



# UNIPHOS ENTERPRISES LIMITED

Regd. Office: 11, G.I.D.C., Vapi, Dist Valsad 396 195

## **WHISTLEBLOWER POLICY**

### **I. INTRODUCTION**

Consistent with its principle of providing a workplace conducive to open discussions of business practices, Uniphos Enterprises Limited (“**UEL**”) is fully committed to complying with all applicable laws that protect employees against unlawful discrimination or retaliation as a result of their disclosure or reporting of questionable or illegal acts by UEL or its agents. Accordingly, the Audit Committee of UEL’s Board of Directors (“the Audit Committee”) has established a set of procedures for the employees of UEL and its subsidiaries to submit (whether openly, confidentially, or anonymously) their concerns about questionable accounting or auditing matters and violations of legal or regulatory requirements including unethical behavior, actual or suspected fraud or violation of the Company’s Code of Conduct or Ethics policy and for the Audit Committee to receive and respond to such concerns. This written policy describes such procedures. This written policy also describes the procedures for the Audit Committee to receive and act on any such concerns that are raised by UEL employees, stockholders, or other interested parties.

### **II. RESPONSIBILITIES OF AUDIT COMMITTEE**

- A. The Audit Committee shall receive, retain, investigate, and act on complaints and concerns (collectively, the “Reports”) of any director of UEL or employees of UEL or its subsidiaries, UEL’s stockholders, and other interested parties regarding:
1. questionable accounting, internal accounting controls, and auditing matters (each an “accounting allegation”), including without limitation:
    - a. deficiencies in, or noncompliance with, UEL’s internal accounting controls or accounting policies;
    - b. the circumvention or attempted circumvention of internal accounting controls;
    - c. fraud or deliberate error in the preparation, evaluation, review, or audit of UEL’s financial statements or in the recording and maintaining of UEL’s financial records;
    - d. any misrepresentation or false statement by a senior officer or accountant regarding a matter contained in UEL’s financial statements, financial reports (including mention in a

quarterly or annual reports filed with the Registrar of Companies and Stock Exchanges or any other authority or audit reports, or any other failure to provide a full or fair reporting of UEL's financial condition; or

- e. any other matter that would otherwise constitute a violation of UEL's accounting policies.
  - 2. non-compliance with legal and regulatory requirements (each a "Legal Allegation"), including without limitation, the rules and regulations promulgated by the Securities & Exchange Board of India and the Listing Agreement.
  - 3. retaliation against any employee of UEL or its subsidiaries who, in good faith, makes a Report regarding an Accounting Allegation or a Legal Allegation (each a "Retaliatory Act").
- B. In the discretion of the Audit Committee, responsibilities of the Audit Committee created by these procedures may be delegated to the chairperson of the Audit Committee or to CEO or CFO of UEL.

### **III. PROCEDURES FOR EMPLOYEES MAKING COMPLAINTS**

- A. In addition to any other avenue available, any director of UEL or employee of UEL or its subsidiaries may report openly, confidentially, or anonymously any Accounting Allegation, Legal Allegation, or Retaliatory Act directly to the Chairman of the Audit Committee or to CEO / CFO. Reports may be made by any such employee openly, confidentially, or anonymously, and may be made in writing (including by e-mail), telephonically, or in person. In case of allegation where senior management is involved the employee may report directly to the Chairman of the Audit Committee.
- B. The Vigil Mechanism as envisaged in the Companies Act 2013 and the Rules prescribed is implemented through the Whistle Blower Policy to provide for adequate safeguards against victimization of persons who use such mechanism and make provision for direct access to the Chairperson of the Audit Committee. In making a Report, individuals should exercise due care to ensure the accuracy of the information disclosed and should provide sufficient information to enable an investigation to be conducted.

### **IV. PROCEDURES FOR HANDLING REPORTS**

- A. Any Report that is made directly to a CEO / CFO (whether openly, confidentially, or anonymously) shall be promptly reported to the Audit Committee.
  
- B. Each Report forwarded to the Audit Committee by a CEO / CFO and each Report that is made directly to the Audit Committee (whether openly, confidentially, or anonymously) shall be reviewed by the Audit Committee. The Audit Committee may, in its discretion, consult with any member of management who is not the subject of the allegation and who may have appropriate expertise to assist the Audit Committee. The Audit Committee shall decide whether the Audit Committee or management should investigate the Report, taking into account the considerations set forth in Section V below.
  - 1. If the Audit Committee decides that management should investigate the Report, the Audit Committee shall notify UEL's chief executive officer of that decision. Management shall thereafter promptly investigate the Report and shall report the results of its investigation to the Audit Committee. Unless the Audit Committee directs otherwise, management shall be free in its discretion to engage outside auditors, counsel, or other experts to assist in the investigation and in the analysis of the results thereof.
  
  - 2. If the Audit Committee decides that it should investigate the Report, the Audit Committee shall promptly determine what professional assistance, if any, it needs in order to conduct the investigation. The Audit Committee shall be free in its discretion to engage outside auditors, counsel, or other experts to assist in the investigation and in the analysis of the results thereof.
  
- C. If the Audit Committee so directs, a summary of Reports received and/or investigated shall be provided to the full Board of Directors.

**V. CONSIDERATIONS RELATIVE TO WHETHER THE AUDIT COMMITTEE OR MANAGEMENT SHOULD INVESTIGATE A REPORT**

In determining whether management or the Audit Committee should investigate a Report, the Audit Committee shall consider, among any other factors that are appropriate under the circumstances, the following:

- A. *Who is the alleged wrongdoer?* If an executive officer, senior financial officer, or other high management official of UEL is alleged to have engaged in wrongdoing, that factor alone may be sufficient for Audit Committee to conduct the investigation.
- B. *How serious is the alleged wrongdoing?* The more serious the alleged wrongdoing, the more appropriate the Audit Committee should undertake the investigation. If the alleged wrongdoing would constitute a crime involving the integrity of the financial statements of UEL, that factor alone may be sufficient for Audit Committee to conduct the investigation.
- C. *How credible is the allegation of wrongdoing?* The more credible the allegation, the more appropriate that the Audit Committee should undertake the investigation. In assessing credibility, the Audit Committee should consider all facts surrounding the allegation, including, but not to, whether similar allegations have been made in the press or by analysts.

## **VI. PROTECTION OF WHISTLEBLOWERS**

- A. Consistent with UEL's policies, none of the Audit Committee or members of management shall discharge, demote, suspend, threaten, harass, or in any other manner discriminate or retaliate, or tolerate any discrimination or retaliation by any other person or group, directly or indirectly, against any employee of UEL or its subsidiaries who, in good faith, makes an accounting allegation or legal allegation, reports a retaliatory act, or otherwise assists the Audit Committee, management, or any other person or group (including any governmental, regulatory, or law enforcement body) in investigating a Report. Any such act of retaliation or discrimination shall be treated by UEL as a serious violation of Company policy and could result in termination of employment with, or dismissal as a director of, UEL
- B. The Audit Committee shall not:

1. disclose the identity of any employee of UEL or its subsidiaries who (a) makes an accounting allegation or legal allegation or reports a retaliatory act and (b) asks that his or her identity as the person who made such Report remain confidential, unless such disclosure is required by judicial or other legal processes; or
  2. make any effort, or tolerate any effort made by any other person or group, to ascertain the identity of any person who makes a Report anonymously.
- C. If a person makes a Report in good faith and any facts alleged are not confirmed by subsequent investigation, no action will be taken against the reporting person.

## **VII. GENERAL**

1. The Audit Committee shall retain, for a period of three years or such further time as may be required for purposes of completion of investigation including complaints in courts, all records relating to (a) any accounting allegation or legal allegation or report of a retaliatory act and (b) the investigation of any such Report.
2. The Audit Committee shall periodically review the existence and functioning of the mechanism and ensure that the mechanism is appropriately communicated within the organization.
3. The above policy comes into effect from 1<sup>st</sup> May , 2014.