

# HARSHA ENGINEERS INTERNATIONAL LIMITED

## WHISTLE BLOWER POLICY

### (VIGIL MECHANISM)

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| Date of Approval: 10/01/2022                              |
| Issuing Authority: Board of Directors                     |
| Effective Date: 10/01/2022                                |
| Date of 1 <sup>st</sup> Modification: 8/02/2024           |
| Effective Date of 1 <sup>st</sup> Modification: 8/02/2024 |
| Date of 2 <sup>nd</sup> Modification: 7/08/2024           |
| Effective Date of 2 <sup>nd</sup> Modification: 7/08/2024 |
| Policy Owner: Company Secretary & Compliance Officer      |

### 1. Introduction

- a. The Policy has been put in place in accordance with the provisions of the Companies Act, 2013 ('Act') and SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") which require specified companies to put in place an appropriate vigil mechanism.
- b. Harsha Engineers International Limited (the "**Company**") is committed to conducting its business in accordance with applicable laws, rules and regulations and the highest standards of business ethics, honesty, integrity and ethical conduct. Towards this end, the Company has adopted the Code of Conduct for Directors and Senior Management Personnel which is available at 10<sup>th</sup> January 2022 (last modified on August 7, 2024).
- c. The objective of this Policy to establish a vigil mechanism for directors and employees to report their genuine concerns and grievances. The vigil mechanism is required to provide adequate safeguards against victimization of employees and directors who avail the vigil mechanism and to provide direct access to the Chairperson of Audit Committee in appropriate cases.

### 2. Definitions

The definitions of some of the key terms used in this Policy are given below.

- a. "**Accused** " means a person against or in relation to whom a Protected Disclosure has been made or evidence gathered during the course of an investigation.
- b. "**Audit Committee** " means the Audit Committee of Directors constituted by the Board of Directors of the Company in accordance with Section 177 of the Act and read with Regulation 18 of Listing Regulations.
- c. "**Employee**" means every employee of the Company (whether working in India or abroad) and the directors in the employment of the Company.
- d. "**Director** " means every Director of the Company, past or present.
- e. "**Investigators** " mean the persons/team appointed by the Audit Committee.

f. **“Protected Disclosure ”** means any communication made in good faith by a stakeholder, to the Chairperson of the Audit Committee, that discloses or demonstrates information that may evidence unethical or improper activity by an Accused.

g. **“Stakeholders ”** all employees, directors , shareholders, investors, customers, suppliers and local communities of the Company who are eligible to raise concerns or make a Protected Disclosure under this Policy.

h. **“Whistle-blower ”** means any Stakeholder who raises a concern or makes a Protected Disclosure under this Policy.

e. **“Whistleblower Review Committee”** means a Committee which shall comprise of the Chief Executive Officer, Chief Operating Officer and Head of Human Resources. This Committee shall be responsible for receiving and investigating all complaints, Protected Disclosures, and related matters, in accordance with any directives issued , if any, by the Audit Committee under this Policy.

### **3. Eligibility**

a. All Stakeholders of the Company are eligible to make Protected Disclosures under the Policy. The Protected Disclosures may be in relation to matters concerning the Company.

b. Protected Disclosures may include any financial, accounting or integrity related violations and complaints pertaining to the CEO, COO, Directors or any key managerial personnel of the Company and leakage of Unpublished Price Sensitive Information (UPSI)

c. In addition to making Protected Disclosures under the Policy, any stakeholder can report concerns under the Code of Business Conduct and Ethics on various issues including sexual harassment, discrimination, conflict of interest, corruption etc.

### **4. Reporting Complaints**

a. According to the policy, any Stakeholder may report Protected Disclosures to the Whistleblower Review Committee using the following link:

<https://www.harshaengineers.com/whistle-blowing-system.php>

b In the event of a Protected Disclosure concerning any Director, any stakeholder may report the Protected Disclosure to the Chairperson of the Audit Committee of the Company using the provided link. Alternatively, stakeholders can submit a written report to the address below, providing detailed and comprehensive information along with any supporting documents

Chairperson of the Audit Committee  
Harsha Engineers International Limited  
Sarkhej - Bavla Road, Changodar, Ahmedabad,  
Sanand,Gujarat, India, 382213

c. Protected Disclosures should be factual and not speculative or a conclusion and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern and the urgency of a preliminary investigative procedure.

d. The Whistle-blower may disclose their identity while making Protected Disclosures.

## **5. Investigation**

a. All Protected Disclosures reported under this Policy will, at the option of the Whistleblower Review Committee or Chairperson as the case applicable, be investigated by them.

b. The Whistleblower Review Committee or Chairperson as the case applicable shall take all steps to keep the identity of the Accused confidential. Accused shall have a duty to co-operate during investigation to the extent that such co-operation will not compromise self-incrimination protections available under the applicable laws.

c. Accused have a responsibility not to interfere with the investigation. Evidence shall not be withheld, destroyed or tampered with, and witnesses shall not be influenced, coached, threatened or intimidated by the Accused. Unless there are compelling reasons not to do so, Accused will be given the opportunity to respond to material findings contained in an investigation report.

d. The Company will ensure that the investigation is conducted in a fair and efficient manner and within 6 months from the receipt of the complaint. This period may get extended if the Investigators, in their reasonable opinion conclude that they require extra time to complete the investigation.

e. Technical and other resources may be drawn upon as necessary to augment the investigation. Investigators have a duty of fairness, objectivity, thoroughness, ethical behaviour, and observance of legal and professional standards.

f. Investigations will be initiated only after a preliminary review, which establishes that:

- i. The alleged act constitutes an improper or unethical activity or conduct, and
- ii. Either the allegation is supported by information specific enough to be investigated or matters that do not meet this standard may be worthy of management review, but investigation itself should not be undertaken as an investigation of an improper or unethical activity.

## **6. Protection of Whistle-blowers**

a. There is zero tolerance to retaliation or unfair treatment against the Whistle-blower and all others who report any concern under this Policy. Appropriate steps will be taken to ensure that retaliation is not be done against the Whistle-blower or any other person assisting in an investigation under the Policy. Individuals engaging in retaliatory conduct will be subject to disciplinary action by the management.

b. Identity of the Whistle-blower shall be kept confidential to the extent possible and permitted under law. Whistle-blowers are cautioned that their identity may become known for reasons outside the control of the Investigators (e.g. during investigations carried out by Investigators).

c. Appropriate disciplinary action shall be taken against a Whistle-blower if false or bogus allegations are made by them with mala fide intention.

## **7. Decision**

If an investigation leads the Whistleblower Review Committee, to conclude unanimously that an improper or unethical act has been committed, Whistleblower Review Committee shall recommend to the Audit Committee of the Company to take such disciplinary or corrective action as deemed fit. Should the investigation involve a director and if the Chairperson of the Audit Committee conclude that an improper or unethical act has been committed, the Chairperson of the Audit Committee shall recommend to the Board of Directors of the Company to take such disciplinary or corrective action as deemed fit. It is clarified that any disciplinary or corrective action initiated against the Accused shall adhere to the applicable personnel or staff conduct and disciplinary procedures.

## **8. Periodic Review**

The Whistleblower Review Committee will periodically assess the Policy's performance and provide recommendations to the Audit Committee to enhance its effectiveness. Additionally, the Compliance Officer will oversee the Policy's implementation, evaluating its suitability, adequacy, and overall effectiveness to ensure it operates as intended.

## **10. Reporting**

The details of the establishment of the vigil mechanism under the Policy and an affirmation that no personnel is denied access to the Whistleblower Review Committee or Audit Committee as the case applicable will be stated in the section on Corporate Governance of the Annual Report of the Company.

## **11. Retention of documents**

All Protected Disclosures in writing or documented along with the results of investigation relating thereto shall be retained by the Company.

## **12. Disclosure**

The details of the vigil/whistle blower mechanism shall be disclosed by the Company on its website and also in the Boards' Report as required under the Act and Listing Regulations, as amended from time to time.

## **AMENDMENT**

Any amendment in this Policy may be carried out with the approval of the Board of Directors of the Company.

In case any amendment(s), clarification(s), circular(s) and guideline(s) issued by Securities and Exchange Board of India/Stock Exchanges, that is not consistent with the requirements specified under this Policy, then the provisions of such amendment(s), clarification(s), circular(s) and the guideline(s) shall prevail upon the requirements hereunder and this Policy shall stand amended accordingly effective from the date as laid down under such amendment(s), clarification(s), circular(s) and guideline(s). Such amendments shall be brought to the attention of the Board of Directors.

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