



**VILIN BIO MED LIMITED**

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**VIGIL MECHANISM/ WHISTLE BLOWER POLICY**



# VIGIL MECHANISM POLICY

## Preface

Vilin Bio Med Limited (“The Company”) believes in conducting its affairs in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity, and ethical behaviour. The Company is committed to developing a culture where it is safe for Directors and Employees to report concerns about unethical behaviour, actual or suspected fraud or violation of the Company’s Code of Conduct or Ethics Policy.

The purpose of this Policy is to provide framework so as to promote responsible and secure Whistle Blowing Mechanism. It protects the Directors and Employees wishing to raise a concern about serious irregularities within the Company.

The Policy neither exempts Employees from their duty of confidentiality in the course of their work, nor it is a route for taking up personal grievance / act with a mala-fide intentions against fellow employee.

## Policy

The Policy covers Directors and Employees as defined hereinafter. The Company has adopted a Vigil Mechanism Policy, effective from April 01, 2023, which outlines the Company’s commitment to ensure that all Directors and employees are able to raise concerns regarding any serious irregularities, sexual harassment or any unfair practice or any event of misconduct of any illegal activity occurring in the Company.

The Policy will ensure that:

- a) Whistle Blowers are protected from any harassment or any unfair practice or treatment.
- b) Such concerns raised are properly investigated and necessary action is taken.

## Definitions

“**Director**” means a Director appointed to the Board of a Company.

“**Employee**” means any employee of the Company (whether working in India or abroad), including the Directors of the Company.

“**Company**” means Vilin Bio Med Limited

“**Protected Disclosure**” means any communication made in good faith that discloses or demonstrates any unethical, illegal, or improper activity or behaviour.

“**Whistle Blower**” means a Director or an Employee making a Protected Disclosure under this Policy.

“**Audit Committee**” means the Audit Committee constituted by the Board of Directors in accordance with Companies Act, 2013 read with the Listing Regulations.

**“Disciplinary Action”** means any action that can be taken on the completion of / 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.

**“Subject”** means a person against or in relation to whom a Protected Disclosure is made or evidence gathered during the course of an investigation.

### **Policy Coverage**

The Policy encourages all the Whistle Blowers to voice all their genuine concerns which shall include but not limited to the following:

- a. Abuse of Authority
- b. Breach of Trust
- c. Breach of Confidentiality
- d. Any unlawful act, whether criminal (e.g. theft) or a breach of the Civil Law (e.g. slander or libel)
- e. Manipulation of Company Data / Records
- f. Breach of any Policy or Manual or Code adopted by the Company
- g. Financial irregularities, including fraud, or suspected fraud
- h. Deliberate violation of Law / Regulation
- i. Misappropriation of Company Assets / Funds
- j. Any other unethical or improper conduct.

### **Disqualifications**

Any abuse of this protection will warrant Disciplinary Action. 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.

### **Reporting Mechanism**

Employees can make Protected Disclosure to Ombudsperson, as soon as possible, but not later than 30 (thirty) days after becoming aware of the same. All Protected Disclosures should be addressed to:

Chairman of the Audit Committee

M/s Vilin Bio Med Limited

Sy. No. 115/GF/J, Hanumanji Colony,

Brig Sayeed Road, Bowenpally,

Secunderabad-500009 Telangana

Contact No.: +91-40- 79618843

The Disclosure should be made in writing and can be in English, Hindi, and Regional Language of the Whistle Blower's place of Employment. It shall be addressed to the abovementioned and can be submitted by hand delivery, courier, or by post.

The Disclosure shall be made in a sealed envelope mentioning highly confidential on the face of it to the Chairman of the Audit Committee only. The Whistle Blower shall disclose his / her identity in the Letter. It should contain only factual information and should be very clear and specific.

**Concerns expressed anonymously will not be investigated.**

### **Investigation**

All Protected Disclosures reported under this Policy will be thoroughly investigated by the concerned or any other person authorized for the same. The decision to investigate does not prove the allegation as it is only a fact-finding exercise. The Investigation will be conducted in a fair and transparent manner, without presumption of guilt. Subject will be informed of the allegations and will be given an opportunity of being heard. Subjects shall have a duty to co-operate during the course of investigation.

Once the investigation is completed, a final decision will be taken by the Chairman of Audit Committee after hearing both the parties. If the accused is proved guilty, the Company shall take such Disciplinary Action as he may think fit and take preventive measures to avoid reoccurrence of the concern.

### **Protection**

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

### **Confidentiality**

The Whistle Blower, the Subject, the Compliance Officer / Audit Committee, and everyone involved in the process shall:

- a. Maintain complete confidentiality / secrecy of the matter.
- b. Not discuss the matter in any informal gatherings / meetings.
- c. Discuss only to the extent or with the persons required for the purpose of completing the process and investigation.
- d. Not to keep the papers unattended anywhere at any time.

If anyone is found not complying with the above, he / she shall be held liable for such Disciplinary Action as is considered fit.

## **Reporting**

A Report with number of complaints received under this Policy and their outcome shall be placed before the Audit Committee on a regular basis. The Audit Committee shall review the functioning of the Whistle Blower Mechanism created pursuant to this Policy, from time to time.

## **Modification**

The Audit Committee may modify this Policy unilaterally at any time without notice. Modification may be necessary, among other reasons, to maintain compliance with the Local, State, Central and Statutory Regulations and / or accommodate organizational changes within the Company.

## **Dissemination**

This Policy shall be disclosed on the Company's website [www.vilinbiomed.co.in](http://www.vilinbiomed.co.in). The Policy will be reviewed on an annual basis or, as and when warranted, due to Regulatory requirements.

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