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ISO 9001:2015	WHISTLE BLOWER POLICY	Title :
FSSC 22000 V6		
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Purpose

The Company believes in the conduct of the affairs of its constituents in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity and ethical behaviour. 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.

The purpose of this policy is to provide a framework to promote responsible and secure whistle blowing. It protects employees wishing to raise a concern about serious irregularities within the Company.

The policy neither releases employees from their duty of confidentiality in the course of their work, nor is it a route for taking up a grievance about a personal situation, worker discipline establishment or disciplinary action

Scope

This policy applies to all the divisions of CAPOVITEZ PVT. LTD. This policy covers all employees of the organisation and persons employed through contract labour or agent and includes Apprentices.

Policy

CAPOVITEZ PVT. LTD. will maintain and improve work environment and have a platform where the employees feel comfortable about raising a concern and can disclose information internally, without any fear of retaliation or ill treatment.

1) 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:
- a) Ensure that the Whistle Blower and/or the person processing the Protected Disclosure is not victimised for doing so;
 - b) Treat victimisation as a serious matter including initiating disciplinary action on such person/(s);
 - c) Ensure complete confidentiality.
 - d) Not attempt to conceal evidence of the Protected Disclosure;
 - e) Take disciplinary action, if any one destroys or conceals evidence of the Protected Disclosure made/to be made;
 - f) Provide an opportunity of being heard to the persons involved especially to the Subject;

2) Coverage of Policy

The Policy covers malpractices and events which have taken place/ suspected to take place involving:

- a) Abuse of authority

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- b) Breach of contract
- c) Negligence causing substantial and specific danger to public health and safety
- d) Manipulation of company data/records
- e) Financial irregularities, including fraud, or suspected fraud
- f) Criminal offence
- g) Pilferation of confidential/propriety information
- h) Deliberate violation of law/regulation
- i) Wastage/misappropriation of company funds/assets
- j) Breach of employee Code of Conduct or Rules
- k) Any other unethical, biased, favoured, imprudent event
- l) Policy should not be used in place of the Company grievance procedures or be a route for raising malicious or unfounded allegations against colleagues.

3) Disqualifications

- a) 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.
- b) 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.
- c) Whistle Blowers, who make any Protected Disclosures, which have been subsequently found to be *mala fide*, *frivolous* or *malicious*, shall be made liable to prosecution under Company's Disciplinary actions policy.

4) Manner in which concern can be raised

- a) Concerns can be raise about any Malpractice, Impropriety, Abuse or Wrongdoing by sending email to complaint.cpl@gmail.com dropping a detailed note into the complaint box. The complaint box will be opened once every month by the Head – HR and necessary actions will be taken.