

VIGIL MECHANISM POLICY

1. AIM AND SCOPE OF THE POLICY

(a) This policy aims to:

- Provide avenues for Employees and Directors to raise concerns and receive feedback on any action taken;
- Provide avenue for Employees and Directors to report breach of Company's policies
- Reassure Employees and Directors that they will be protected from reprisals or victimisation for Whistle Blowing in good faith.

(b) There are existing procedures in place to enable employees to lodge a grievance relating to their own employment. This Vigil Mechanism Policy is intended to cover concerns that fall outside the scope of other procedures. That concern may be about an act or omission that:

- is unlawful or in breach of any law
- is against the Company's Policies;
- falls below established standards or practices; or
- amounts to improper conduct, unethical behaviour or suspected fraud

2. SAFEGUARDS

(a) Harassment or Victimisation

The Company recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice or from superiors. The Company will not tolerate harassment or victimisation and will take action to protect an individual when they raise a concern in good faith. In case, a Whistle Blower is already the subject of any disciplinary action those procedures will not be halted as a result of their Whistle Blowing.

(b) Confidentiality

The Company will do its best to protect an individual's identity when he/she raises a concern and does not want their name to be disclosed. It must be appreciated that a statement from the Whistle Blower may be required as part of the evidence in the investigation process.

(c) Anonymous Allegations

This Policy encourages individuals to put their names to allegations. However, individuals may raise concerns anonymously. Concerns expressed anonymously will be evaluated by the Company for investigation. In exercising this discretion, the factors to be taken into account would include:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources

(d) Untrue Allegations

If the Whistle Blower makes an allegation in good faith, which is not confirmed by the investigation, no action will be taken against the Whistle Blower. If a complaint is malicious or vexatious, disciplinary action will be taken.

3. RAISING A CONCERN

- (a) Operational concerns shall be raised with Line Manager. Vigil mechanism should be used for potentially serious or sensitive issues.
- (b) The first step should be to approach the relevant Business Head. In case the Business Head or Senior Management is the subject of complaint, the employees can directly reach out to Managing Director/ Executive Director to whom the concerned person has to report. If the Business Head finds the Whistle Blower complaint to be substantiated, he/she will consult with the Managing Director / Executive Director on referring it to the appropriate body formed by the Company for such purposes. The appropriate body is Audit Committee of the Company. It is hereby provided that the Whistle Blower can directly access to the Chairman of the Audit Committee.
- (c) Concerns are better raised in writing. vigilmechanism@supreme.co.in is a dedicated email ID for communications by way of Whistle Blowing to be sent. Alternatively employees may send in written communications to Managing Director/ Executive Director, at the Corporate office address of the Company
- (d) The background and history of the concern, giving names, dates and places where possible, should be set out and the reason why the individual is particularly concerned about the situation. Those who do not feel able to put their concern in writing can telephone or meet the appropriate officer.
- (e) The complainant is not expected to prove the truth of allegation, but should be able to demonstrate that there are sufficient grounds for concern. Employees must raise concerns immediately. This will support investigation process and enable faster implementation of corrective actions, if any.
- (f) Advice and guidance on how matters of concern may be pursued can be obtained from the Managing Director/ Executive Director of the Company.
- (g) In case of any serious concerns, the Whistle Blower may also directly approach the Managing Director or any one of the Executive Director

4. HOW THE COMPLAINT WILL BE DEALT WITH

- (a) The concerns raised may:
- form the subject of an independent inquiry;
 - be investigated internally;
 - be referred to the external Auditor; or
 - be referred to the police; if required.

(b) Upon receipt of a concern, an initial enquiry will be made to decide whether an investigation is appropriate and, if so, what form it should take. Some concerns may also be resolved by an agreed action without the need for investigation.

- (c) After the concern has been evaluated, the Company will write to the complainant:
- acknowledging that the concern has been received;
 - indicating how it is proposed to be dealt with;
 - informing whether further investigations will take place, and if not, why not.
- (d) The amount of contact between the body considering the issues and the complainant will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the complainant.
- (e) The Company will take steps to protect the Whistle Blower from victimisation and minimise any difficulties which a person reporting under Whistle Blowing may experience as a result of raising a concern.
- (f) The Company accepts and would take such steps as may be required to assure the Whistle Blower that the matter has been appropriately addressed.

5. REPORTING

The concerns raised under Vigil Mechanism shall be reported periodically to Audit Committee of the Company

6. THE COMPLIANCE OFFICER

Shri Rajesh Malpani shall be a Compliance officer under the Vigil Mechanism Policy.

7. ADDRESS FOR REPORTING AND COMMUNICATION

write to
Shri Rajesh Malpani
Unit-B/21, Grd Floor,
Raj Industrial Complex,
Raj Industrial Complex Premises Co. Op Soc Ltd,
Military Road, Marol,
Andheri(East),
Mumbai- 400059