



**VIGIL MECHANISM/ WHISTLE BLOWER POLICY OF CETEX
PETROCHEMICALS LIMITED**



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1. PREFACE

1.1 Section 177(9) of the Companies Act, 2013 requires every listed company and such class or classes of companies, as may be prescribed to establish a vigil mechanism for the directors and employees to report genuine concerns in such manner as may be prescribed. Cetex Petrochemicals Limited ("**The Company**") has principles and standards which are to be diligently abided by the Company and its employees and failure to meet the required standards, would be a matter of serious concern for the Company. In this regard, a vigil mechanism policy is in place to provide for adequate safeguards against victimization of any persons who uses such mechanism to report incidents directly to the chairperson of the Audit Committee in appropriate or exceptional cases.

1.2 The Company has established an effective and efficient vigil mechanism/whistle blower policy which is routinely reviewed and updated to safeguard the interest of the stakeholders.

2. POLICY OBJECTIVES

2.1. The Company is committed to adhere to the highest standards of ethical, moral and legal conduct of business operations. To maintain these standards, the Company encourages its employees who have concerns about suspected misconduct to come forward and express these concerns without fear of punishment or unfair treatment. A Vigil (Whistle Blower) mechanism provides a channel to the employees and Directors to report to the management, concerns about unethical behaviour, actual or suspected fraud or violation of the Codes of conduct or policy. The mechanism provides for adequate safeguards against victimization of employees and Directors to avail of the mechanism and also provide for direct access to the Chairman / MD / Chairman of the Audit Committee in exceptional cases.

2.2. This neither releases employees from their duty of confidentiality in the course of their work nor can it be used as a route for raising malicious or unfounded allegations against people in authority and / or colleagues in general.

3. SCOPE OF THE POLICY

3.1. This Policy covers malpractices and events which have taken place / suspected to have taken place, misuse or abuse of authority, fraud or suspected fraud, violation of company rules, manipulations, negligence causing danger to public health and safety, misappropriation of monies, leak of unpublished price sensitive information



and other matters or activity on account of which the interest of the Company is affected and formally reported by whistle blowers.

4. DEFINITIONS

- 1) **“Alleged wrongful conduct”** shall mean and include violation of law, Infringement of Company’s rules, misappropriation of monies, actual or suspected fraud, substantial and specific danger to public health and safety or abuse of authority”.
- 2) **Audit Committee:** means a committee constituted by the board of directors of the company in compliance with Section 177 of the Companies Act, 2013.
- 3) **Board means the Board of Directors of the Company:** Company means Cetex Petrochemicals Limited (CPL) and all its offices.
- 4) **Complaint:** An incident that has been reported under the reporting mechanism.
- 5) **Chairman:** Means chairman of the Audit Committee.
- 6) **Disciplinary Action:** An action that has or will be taken up against a person upon completion of investigation, which may include warning, suspension, permanent dismissal or any such action as is deemed to be fit considering the losses that the company has or may have faced out of the commission of such crimes.
- 7) **Employee:** means all the employees of Cetex Petrochemicals Limited which includes the directors of the company.
- 8) **“Protected Disclosure”** means a concern raised by an employee or group of employees of the Company, through a written communication and made in good faith which discloses or demonstrates information about an unethical or improper activity under the title “SCOPE OF THE POLICY” with respect to the Company. It should be factual and not speculative or in the nature of an interpretation / conclusion and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern.
- 9) **Incident:** means the happening of an event that is being reported through the reporting mechanism.
- 10) **Reporting Mechanism:** means the mode of communication to be undertaken by an employee while making a protected disclosure.



11) **Subject:** means a person or group of persons against whom a protected disclosure is made or evidence gathered during the course of an investigation.

12) **Whistle Blower:** is an employee or group of employees who make a Protected Disclosure under this Policy and also referred in this policy as complainant.

5. ELIGIBILITY

5.1. All Employees / Directors of the Company are eligible to make Protected Disclosures under the Policy in relation to matters concerning the Company.

6. REPORTING MECHANISM

6.1. All Protected Disclosures should be reported in writing by the complainant as soon as possible after the Whistle Blower becomes aware of the same so as to ensure a clear understanding of the issues raised and should either be typed or written in a legible handwriting in English.

6.2. The Protected Disclosure should be submitted in a closed and secured envelope and should be super scribed as "Protected disclosure under the Whistle Blower policy". Alternatively, the same can also be sent through email with the subject "Protected disclosure under the Whistle Blower policy". If the complaint is not super scribed and closed as mentioned above, it will not be possible for the Audit Committee to protect the complainant and the protected disclosure will be dealt with as if a normal disclosure.

6.3. In order to protect the identity of the complainant, the Vigilance and Ethics Officer will not issue any acknowledgement to the complainants and they are advised neither to write their name / address on the envelope nor enter into any further correspondence with the Vigilance and Ethics Officer. The Vigilance and Ethics Officer shall assure that in case any further clarification is required he will get in touch with the complainant.

6.4. Anonymous / Pseudonymous disclosure shall not be entertained by the Vigilance and Ethics Officer.

6.5. The Protected Disclosure should be forwarded under a covering letter signed by the complainant. The Vigilance and Ethics Officer / Chairman of the Audit Committee / MD / Chairman as the case may be, shall detach the covering letter bearing the identity of the Whistle Blower and process only the Protected Disclosure.

6.6. All Protected Disclosures should be addressed to the Vigilance and Ethics Officer of the Company or to the Chairman of the Audit Committee / MD / Chairman in exceptional cases. The contact details of the Vigilance and Ethics Officer is as under:-

Name and Address –

Dr. Gargi Kaul, Independent Director



Plot No.39, Khasra ,487-4/488-4, Bhadbada Road,Huzur,Bhopal,
Madhya Pradesh ,PIN: 462044 / Email : grievance@cetexpetro.com

- 6.7. Protected Disclosure against the Vigilance and Ethics Officer should be addressed to the Chairman of the Company and the Protected Disclosure against the Chairman / MD of the Company should be addressed to the Chairman of the Audit Committee.
- 6.8. The contact details of the CEO/Managing Director, and the Chairman of the Audit Committee are as under:
Name and Address :
Dr. Gargi Kaul, Independent Director
Plot No.39, Khasra ,487-4/488-4, Bhadbada Road,Huzur,Bhopal,
Madhya Pradesh ,PIN: 462044 / Email : grievance@cetexpetro.com
- 6.9. On receipt of the protected disclosure the Vigilance and Ethics Officer / Chairman / MD / Chairman of the Audit Committee, as the case may be, shall make a record of the Protected Disclosure and also ascertain from the complainant whether he was the person who made the protected disclosure or not. He shall also carry out initial investigation either himself or by involving any other Officer of the Company or an outside agency before referring the matter to the Audit Committee of the Company for further appropriate investigation and needful action. The record will include:
 - a) Brief facts;
 - b) Whether the same Protected Disclosure was raised previously by anyone, and if so, the outcome thereof;
 - c) Whether the same Protected Disclosure was raised previously on the same subject;
 - d) Details of actions taken by Vigilance and Ethics Officer / Chairman / MD for processing the complaint
 - e) Findings of the Audit Committee
 - f) The recommendations of the Audit Committee/ other action(s).
- 6.10. The Audit Committee, if it deems fit, may call for further information or particulars from the complainant.

7. INVESTIGATION

- 7.1. All protected disclosures under this policy will be recorded and thoroughly investigated. The Audit Committee may investigate and may at its discretion consider involving any other Officer of the Company and/ or an outside agency for the purpose of investigation.
- 7.2. The decision to conduct an investigation is by itself not an accusation and is to be treated as a neutral fact finding process.
- 7.3. Subject(s) will normally be informed in writing of the allegations at the outset of a formal investigation and have opportunities for providing their inputs during the investigation.

- 7.4. Subject(s) shall have a duty to co-operate with the Audit Committee or any of the Officers appointed by it in this regard.
- 7.5. Subject(s) have a right to consult with a person or persons of their choice, other than the Vigilance and Ethics Officer / Investigators and/or members of the Audit Committee and/or the Whistle Blower.
- 7.6. Subject(s) have a responsibility not to interfere with the investigation. Evidence shall not be withheld, destroyed or tampered with and witness shall not be influenced, coached, threatened or intimidated by the subject(s).
- 7.7. Unless there are compelling reasons not to do so, subject(s) will be given the opportunity to respond to material findings contained in the investigation report. No allegation of wrong doing against a subject(s) shall be considered as maintainable unless there is good evidence in support of the allegation.
- 7.8. Subject(s) have a right to be informed of the outcome of the investigations. If allegations are not sustained, the Subject should be consulted as to whether public disclosure of the investigation results would be in the best interest of the Subject and the Company.
- 7.9. The investigation shall be completed normally within 3 months of the receipt of the protected disclosure and is extendable by such period as the Audit Committee deems fit.

8. DECISION AND REPORTING

- 8.1. If an investigation leads the Vigilance and Ethics Officer / Chairman of the Audit Committee to conclude that an improper or unethical act has been committed, the Vigilance and Ethics Officer / Chairman of the Audit Committee shall recommend to the management of the Company to take such disciplinary or corrective action as he may deem fit. It is clarified that any disciplinary or corrective action initiated against the Subject as a result of the findings of an investigation pursuant to this Policy shall adhere to the applicable personnel or staff conduct and disciplinary procedures.
- 8.2. The Vigilance and Ethics Officer shall submit a report to the Chairman of the Audit Committee on a regular basis about all Protected Disclosures referred to him/her since the last report together with the results of investigations, if any.
- 8.3. In case the Subject is the Chairman/MD of the Company, the Chairman of the Audit Committee after examining the Protected Disclosure shall forward the protected disclosure to other members of the Audit Committee if deemed fit. The Audit Committee shall appropriately and expeditiously investigate the Protected Disclosure.
- 8.4. If the report of investigation is not to the satisfaction of the complainant, the complainant has the right to report the event to the appropriate legal or investigating agency.
- 8.5. A complainant who makes false allegations of unethical & improper practices or about alleged wrongful conduct of the subject to the Vigilance and Ethics Officer or



the Audit Committee shall be subject to appropriate disciplinary action in accordance with the rules, procedures and policies of the Company.

9. SECRECY / CONFIDENTIALITY

9.1. The complainant, Vigilance and Ethics Officer, Members of Audit Committee, the Subject and everybody involved in the process shall:

- 9.1.1. Maintain confidentiality of all matters under this Policy
- 9.1.2. Discuss only to the extent or with those persons as required under this policy for completing the process of investigations.
- 9.1.3. Not keep the papers unattended anywhere at any time

10. ACCESS TO THE CHAIRMAN OF THE AUDIT COMMITTEE

The whistle blower shall have right to access chairman of the audit committee in exceptional cases and the chairman of the audit committee is authorised to prescribe suitable directions in this regard.

11. COMMUNICATION

A whistle Blower policy cannot be effective unless it is properly communicated to employees. The whistle Blower policy has been disclosed in the website of the company.

12. RETENTION OF DOCUMENTS

All protected disclosures made in writing or by mail along with the documentary evidences provided must be preserved by the company for a period of seven years or such other period as may be specified by any other law in force.

13. ADMINISTRATION AND REVIEW OF THE POLICY

The CEO/ MD / Company Secretary shall be responsible for the administration, interpretation, application and review of this policy. The CEO/MD is empowered to bring about necessary changes to this Policy, if required at any stage with the concurrence of the Audit Committee.

14. AMENDMENT

The Company reserves its right to amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever. However, no such amendment or modification will be binding on the Employees and Directors unless the same is communicated to them as per Clause 11 above.

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