revision of the policies and procedures of the Company to reduce the risk of reoccurrence;
 - (ii) suggest action against concerned persons.

5. **Safeguards**

No discrimination, harassment, victimization or any other unfair employment practice like retaliation, threat or intimidation of termination/suspension of service, disciplinary action, transfer, demotion, refusal of promotion, or the like will be adopted against Whistleblowers. In the case of victimization by any employee of the Company, the Ombudsperson would direct an investigation, and, if appropriate, take disciplinary action against such employee, which may result in termination of employment of the concerned who is responsible for such victimization.

6. **Anonymous Allegations**

Whistleblowers must put their names to allegations as follow-up questions and investigation may not be possible unless the source of the information has been identified. Concerns expressed anonymously will not be usually investigated but subject to the seriousness of the issue raised the Ombudsperson can initiate an investigation independently.

7. **Confidentiality**

The Company shall treat all complaints in a sensitive manner and shall endeavor to keep the identity of the Whistleblower confidential. However, the investigation process may inevitably reveal the source of the information and the Whistleblower may need to provide a statement which cannot be kept confidential if legal proceedings arise.

8. **Untrue / Malicious / Vexatious Allegations**

If a Whistleblower makes an allegation, which is not confirmed by subsequent investigation and the investigation shows that the Whistleblower has made malicious or vexatious allegations to discredit the Company or any of its employees, and particularly if he or she persists with making them, disciplinary action may be taken

against the Whistleblower concerned. Any disciplinary action could result in the termination of such Whistleblower's employment.

9. Investigation

All complaints received by the Ombudsperson shall be recorded and investigated into. If initial enquiries by the Ombudsperson indicate that the concern has no basis, or it is not a matter to be pursued under this Policy, it may be dismissed at this stage and the reasoned decision documented.

Where initial enquiries indicate that further investigation is necessary, this shall be carried either by the Ombudsperson alone, or by a Committee nominated by the Ombudsperson for this purpose. 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.

10. Communication with Whistleblower

The Whistleblower would be given necessary feedback on the concern raised and unless prevented by legal constraints, would be informed of the outcome. The Ombudsperson may require the Whistleblower to provide further information from time to time.

If, at the time the concern is raised the Whistleblower raising the concern is going through disciplinary procedures or is on notice of termination of employment, the Ombudsperson could still direct an investigation and any such proceedings or severance arrangements are unlikely to be affected.

11. Role of the Ombudsperson

The Ombudsperson shall

- a. ensure that the policy is being implemented;
- b. ascertain prima facie the credibility of the charge. If initial enquiry indicates further investigation is not required, close the issue;
- c. document the initial enquiry;
- d. carry on and complete any investigation, he/she may deem fit;
- e. provide quarterly reports to the Chairman of the Company;
- f. ensure that necessary safeguards are provided to the Whistleblower.

12. Changes to Policy

This Policy can be changed, modified rescinded or abrogated at any time by the Company.

JYOTHY LABORATORIES LIMITED

13. Notification

All departmental heads are required to notify and communicate the existence and contents of this Policy to the employees of their respective departments. The new employees shall be informed about the Policy by the HR department and statement in this regard should be periodically submitted to the Compliance Officer of the Company i.e. the Company Secretary for placing before the Board of Directors of the Company.

This policy as amended from time to time shall be made available on the Website of the Company.

14. Contact Details

The contact details of the Ombudsperson and his email id are as follows:

a.	Mr. M. L. Bansal Ombudsperson	'Ujala House', Ram Krishna Mandir Road, Kondivita, Andheri (East), Mumbai – 400059. email: secretarial@jyothy.com
----	----------------------------------	--