



VIGIL MECHANISM AND WHISTLE-BLOWER POLICY

Responsibility To Report

Disclosures are to be made whenever an employee becomes aware of a Reportable Matter. The Disclosure should be made promptly upon the Employee becoming aware of the Reportable Matter. Reportable Matters should be made pursuant to the reporting mechanism described in below.

The role of a Whistle-blower is limited to making a Protected Disclosure. A Whistleblower should not engage in investigations concerning a Reportable Matter that is the subject of a Protected Disclosure. Neither should a Whistle-blower become involved in determining the appropriate corrective action that might follow from the submission of a Protected Disclosure.

Reporting Mechanism

All employees of the company are eligible to make protected disclosures under the policy in relation to matters concerning the company.

The Company does not tolerate any malpractice, impropriety, statutory non-compliance or wrongdoing. This Policy ensures that employees are empowered to pro-actively bring to light such instances without fear of reprisal, discrimination or adverse employment consequences. This Policy is not, however, intended to question financial or business decisions taken by the Company that are not Protected Disclosures nor should it be used as a means to reconsider any matters which have already been addressed pursuant to disciplinary or other internal procedures of the Company.

This Policy Shall Not Be Used:

- I. For raising grievances related to employees' own career / other personal grievances.
- II. For raising grievances related to career of other employees / colleagues.
- III. Grievances arising out of the policies / procedures of the Company and any decision taken by the superior / management in this respect.

All Protected Disclosures should be reported in writing by the Whistle Blower as soon as possible after the Whistle Blower becomes aware of the same so as to ensure a clear understanding of the issues raised.

PROMPT CORPORATE SERVICES LTD.
Shalini Lingua
Director



To make more effective and controlled mechanism, employees can lodge a Protected Disclosure in any one of the following ways:

by email to promptcal@gmail.com; or;
by telephone - (033) 79611711 ; or;
by letter addressed to the Prompt Corporate Services Limited, marked “Private and Confidential”, and delivered to the Chairman of the Prompt Corporate Services Limited, GARDEN APARTMENT, 2/10 SARAT BOSE ROAD, KOLKATA- 700020

Protected Disclosure Anonymously

However, employees can lodge a Protected Disclosure anonymously without disclosing the identity. A protected disclosure received anonymously will be evaluated by the Company for investigation.

In exercising this discretion, the following factors will be taken into consideration:

- I. The seriousness of the issue raised;
- II. The creditability of the concern; and
- III. The likelihood of confirming the allegations from attributable sources.

Whistle Blowers And Other Personnels Protection

While this Policy is intended to protect genuine Whistle Blowers from any unfair treatment as a result of their disclosure, misuse of this protection by making frivolous and bogus complaints with mala fide intentions is strictly prohibited.

An employee who makes complaints with mala fide intentions and which is subsequently found to be false will be subject to strict disciplinary action. The Whistle blower’s role is that of a reporting party. Whistle blowers are not investigators or finders of facts; neither can they determine the appropriate corrective or remedial action that may be warranted.

Although a Whistle blower is not required to furnish any more information than what he/she wishes to disclose, it is essential for the Company to have all critical information in order to enable the Company to effectively evaluate and investigate the complaint. It is difficult for the Company to proceed with an investigation on a complaint, which does not contain all the critical information such as the specific charge.

The complaint or disclosure must therefore provide as much detail and be as specific as possible in order to facilitate the investigation as well as to allow proper assessment of the nature and extent of the concern and the urgency in conducting preliminary investigation, as required.

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Shalini Singha

Director



To the extent possible, the complaint or disclosure must include the following:

1. The employee, and/or outside party or parties involved;
 2. The sector of the Company where it happened (Location, Department, office);
 3. When did it happen: a date or a period or time;
 4. Type of concern (what happened); a) Financial reporting; b) Legal matter; c) Management action; d) Employee misconduct; and/or e) Health & safety and environmental issues.
 5. Submit proof or identify where proof can be found, if possible;
 6. Who to contact for more information, if possible; and/or
 7. Prior efforts to address the problem, if any.
- No Personnel who, in good faith, makes a disclosure or lodges a complaint in accordance with this Policy shall suffer reprisal, discrimination or adverse employment consequences. Accordingly, the Company prohibits discrimination, retaliation or harassment of any kind against a Whistle blower, who based on his/her reasonable belief that one or more Protected Disclosure has occurred or are, occurring, reports that information.
 - Any employee, who retaliates against a Whistle blower who has raised a Protected Disclosure or Complaint in good faith, will be subject to strict disciplinary action up to and including immediate termination of employment or termination of his/her relationship with the Company.
 - If any employee, who makes a disclosure in good faith, believes that he/she is being subjected to discrimination, retaliation or harassment for having made a report under this Policy, he/she must immediately report those facts to his/her supervisor, manager or point of contact.
 - If, for any reason, he/she do not feel comfortable discussing the matter with these persons, he/she should bring the matter to the attention of the Board.
 - 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.

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Shalini Singha
Director