

# **VIKALP SECURITIES LIMITED**

## **WHISTLE BLOWER POLICY / VIGIL MECHANISM**

### **1. PREAMBLE**

Section 177 (9) & (10) of the Companies Act 2013 requires every Listed Company and such class of Companies, as may be prescribed to establish a Vigil Mechanism for the Directors and Employee to report genuine concern in such manner as may be prescribed.

Regulation 22 of SEBI (LODR) Regulations, 2015 provides a requirement for all Listed Companies to establish a mechanism called Vigil (Whistle Blower) Mechanism for Director(s) and Employee(s) to report genuine concern about the unethical behavior, actual or suspected fraud or violation of the Companies Code of Conduct. This mechanism should also provide for adequate safeguard against victimization of Director(s) / Employee(s) who avail of the mechanism and also provide for direct access to the Chairman of the Audit Committee in appropriate or exceptional cases.

In compliance of above requirement VIKALP SECURITIES LIMITED (herein after referred to as company) being a Listed Company formulated a Vigil (Whistle Blower) Mechanism and also formulated a Policy for securing a Vigil Mechanism.

### **2. OBJECTIVES**

The Vigil (Whistle Blower) Mechanism aims to provide a channel to the Directors and Employees to report a genuine concern about unethical behaviour, actual or suspected fraud or violation of Code of Conduct or Policy.

The Company is committed to adhere to highest standards of ethical, moral and legal conduct of business operations and in order to maintain these standards, the Company encourages its Employees who have genuine concerns about the

suspected misconduct to come forward and express these concerns without fear of punishment or unfair treatment.

The mechanism provides for adequate safeguards against victimization of Directors and Employees to avail of the mechanism and also provide for direct access to the Chairman of the Audit Committee in appropriate and exceptional cases.

This neither releases Employees from their duty of confidentiality in the course of their work nor can it be used as a route for raising malicious or unfounded allegations about a personal situation.

### **3. DEFINITIONS**

**"Protected Disclosure"** means a written communication of a concern made in good faith, which discloses or demonstrates information that may evidence an unethical or improper activity under the title "SCOPE OF THE POLICY" with respect to the Company. It should be factual and not speculative and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern.

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

**"Employee"** means any person in employment of the company.

**"Director"** means director on the Board of the Company.

**"Audit Committee"** means the Audit Committee Constituted by the Board of Directors of the Company in accordance with Section 177 of the Companies Act,

2013 read with Regulation 18 of SEBI(Listing Obligations & Disclosure Requirements), 2015

**“Concerned Officer”** means any member of the Audit Committee authorized by the Chairman of the Audit Committee to conduct investigation process under this policy.

Audit Committee members are nominated/appointed to receive protected disclosures from whistle blowers, maintaining records thereof, placing the same before the Audit Committee for its disposal and informing the Whistle Blower the result thereof.

**“Whistle Blower”** is a Director or employee who makes a Protected Disclosure under this Policy and also referred in this policy as complainant.

#### **4. SCOPE**

Various Stakeholders of the Company are eligible to make Protected Disclosures under the Policy. These Stakeholders may fall into any of the following broad categories:

- 1) Employees of the Company
- 2) Employees of other agencies deployed for the Company's activities, whether working from any of the Company's offices or any other location
- 3) Contractors, vendors, suppliers or agencies (or any of their employees) providing any material or service to the Company
- 4) Customers of the Company
- 5) Any other person having an association with the Company

Whistle Blower can avail of the channel provided by this Policy for raising an issue covered under this Policy.

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

- i. Abuse of authority  
Breach of contract  
Negligence causing substantial and specific danger to public health and safety  
Manipulation of company data/records  
Financial irregularities, including fraud or suspected fraud or Deficiencies in Internal Control and check or deliberate error in preparations of Financial Statements or Misrepresentation of Financial Reports  
Any unlawful act whether Criminal/ Civil  
Pilferation of confidential/propriety information  
Deliberate violation of law/regulation  
Wastage/misappropriation of company funds/assets  
Breach of Company Policy or failure to implement or comply with any approved Company Policy.

Policy should not be used in place of the Company grievance procedures or be a route for raising malicious or unfounded allegations against colleagues.

## **5. PROCEDURE**

All Protected Disclosures should be reported in writing by the complainant as soon as possible, not later than 30 days after the Whistle Blower becomes aware of the same and should either be typed or written in a legible handwriting in English.

The Protected Disclosure should be submitted under a covering letter signed by the complainant in a closed and secured envelope and should be super scribed as "Protected disclosure under the Whistle Blower policy" or sent through E-mail with the subject "Protected disclosure under the Whistle Blower policy". If the complaint is not super scribed and closed as mentioned above, the protected disclosure will be dealt with as if a normal disclosure.

All Protected Disclosures should be addressed to the Audit Committee.

Audit Committee members are nominated/appointed to receive protected disclosures from whistle blowers, maintaining records thereof, placing the same

before the Audit Committee for its disposal and informing the Whistle Blower the result thereof.

The contact details of the Audit Committee are as under:-

E-MAIL ID – [vikalpsecuritieslimited@gmail.com](mailto:vikalpsecuritieslimited@gmail.com)

Moreover, in exceptional cases, Whistle Blowers have a right to make Protected Disclosures directly to the Chairman of the Audit Committee as follows:

In order to protect the identity of the complainant, the Concerned Officer will not issue any acknowledgement to the complainants and they are not advised neither to write their name / address on the envelope nor enter into any further correspondence with the Concerned Officer.

Anonymous / Pseudonymous disclosure shall not be entertained by the Concerned Officer.

On receipt of the protected disclosure the Concerned Officer shall detach the covering letter bearing the identity of the Whistle Blower and process only the Protected Disclosure.

## **6. INVESTIGATION**

All Protected Disclosures under this Policy will be recorded and thoroughly investigated. The Concerned Officer will carry out an investigation either himself/herself or by involving any other Officer of the Company/ Committee constituted for the same /an outside agency before referring the matter to the Audit Committee of the Company.

The Audit Committee, if deems fit, may call for further information or particulars from the complainant and at its discretion, consider involving any other/additional Officer of the Company and/or Committee and/ or an outside agency for the purpose of investigation.

The investigation by itself would not tantamount to an accusation and is to be treated as a neutral fact finding process.

The investigation shall be completed normally within 90 days of the receipt of the protected disclosure and is extendable by such period as the Audit Committee deems fit.

Any member of the Audit Committee or other officer having any conflict of interest with the matter shall disclose his/her concern /interest forthwith and shall not deal with the matter.

## **7. DECISION AND REPORTING**

If an investigation leads to a conclusion that an improper or unethical act has been committed, the Chairman of the Audit Committee shall recommend to the Board of Directors of the Company to take such disciplinary or corrective action as it may deem fit.

Any disciplinary or corrective action initiated against the Subject as a result of the findings of an investigation pursuant to this Policy shall adhere to the applicable personnel or staff conduct and disciplinary procedures.

A Quarterly Report with number of complaints received under the Policy and their outcome shall be placed before the Audit Committee and the Board.

A complainant who makes false allegations of unethical & improper practices or about alleged wrongful conduct of the Subject to the Concerned Officer or the Audit Committee shall be subject to appropriate disciplinary action in accordance with the rules, procedures and policies of the Company.

## **8. CONFIDENTIALITY**

The Complainant, Concerned Officer, Members of Audit Committee, the Subject and everybody involved in the process shall, maintain confidentiality of all matters under this Policy, discuss only to the extent or with those persons as

required under this policy for completing the process of investigations and keep the papers in safe custody.

## **9. 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. Adequate safeguards against victimisation of complainants shall be provided. The Company will take steps to minimize difficulties, which the Whistle Blower may experience as a result of making the Protected Disclosure. The identity of the Whistle Blower shall be kept confidential to the extent possible and permitted under law. Any other employee assisting in the said investigation shall also be protected to the same extent as the Whistle Blower.

## **10. MANAGEMENT ACTION ON FALSE DISCLOSURES**

An Employee who knowingly makes false allegations of unethical & improper practices or alleged wrongful conduct shall be subject to disciplinary action, up to and including termination of employment, in accordance with Company Rules, Policies and Procedures. Further this Policy may not be used as a defense by an Employee against whom an adverse personnel action has been taken independent of any disclosure made by him and for legitimate reasons or cause under Company rules and policies.

## **11. ACCESS TO REPORTS AND DOCUMENTS**

All reports and records associated with Disclosures are considered confidential information and access will be restricted to the Whistleblower, Audit Committee and Concerned Officer. Disclosures and any resulting investigations, reports or resulting actions will generally not be disclosed to the public except as required

by any legal requirements or regulations or by any corporate policy in place at that time.

## **12. RETENTION OF DOCUMENTS**

All Protected Disclosures in writing or documented along with the results of investigation relating thereto shall be retained by the Company for a minimum period of 07 years.

## **13. COMPANY'S POWERS**

The Company is entitled to amend, suspend or rescind this policy at any time. Whilst, the Company has made best efforts to define detailed procedures for implementation of this Policy, there may be occasions when certain matters are not addressed or there may be ambiguity in the procedures. Such difficulties or ambiguities will be resolved in line with the broad intent of the Policy. The Company may also establish further rules and procedures, from time to time, to give effect to the intent of this policy and further the objective of good corporate governance.