

**VIGIL MECHANISM / WHISTLE BLOWER POLICY OF  
GLOBE ALL INDIA SERVICES LIMITED  
(Adopted in the Board Meeting dated 5 June, 2023)**

**1. PREAMBLE**

- 1.1 Section 177 of the Companies Act, 2013 requires every listed company and companies which accepts deposits from the public or companies which have borrowed money from banks and public financial institutions in excess of Rs. 50 Crores to establish a vigil mechanism for the directors and employees to report genuine concerns in such manner as may be prescribed. A vigil mechanism shall provide for adequate safeguards against victimization of employees and directors who avail the vigil mechanism for reporting genuine concerns and also provides direct access to the director nominated to play the role of Audit Committee as the case may be.
- 1.2 Under these circumstances, the Company having exposure to loans from banks proposed to establish a Whistle Blower Policy/ Vigil Mechanism and to formulate a policy for the same.

**2. DEFINITIONS**

- 2.1. “Alleged wrongful conduct” shall mean violation of law, Infringement of Company’s rules, misappropriation of monies, actual or suspected fraud, substantial and specific danger to public health and safety or abuse of authority”.
- 2.2. “Board” means the Board of Directors of the Company.
- 2.3. “Employee” means all the present employees and whole time Directors of the Company (Whether working in India or abroad).
- 2.4. “Protected Disclosure” means a concern raised by an employee or group of employees of the Company, through a written communication and made in good faith which discloses or demonstrates information about an unethical or improper activity under the title “SCOPE OF THE POLICY” with respect to the Company. It should be factual and not speculative or in the nature of an interpretation/conclusion and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern.
- 2.5. “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.
- 2.6. “Vigilance and Ethics Officer” means an officer appointed to receive protected disclosures from whistle blowers, maintaining records thereof for its disposal and informing the Whistle Blower the result thereof.
- 2.7. “Whistle Blower” is an employee or group of employees who make a Protected Disclosure under this Policy and also referred in this policy as complainant.

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## **3. POLICY OBJECTIVES**

- 3.1 The Company is committed to developing a culture where it is safe for all employees to raise concerns about any poor or unacceptable practice and any event of misconduct.
- 3.2 The Company is committed to adhere to the highest standards of ethical, moral and legal conduct of business operations. To maintain these standards, the Company encourages its employees who have concerns about suspected misconduct to come forward and express these concerns without fear of punishment or unfair treatment.
- 3.3 A Vigil (Whistle Blower) mechanism provides a channel to the employees and Directors to report to the management concerns about unethical behaviour, actual or suspected fraud or violation of the HR Manual of the Company. The mechanism provides for adequate safeguards against victimization of employees and Directors to avail of the mechanism and provides for direct access to the Chairman/Whole-time Director of the Company.
- 3.4 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.

## **4. THE GUIDING PRINCIPLES**

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

- ensure that the Whistle Blower and/or the person processing the Protected Disclosure is not victimized for doing so;
- treat victimization as a serious matter including initiating disciplinary action on such person/(s);
- ensure complete confidentiality;
- not attempt to conceal evidence of the Protected Disclosure;
- take disciplinary action, if anyone destroys or conceals evidence of the Protected Disclosure made/to be made;
- Provide an opportunity of being heard to the persons involved especially to the Subject;

## **5. SCOPE**

- 5.1. The Policy covers malpractices and events which have taken place/suspected to take place involving:
  - 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
  - Criminal offence
  - Pilferage of confidential/propriety information

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- Deliberate violation of law/regulation
- Wastage/misappropriation of company funds/assets
- Breach of HR Manual of the Company.

5.2. The Policy is a channel to reinforce a robust implementation of the Company's HR Manual. Through this Policy, the Company seeks to provide a procedure for all the employees of the Company to disclose any unethical and improper practice taking place in the Company for appropriate action and reporting.

## **6. DISQUALIFICATIONS**

6.1. 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.

6.2. 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.

6.3. 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 under Company's HR Manual.

## **7. ELIGIBILITY**

All Employees of the Company including directors are eligible to make Protected Disclosures under the Policy in relation to matters concerning the Company.

## **8. RECEIPT AND DISPOSAL OF PROTECTED DISCLOSURES**

8.1. All Protected Disclosures should be reported in writing by the complainant as soon as possible after the Whistle Blower becomes aware of the same so as to ensure a clear understanding of the issues raised and should either be typed or written in a legible handwriting in English.

8.2. The Protected Disclosure should be submitted in a closed and secured envelope and should be super scribed as "**Protected disclosure under the Whistle Blower policy**". Alternatively, the same can also be sent through email with the subject "**Protected disclosure under the Whistle Blower policy**". In order to protect identity of the complainant, the Vigilance and Ethics Officer will not issue any acknowledgement to the complainants and they are advised neither to write their name / address on the envelope nor enter into any further correspondence with the Vigilance and Ethics Officer. The Vigilance and Ethics Officer shall assure that in case any further clarification is required he will get in touch with the complainant.

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8.3. Anonymous / Pseudonymous disclosure shall not be entertained by the Vigilance and Ethics Officer.

8.4. The Protected Disclosure should be forwarded under a covering letter signed by the complainant. The Vigilance and Ethics shall detach the covering letter bearing the identity of the Whistle Blower and process only the Protected Disclosure.

8.5. All Protected Disclosures should be addressed to the Vigilance and Ethics Officer of the Company. The contact details of the Vigilance and Ethics Officer is as under:

**Name and Address: Mr. Kaushik Ghosh**  
**Chief Operating Officer (COO)**  
**Globe All India Services Limited**  
**72, Shakespeare Sarani Kolkata – 700017**  
**Email- [kaushik.ghosh@globeindia.in](mailto:kaushik.ghosh@globeindia.in)**

8.6. On receipt of the protected disclosure the Vigilance and Ethics Officer shall make a record of the Protected Disclosure and also ascertain from the complainant whether he was the person who made the protected disclosure or not. He shall also carry out initial investigation either himself or by involving any other Officer of the Company or an outside agency for further appropriate investigation and needful action. The record will include:

- I. Brief facts;
- II. Whether the same Protected Disclosure was raised previously by anyone, and if so, the outcome thereof;
- III. Whether the same Protected Disclosure was raised previously on the same subject;
- IV. Details of actions taken by Vigilance and Ethics Officer for processing the complaint.
- V. Findings of the Vigilance Officer
- VI. The recommendations of the Vigilance Officer

8.7. The Vigilance Officer, if he deems fit, may call for further information or particulars from the complainant.

## **9. INVESTIGATION**

9.1. All Protected Disclosures under this policy will be recorded and thoroughly investigated.

9.2. The decision to conduct an investigation is by itself not an accusation and is to be treated as a neutral fact-finding process.

9.3. Subject(s) will normally be informed in writing of the allegations at the outset of a formal investigation and have opportunities for providing their inputs during the investigation.

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- 9.4. Subject(s) have a right to consult with a person or persons of their choice, other than the Vigilance and Ethics Officer or the Whistle Blower.
- 9.5. Subject(s) have a responsibility not to interfere with the investigation. Evidence shall not be withheld, destroyed or tampered with and witness shall not be influenced, coached, threatened or intimidated by the subject(s).
- 9.6. Unless there are compelling reasons not to do so, Subject(s) will be given the opportunity to respond to material findings contained in the investigation report. No allegation of wrong doing against a Subject(s) shall be considered as maintainable unless there is good evidence in support of the allegation.
- 9.7. Subject(s) have a right to be informed of the outcome of the investigations. If allegations are not sustained, the Subject should be consulted as to whether public disclosure of the investigation results would be in the best interest of the Subject and the Company.
- 9.8. The investigation shall be completed normally within 90 days of the receipt of the protected disclosure and is extendable by such period as the Vigilance Officer if he deems fit.

**10. DECISION AND REPORTING**

- 10.1. If an investigation leads the Vigilance and Ethics Officer to conclude that an improper or unethical act has been committed, the Vigilance and Ethics Officer shall recommend to the Board of Directors of the Company to take such disciplinary or corrective action as he may deem fit. It is clarified that 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.
- 10.2. The Vigilance and Ethics Officer shall submit a report to the Chairman/Whole-time Director of the Company about all Protected Disclosures referred to him/her since the last report together with the results of investigations, if any.
- 10.3. If the report of investigation is not to the satisfaction of the complainant, the complainant has the right to report the event to the appropriate legal or investigating agency.
- 10.4. A complainant who makes false allegations of unethical & improper practices or about alleged wrongful conduct of the Subject to the Vigilance and Ethics Officer shall be subject to appropriate disciplinary action in accordance with the rules, procedures and policies of the Company.
- 10.5. A quarterly report with number of complaints received under the Policy and their outcome shall be placed before the Board.

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**11. SECRECY / CONFIDENTIALITY**

The complainant, Vigilance and Ethics Officer, the Subject and everybody involved in the process shall:

- i. Maintain confidentiality of all matters under this Policy
- ii. Discuss only to the extent or with those persons as required under this policy for completing the process of investigations.
- iii. Not keep the papers unattended anywhere at any time
- iv. Keep the electronic mails / files under password.

**12. CONFIDENTIALITY & PROTECTION**

12.1. 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 Blowers. Complete protection will, therefore, be given to Whistle Blowers against any unfair practice like retaliation, threat or intimidation of termination / suspension of service, disciplinary action, transfer, demotion, refusal of promotion 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.

12.2. The identity of the Whistle Blower shall be kept confidential to the extent possible and permitted under law. The identity of the complainant will not be revealed unless he himself has made either his details public or disclosed his identity to any other office or authority. The identity of the Whistle Blower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement agencies, in which case members of the organization are subject to summons.

12.3. Any other Employee assisting in the said investigation shall also be protected to the same extent as the Whistle Blower.

12.4. Provided however that the complainant before making a complaint has reasonable belief that an issue exists and he has acted in good faith. Any complaint not made in good faith as assessed as such by the Vigilance Officer shall be viewed seriously and the complainant shall be subject to disciplinary action as per the Rules / certified standing orders of the Company. This policy does not protect an employee from an adverse action taken independent of his disclosure of unethical and improper practice etc. unrelated to a disclosure made pursuant to this policy.

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**13. COMMUNICATION**

A whistle Blower policy shall be properly communicated to employees. Employees shall be informed through by publishing in notice board and the website of the company.

**14. 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 period of 7 (seven) years or such other period as specified by any other law in force, whichever is more.

**15. ADMINISTRATION AND REVIEW OF THE POLICY**

The Board of Directors shall be responsible for the administration, interpretation, application and review of this policy. The Board also shall be empowered to bring about necessary changes to this Policy, if required at any stage.

**16. AMENDMENT**

The Company reserves its right to amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever. However, no such amendment or modification will be binding on the Employees and Directors unless the same is notified to them in writing.

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