



**KUSHAL LIMITED**  
(Formerly known as Kushal Tradelink Limited)

**WHISTLE BLOWER / VIGIL MECHANISM POLICY**



## **I. Introduction**

1. Pursuant to Section 177(9) of the Companies Act, 2013 and relevant rules thereon and Regulation 22 of the SEBI (Listing Obligations and Disclosure requirements) Regulations, 2015, every listed company and such class or classes of companies, as may be prescribed is required to establish a Whistleblower/Vigil Mechanism Policy for the directors and employees to report genuine concerns of unethical behavior, actual or suspected fraud or violation of the company's code of conduct in such manner as may be prescribed.
2. The company has adopted a code of conduct for directors and senior management personnel ("the Code"), which lays down the principles and standards that should govern the actions of the company and its employees.
3. A vigil mechanism shall provide adequate safeguards against victimization of directors and employees who avail of such mechanism and also make provisions for direct access to the chairman of audit committee.
4. 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 behavior.
5. This policy is formulated to provide employee an avenue to lodge complaints, in linewith the commitment of company to the highest possible standards of ethical, moral and legal business conduct and its commitment to open communication, and also to provide necessary safeguards for protection of employees from reprisals or victimization, for whistle-blowing in good faith.
6. The purpose of this policy is to provide a framework to protect employees wishing to raise a concern about serious irregularities within the company.



## II. Definitions

The definitions of some of the key terms used in this policy areas under:

1. Kushal Limited means “Kushal”.
2. “Audit Committee” means the Audit Committee of the Board constituted by the board of directors of “KUSHAL” in accordance with provisions of Section 177 of the Companies Act, 2013 and the Companies (Meetings of Board and its Powers) Rules, 2014 made thereon, as amended from time to time and Regulation 18 of the SEBI (Listing Obligations and Disclosure requirements) regulations, 2015.
3. “Code” means KUSHAL’s Code of Conduct.
4. “Employees” mean the every employee of the company including directors in employment of the company.
5. “Improper Activity” means unethical behavior, actual or suspected fraud, embezzlement etc., violation of the company’s general guidelines on conduct, moral turpitude, unlawful conduct etc. by an employee of KUSHAL
6. “Investigators” means those persons authorized, appointed, consulted or approached by the Vigilance Officer/ Chairman of the Audit committee in connection with conducting investigation into a protected disclosure.
7. “Protected Disclosure/Complaint” means a concern raised by a written communication made in good faith that discloses or demonstrates information that may evidence unethical or improper activity. 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
8. “Subject” means a person against or in relation to whom a protected disclosure is made or evidence gathered during the course of an investigation.
9. “Vigilance Officer” is a person nominated/appointed to receive protected disclosures from Whistle Blower/s, maintaining records thereof, placing the same before the Audit Committee for its disposal and informing the Whistle Blower/s the result thereof.
10. “Whistle Blower” means an employee or director making a protected disclosure under this policy.

Terms not defined herein shall have the meaning assigned to them under the Code or Companies Act, 2013 and/or SEBI Act and/or any other SEBI Regulation(s) as amended from time to time.



### **III. Eligibility**

All employees and directors of the company are eligible to make protected disclosures under the policy. The protected disclosures may be in relation to matters concerning the company.

### **IV. Guiding Principles**

1. Protected disclosures shall be acted upon in a time bound manner.
2. Complete confidentiality of the Whistle Blower will be maintained.
3. The Whistle Blower and/or person(s) processing the protected disclosure will not be subjected to victimization.
4. Evidence of the Protected Disclosure will not be concealed and appropriate action including disciplinary action will be taken in case of attempts to conceal or destroy evidence.
5. "Subject" of the Protected Disclosure i.e. Employee against or in relation to whom a Protected Disclosure has been made, will be provided an opportunity of being heard.
6. The Whistle Blower should bring to attention of the Vigilance Officer at the earliest any improper activity or practice. Although they are not required to provide proof, they must have sufficient cause for concern.
7. The Whistle Blower shall co-operate with investigating authorities, maintaining full confidentiality.

### **V. Whistle Blower – Role & Protections**

#### **Role:**

1. The whistle Blower's role is that a reporting party with reliable information.
2. The Whistle Blower is not required or expected to conduct any investigations on his own.
3. The Whistle Blower may also be associated with the investigations, if the case so required. However, he/she shall not have a right to participate.
4. Protected Disclosure will be appropriately dealt with by the Vigilance Officer.
5. The Whistle Blower shall have a right to be informed of the disposition of his disclosure except for overriding legal or other reasons.



## **Protections:**

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 Blower.
2. 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 behavior 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.
3. 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.
4. The identity of the Whistle Blower shall be kept confidential.
5. Any other Employee assisting in the said investigation or furnishing evidence shall also be protected to the same extent as the Whistle Blower.

## **VI. Procedures – Essential and Handling Procedure Disclosure**

1. The Protected Disclosure/Complaint should be attached to a letter bearing the Identity of the Whistle blower/complaint i.e. his/her name, department and should be inserted in an envelope which should be closed/secured/sealed. The envelope thus secured/sealed should be addressed to the Vigilance Officer and should be super scribed "Protected Disclosure". (If the envelope is not super scribed and closed/sealed/secured, it will not be possible to provide protection to the whistle blower as specified under this policy).
2. If the Whistle Blower believes that there is a conflict of interest between Vigilance Officer and the Whistle Blower, he/she may send his/her protected disclosure directly to the Chairman of the Audit Committee of KUSHAL.
3. Anonymous or pseudonymous Protected Disclosure shall not be entertained.
4. Protected Disclosure should either be typed or written in legible hand writing in English, Hindi or Regional language of the place of employment of the Whistle blower, should provide a clear understanding of the improper activity involved or issue/concern raised. The



reporting should be factual and not speculative in nature. It must contain as much relevant information as possible to allow for preliminary review and proper assessment.

5. Investigations into any improper activity which is subject matter of an inquiry or order under the Commission of Inquiry Act, 1952 will not come under the purview of this policy.
6. The contact details of the Vigilance Officer for addressing and sending the Protected Disclosure is as follows:

Chairman of Kushal Limited  
Kushal Limited  
Kushal House, Plot No. 115  
Off C.G Road, Navrangpura,  
Ahmedabad- 380009  
Telephone no.: 079-26408027  
Mail id: cmd@kushallimited.com

7. The Contact details for addressing a protected disclosure to the Chairman of Audit Committee are as follows:

Chairman of Audit committee  
Kushal Limited  
Kushal House, Plot No. 115  
Off C.G Road, Navrangpura,  
Ahmedabad- 380009  
Telephone no.: 079-26408027

8. Vigilance Officer shall mark the envelope containing the Protected Disclosure to a dedicated Confidential Section, which shall maintain a record thereof.
9. Vigilance Officer shall weed out frivolous complaints after a preliminary enquiry by the Confidential Section. Vigilance Officer based on their commendations of the Confidential Section and depending upon the merit of the case shall forward the Complaint to the investigator(s) nominated for this purpose without disclosing the identity of the Whistle Blower.

## **VII. Investigations and Role of Investigators**

### **Investigation:**

1. Investigation shall be launched if the Vigilance Officer is satisfied after preliminary review that:



- a) The alleged act constitutes an improper or unethical activity or conduct; and
  - b) The allegation is supported by specific enough information to be investigated or in cases where the allegation is not supported by specific information; it is felt that the concerned matter deserves investigation.
2. The decision taken by the Vigilance Officer to conduct an investigation is, by itself not to be construed as an accusation and is to be treated as a neutral fact finding process.
  3. The identity of the subject(s) and the Whistle Blower will be kept confidential.
  4. Subject(s) will normally be informed of the allegations at the commencement of a formal investigation and will be given opportunities for providing their inputs during the investigation.
  5. Subject(s) shall have a duty to co-operate with the Investigator(s) during investigation to the extent that such co-operation will not compromise self-incrimination protections available under the applicable laws.
  6. Subject(s) have a responsibility not to interfere with the investigation. Evidence shall not be withheld, destroyed or tampered with, and witnesses shall not be influenced, threatened or intimidated by the subject(s).
  7. Unless there are compelling reasons not to do so, Subject(s) will be given the opportunity to respond to material findings contained in an investigation report. No allegation of wrongdoing against a Subject(s) shall be considered as maintainable unless there is good evidence in support of the allegation.
  8. The investigation shall be completed normally within 60 days of the date of receipt of the protected disclosure or such extended period as the Vigilance Officer may permit for reasons to be recorded.
  9. Subject(s) have a right to be informed of the outcome of the investigation.

### **Role of Investigator(s)**

1. Investigators(s) are required to conduct a process towards fact finding and analysis. Investigator(s) shall derive their authority from Vigilance Officer when acting within the course and scope of their investigation. The Investigator(s) shall submit his/their report to the Vigilance Officer.
2. All Investigators shall perform their role in an independent and unbiased manner; Investigators have a duty of fairness, objectivity, thoroughness, ethical behaviors and observance of professional standards.



3. All Investigators are authorized to take reasonable steps including reprimand gains the Whistle blower in case of repeated frivolous complaints.

#### **VIII. Action.**

1. The Vigilance Officer shall take such other remedial action as deemed fit to remedy the improper activity mentioned in the protected disclosure and/or to prevent the re-occurrence of such improper activity.
2. If the investigation discloses that no further action on the protected disclosure is warranted, the report shall be filed in the confidential section.

#### **IX. Reporting & Review**

The Vigilance Officer shall submit atleast once in a year, report of the protected disclosures, received and of the investigation conducted and of the action taken to the Audit Committee for review.

#### **X. Access to the Chairman of the Audit Committee**

The Whistle Blower shall have right to access chairperson of the Audit Committee directly in exceptional cases and the Chairman of the Audit Committee is authorized to prescribe suitable direction in this regard.

#### **XI. Communication**

All departmental heads are required to notify & communicate the existence and contents of this policy to the employees of their department. This policy including amendments thereof shall also be made available on the website of the Company.

#### **XII. Annual Affirmation**

The Company shall annually affirm that it has not denied any personnel access to the Audit Committee and that it has provided protection to whistle blower from adverse personnel action. The affirmation shall form part of Corporate Governance report as attached to the Annual Report of the Company.

#### **XIII. Amendment**

The Company reserves its rights 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.