

AMINES & PLASTICIZERS LIMITED



WHISTLE BLOWER POLICY

Last amended on February 13, 2025

WHISTLE BLOWER POLICY

1. PREAMBLE

- a. The Company believes in the conduct of the affairs of its constituents in a fair and transparent manner by adopting the highest standards of professionalism, honesty, integrity, and ethical behaviour.
- b. The Company is committed to developing a culture where it is safe for all the directors, employees, and other stakeholders, to raise concerns about any poor or unacceptable practice and any event of misconduct.
- c. Regulation 22 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and 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 listed companies to establish a vigil mechanism called "Whistle Blower Policy" for directors and employees to report genuine concerns about unethical behaviour, actual or suspected fraud or violation of the Company's code of conduct.
- d. The purpose of this policy is to provide a framework to promote responsible and secure whistleblowing. It protects whistleblowers (i.e. directors, employees, and other stakeholders) wishing to raise a concern about serious irregularities within the Company.
- e. 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

- a) This Policy is for the directors, employees and other stakeholders of the Company to report genuine concerns about unethical behaviour, actual or suspected fraud or violation of the Company's code of conduct.
- b) The 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

- a) "**Disciplinary Action**" means any action that can be taken on the completion of or during the investigation proceedings including but not limited to a warning, the imposition of fines, suspension from official duties, or any such action as is deemed to be fit considering the gravity of the matter.
- b) "**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.
- c) "**Subject**" means a person or group of persons against or in relation to whom a Protected Disclosure is made or evidence gathered during the investigation.
- d) "**Whistle Blower**" is someone who makes a Protected Disclosure under this Policy.

- e) **"Good Faith"** A whistleblower 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 whistleblower does not have personal knowledge on a factual basis for the communication or where the whistleblower knew or reasonably should have known that the communication about the unethical and improper practices or alleged wrongful conduct is malicious, false or frivolous.
- f) **"Compliance Officer"** Company Secretary is the Compliance Officer of the Company for the said policy.

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 adhered to, and to ensure that concern will be acted upon seriously, the Company will:

- a) Ensure that the Whistle Blower and/or the person processing the Protected Disclosure is not victimized for doing so;
- b) Treat victimization as a serious matter including initiating disciplinary action against the person committing victimisation;
- c) Ensure confidentiality to the extent it is necessary;
- d) Not attempt to conceal evidence of the Protected Disclosure;
- e) Take disciplinary action if anyone destroys or conceals evidence of the Protected Disclosure made/to be made;
- f) 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 the following factors:

- a) The seriousness of the issue raised
- b) The credibility of the concern and
- c) The likelihood of confirming the allegation from attributable sources.

7. RESPONSIBILITY TO REPORT

Protected Disclosures are to be made whenever an employee becomes aware of a Reportable Matter. The Protected Disclosure should be made promptly upon the Employee becoming aware of the Reportable Matter. Reportable Matters should be made pursuant to the reporting mechanism described in this policy. The role of a Whistle-blower is limited to making a Protected Disclosure. A Whistleblower should not engage in investigations concerning a Reportable Matter that is the subject of a Protected Disclosure. Neither should a Whistle-blower become involved in determining the appropriate corrective action that might follow from the submission of a Protected Disclosure.

8. DISQUALIFICATIONS AND EXCLUSIONS

- a) While it will be ensured that genuine Whistle Blowers are accorded 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.
- d) List of exclusions: The following types of complaints will ordinarily not be considered and taken up:
 - i. Complaints that are Illegible, if handwritten
 - ii. Complaints that are vague , with pseudonyms
 - iii. Complaints that are trivial or frivolous in nature
 - iv. Matters which are pending before a court of Law, Tribunal or any other judiciary or sub judiciary body.
 - v. Any matter that is very old from the date on which the act constituting violation is alleged to have been committed.
 - vi. Issue raised, relates to service matters or personal grievance

The Whistle Blowers are encouraged to make complaints that have an impact on Company's Brand & reputation, cases of financial irregularities, or People related issues of bias, partiality, and discrimination of any kind, abuse, victimization or harassment.

9. THE MANNER IN WHICH CONCERN CAN BE RAISED:

- a) Whistle Blower can make Protected Disclosure as soon as possible in the prescribed format and execute declaration form as given in **Annexure 1 and 2 in sealed envelope** addressed to the **Company Secretary & Compliance Officer**, marked **"Private and Confidential"**, and delivered at the Corporate Office of the Company at 'D' Building, Shivsagar Estate, 6th Floor, Dr. Annie Besant Road, Worli, Mumbai - 400018. INDIA.

- b) Whistle Blower shall put his / her name at the end of the Concern raised except in the case of anonymous disclosure. In case of anonymous disclosure, declaration in **Annexure 2** is deemed to be signed and given.
- c) All complaints shall be addressed to the Company Secretary & Compliance Officer of the Company, however:
- i. if the Complaint is against the Company Secretary & Compliance Officer the Protected Disclosure to be addressed to The Chairman and Managing Director/Executive Director.
 - ii. if the Complaint is against the Director of the Company, then Protected Disclosure to be addressed to The Chairman of the Audit Committee with CC to the Company Secretary & Compliance Officer.

10. THE MANNER OF HANDLING OF COMPLIANT AND PROCESS :

- a) Compliance Officer on receipt of Protected Disclosure shall simultaneously appraise the same to the Chairman and Managing Director, Executive Director of the Company.
- b) The Chairman and Managing Director or in his absence/ Executive Director of the Company after considering the complaint shall form an **Investigation Committee** of such persons as deemed fit, to investigate and submission of report thereon.
- c) If initial enquiries by the Investigation Committee indicate that the concern has no basis, or it is not a matter to be investigated pursued under this Policy, it may be dismissed at this stage and the decision would be documented.
- d) Where initial enquiries indicate that further investigation is necessary, this will be carried through by the Investigation Committee along with the respective process owner. The details are given below:

Sr. No.	Compliance Process	Process Owner
1.	Corporate Laws	Company Secretary/CFO
2.	Whistle Blower / Vigil Mechanism Policy	Company Secretary
3.	Unauthorized Related Party Transactions	Company Secretary/CFO
4.	Insider Trading Leak of Unpublished Price Sensitive Information	Company Secretary/CFO
5.	Human Rights / Workplace Practice	HR / Admin Head
6.	Environment, Health, and Safety	Operations Head
7.	Bribery and Corruption	Managing Director/ Executive Director Company Secretary / CFO
8.	Cyber Security breach	CFO / IT Head
9.	Misuse of Social Media	Managing Director/ Executive Director Company Secretary / CFO
10.	Code of conduct and Core values	Company Secretary
11.	Financial Irregularities, fraud or manipulation in the accounting process	CFO
12.	Any other	Company Secretary

- e) The investigation would be conducted in a fair manner, as a neutral fact-finding process and without the presumption of guilt. A written report of the findings will be made.
- f) The Investigation Committee shall make a detailed written record of the Protected Disclosure. The record will inter-alia include the 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 other loss which has been incurred or would have been incurred by the Company;
 - v. Findings of Investigation Committee as the case may be.
 - vi. The recommendations of the Investigation Committee on disciplinary action or any other action which may deem appropriate;
- g) The Investigation Committee shall finalise and submit the report, as the case may be to the Chairman and Managing Director / Executive Director and such report shall also be placed at the Audit Committee & Board on a quarterly basis.
- h) On submission of the report, the Investigation Committee shall discuss the matter with the Audit Committee who shall either:
 - i. In case the Protected Disclosure is proved, accept the findings of the Investigation Committee and take such Disciplinary Action as may think fit and take preventive measures to avoid reoccurrence of the matter;
 - ii. In case Protected Disclosure is not proved, extinguish the matter;

OR

Depending upon the seriousness of the matter, the Investigation Committee may recommend to refer the matter to the Audit Committee for necessary action with its proposal. In case the Audit Committee thinks that the matter is too serious, it can further place the matter before the Board with its recommendations. The Board may decide the matter as it deems fit.

Provided that, if a complaint, after an investigation proves to be frivolous, malicious or made with an ulterior intent, the Investigation Committee shall recommend appropriate disciplinary or legal action against the concerned whistleblower.

11. IN CASE COMPLAINT DIRECTLY MADE TO THE AUDIT COMMITTEE CHAIRMAN:

In case Protected Disclosure are received in the name of the Chairman of the Audit Committee, then Company Secretary shall promptly notify the same to the Audit Committee Chairman and in such case, the Audit Committee Chairman in consultation with other members of the Audit Committee shall constitute **Investigation Committee** to look into the matter and such Investigation Committee shall work under the monitoring of the Audit Committee Chairman. Such investigation Committee shall follow similar process as provided in Para 10 of this policy and shall follow guidance such other guidance provided in the Policy.

12. 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) Any other Employee assisting in the said investigation or furnishing evidence shall also be protected to the same extent as the Whistle Blower.

13. SECRECY/CONFIDENTIALITY

- a) The Whistle Blower, the Subject, the Whistle Officer and everyone involved in the process shall:
 - i. maintain 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.

14. REPORTING OF COMPLIANCE

A quarterly report with a 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.

15. AMENDMENT

This policy shall be amended from time to time keeping in view to the regulatory amendment in consultation with the Chairman & Managing Director. In other circumstances, the Board of Directors shall amend the Policy.

Important Templates

Annexure 1: Template for reporting violations

Annexure 2: Declaration Form for Whistle Blower

Annexure 1: Template for Reporting Violations

To: The Company Secretary & Compliance Officer

Please select the applicable incident type(s) from the list below that best describes the issue(s) you are reporting. Please note that multiple issues can be selected

1. Misappropriation of company assets or resources
2. Conflict of interest
3. Inappropriate sharing of confidential information
4. Financial fraud of any nature
5. Violation of gifts and entertainment policy
6. Non-adherence to safety guidelines
7. Inaccurate financial reporting
8. Bribery & Corruption
9. Insider trading including instances of leak or suspected leak of Unpublished Price Sensitive Information (UPS I)
10. Inappropriate Social Media Usage
11. Misuse of authority
12. Environment, health and safety
13. Concurrent employment
14. Others _____

Please provide the name, designation and department of the person(s) involved

	Name	Department	Designation
Individual 1			
Individual 2			
Individual 3			
Individual 4			

When did the incident occur? (Please provide tentative date if you do not know the exact date)

Please confirm the location of the incident

How did you find out about this incident?

How long has this been occurring for?

- Less than a month
- 1-6 months
- 6-12 months

- Greater than 12 months

Please provide a detailed description of the incident. To enable the Company to act on your complaint, you are requested to provide specific information. Where possible, please include names, location, date, time etc.

Do you have any evidence in support of your allegations?

- Yes
- No

Is anyone else aware of this incident?

- Yes
- No

Is there any additional information that would facilitate the investigation of this matter?

- Yes
- No

Have you reported this incident to anyone in the company?

- Yes
- No

If Yes, please share details

Date:

Place :

Signature :

Name of the Person reporting :

Contact Information :

Annexure 2: Declaration Form for Whistle Blower**DECLARATION FORM FOR WHISTLE BLOWER**

I, _____ son/daughter/spouse of _____ age _____
working as/associated as _____ of the Company be and is hereby
declare that:

- a. I know the malpractices happened in the company.
- b. I have documents 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 a 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 penalized for filing of the false complaint as per the policy of the company.
- f. I declare that I don't have any personal gain in the filing of this complaint and I am not filing a complaint based on any third party or based on any inducement by the third party.
- g. I accept whatever decision will be taken by the competent committee or Ombudsperson after completion of the process of investigation.

Date:

Place :

Signature :

Name of the Person reporting :

Contact Information :