



MECON LIMITED  
RANCHI - 834 002

## **Sub: Whistle Blower Policy of MECON Limited**

### **1. Preface:**

The Company believes in conducting its business in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity and ethical behaviour in the conduct of its employees. As such, the Company endeavours to work against corruption in all its forms including demand and acceptance of illegal gratification and abuse of official position with a view to obtain pecuniary advantage for self or any other person.

Towards this end, the Company has existing Conduct, Discipline and Appeal rules which govern the conduct of employees. The Vigilance Department of the Company is also empowered to initiate investigations on its own and act on complaints received from public / employees, with regard to violation of Company's rules and procedures in the conduct of business.

Any actual or potential violation of the Company's rules, regulations and policy governing the conduct of business is a matter of serious concern for the Company. The Company is therefore committed to developing a culture where it is safe for employees to raise concerns about instances if any, where such rules, regulations and policy are not being followed in furtherance of business.

Guidelines on Corporate Governance for Central Public Sector Enterprises, 2010 of the Department of Public Enterprises (refer Annex-VII) require Public Sector Companies to establish a mechanism called 'whistle blower policy' for employees to report to the management concerns about unethical behaviour, actual or suspected fraud or violation of the company's general guidelines on conduct or ethics policy. This mechanism is also required to provide for adequate safeguards against victimization of employees, who avail of the mechanism and for direct access to the Chairman of the Audit Committee in exceptional cases.



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The objective of this policy is to build and strengthen a culture of transparency and trust in the organization and to provide employees with a framework / procedure for responsible and secure reporting of improper activities (whistle blowing) and to protect employees wishing to raise a concern about improper activity / serious irregularities within the Company. The policy is to provide necessary safeguards for protection of employees from reprisals or victimization.

The policy does not absolve employees from their duty of confidentiality in the course of their work. It is also not a route for taking up personal grievance.

The policy shall not be used in place of the Company's grievance handling procedures or as a route for raising malicious or unfounded allegations against colleagues.

A Whistle Blower shall not get immunity from any disciplinary action against him/her on account of poor job performance or misconduct.

**2. Definitions:**

**2.1 "Company"** means MECON Limited.

**2.2 "Audit Committee"** means the Audit Committee constituted by the Board of Directors of the Company in accordance with Section 292A of the Companies Act, 1956. Now the provisions of Sec 177 of the new Companies Act, 2013 will be applicable.

**2.3 "Competent Authority"** means the Chairman cum Managing Director (CMD) of the Company and will include any person(s) to whom he may delegate any of his powers as the Competent Authority under this policy from time to time. In case of conflict of interest (CMD being the Subject), Competent Authority shall mean Chairman of the Audit Committee.

**2.4 "Employee"** means an employee of the Company as defined in the Establishment Manual of the Company including a person on deputation to the Company and also those deployed through agency.

**2.5 "Improper Activity"** means any activity by an employee of the Company that is undertaken in performance of his or her official duty, whether or not that act is within the scope of his or her employment, and that is in violation of any law or the rules of conduct applicable to the employee, including but not limited to abuse of authority, breach of contract, manipulation of company data, pilferage of confidential / proprietary information, criminal offence, corruption, bribery, theft, conversion or misuse of the Company's property, fraudulent claim, fraud or willful omission to perform the duty, or that involving gross misconduct, incompetence or gross inefficiency and any other unethical biased favoured or imprudent act in violation of the Company's Conduct, Discipline and Appeal (CDA) Rules as spelt out in Chapters-IV & V of Establishment Manual of the Company. Activities which have no nexus to the working of the Company and are purely of personal nature are specifically excluded from the definition of Improper Activity.



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- 2.6 **“Investigators”** mean those persons authorized, appointed, consulted or approached by the Chairman cum Managing Director / Competent Authority in connection with conducting investigation into a protected disclosure and includes the Auditors of the Company.
- 2.7 **“Protected Disclosure”** means any communication made in good faith that discloses or demonstrates information that may evidence unethical or ~~an~~ improper Activity+.
- 2.8 **“Service Rules”** means the Conduct, Discipline and Appeal rules applicable to the employees.
- 2.9 **“Subject”** means an employee against or in relation to whom a Protected Disclosure has been made or evidence gathered during the course of an investigation.
- 2.10 **“Whistle Blower”** means an Employee making a Protected Disclosure under this policy.
- 2.11 **“Motivated Complaint”** . A complaint shall be deemed to be motivated if it is found to be deliberately false or motivated by revenge/enmity/mischief or extraneous considerations.
- 2.12 **“Bonafide Complaint”** . A complaint shall be deemed to be bonafide unless it is found to be motivated.
- 2.13 **“Disciplinary Authority”** shall mean the authority as defined in Clause 1.2.10 of CHAPTER-I and the Annexure under Clause 5.3.2 of CHAPTER-V of the Establishment Manual of the Company.
- 3. Eligibility:**  
All employees of the Company are eligible to make ~~an~~ Protected Disclosures+.
- 4. Guiding Principles:**
- 4.1 Protected disclosures are acted upon in a time bound manner.
- 4.2 Complete confidentiality of the Whistle Blower is maintained.
- 4.3 The Whistle Blower and / or the person(s) processing the Protected Disclosure are not subjected to victimization.
- 4.4 Evidence of the Protected Disclosure is not concealed and appropriate action including disciplinary action is taken in case of attempts to conceal or destroy evidence.
- 4.5 Subject of the Protected Disclosure i.e., person against or in relation to whom a protected disclosure has been made, is provided an opportunity of being heard.



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4.6 The Whistle Blower Policy does not tantamount in any manner to dilution of the Vigilance mechanism in the Company. Rather, over and above the existing Vigilance mechanism, any Protected Disclosure made by a Whistle Blower under this policy, if perceived to have a vigilance angle shall be referred to the Chief Vigilance Officer of the Company as per existing practice.

## 5. Whistle Blower – Role & Disqualifications:

### A) Role

- i) The Whistle Blower's role is that of a reporting party with reliable information.
- ii) The Whistle Blower is not required or expected to conduct any investigations on his own.
- iii) The Whistle Blower does not have any right to participate in investigations.
- iv) Protected Disclosure will be appropriately dealt with by the Competent Authority.
- v) The Whistle Blower shall have a right to be informed of the disposition of his disclosure except for overriding legal or other reasons.

### B) Disqualifications:

- i) Genuine Whistle Blowers will be accorded protection from any kind of unfair treatment / victimization. However, any abuse of this protection will warrant disciplinary action.
- ii) Whistle Blowers, who make any Protected Disclosures, which have been subsequently found to be motivated or mala fide or malicious or frivolous, baseless or reported otherwise than in good faith, will be liable for disciplinary action as per the CDA Rules.
- iii) Whistle Blowers, who make three Protected Disclosures, which have been subsequently found to be mala fide, frivolous, baseless, malicious or reported otherwise than in good faith, will be disqualified from reporting further Protected Disclosure under this policy.

## 6. Procedures - Essentials and handling of Protected Disclosure:

6.1 The Protected Disclosure / Complaint should be submitted under a covering letter bearing the identity of the whistle blower / complainant i.e. his/her Name, Employee Number and Location, and should be in a **closed / secured / sealed envelope** addressed to the Competent Authority which should be **superscribed %Protected Disclosure+** (If the envelope is not superscribed and closed / sealed / secured, it will not be possible to provide protection to the whistle blower as specified under this policy).

The text of the Protected Disclosure should be carefully drafted so as not to give any details or clue as to revealing the identity of the Whistle Blower. The details should be specific and verifiable. It should be in brief and contain factual details and related matters. It should not be vague or contain sweeping general allegations.



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- 6.2 If the Whistle Blower believes that there is a conflict of interest between the Competent Authority and the whistle blower, he may send his protected disclosure directly to the Audit Committee of the Board of Directors of the Company c/o the Company Secretary.
- 6.3 Anonymous or pseudonymous protected disclosure shall not be entertained.
- 6.4 Protected Disclosure should either be typed or written in legible hand writing in English, Hindi or Regional language of the place of employment of the whistle blower and should provide a clear understanding of the Improper Activity involved or issue / concern raised. The reporting should be factual and not speculative in nature. It must contain as much relevant information as possible and should help in initial assessment and investigation.
- Protected Disclosures should be factual and not speculative or in the nature of a conclusion, and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern.
- 6.5 Investigations into any improper activity which is the subject matter of an inquiry or order under the Public Servants Inquiries Act, 1850 or under the Commissions of Inquiry Act, 1952 will not come under the purview of this policy.

**7. Investigations and Role of Investigators:**

On receipt of Protected Disclosure, the Competent Authority shall detach the covering letter and verify / confirm the authenticity of the Whistle Blower. On receipt of confirmation, the protected disclosure may be forwarded to the investigators for investigation.

**A) Investigation:**

1. Investigations will be launched only after a preliminary review by the Competent Authority which establishes that;
  - i) The alleged act constitutes an improper or unethical activity or conduct, and
  - ii) The allegation is supported by information specific enough to be investigated or in cases where the allegation is not supported by specific information, it is felt that the concerned matter deserves review.
2. If the Competent Authority determines that an investigation is not warranted, reason(s) for such determination shall be recorded in writing.
3. If the Competent Authority is prima facie satisfied that the Protected Disclosure warrants investigation of the alleged improper activity, Competent Authority will direct appropriate investigating machinery of the Company to investigate the matter.
4. The decision to conduct an investigation taken by the Competent Authority is by itself not to be construed as an accusation and is to be treated as a neutral fact finding process.
5. The identity of a Subject and the Whistle Blower will be kept confidential to the extent possible given the legitimate needs of law and the investigation.



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6. Subjects will normally be informed of the allegations at the outset of a formal investigation and will be given opportunities for providing their inputs during the investigation.
7. Subjects shall have a duty to co-operate with the Competent Authority or any of the Investigators during investigation to the extent that such co-operation will not compromise self-incrimination protections available under the applicable laws.
8. Subjects 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 Subjects.
9. Unless there are compelling reasons not to do so, Subjects will be given the opportunity to respond to material findings contained in an investigation report. No allegation of wrongdoing against a Subject shall be considered as maintainable unless there is good evidence in support of the allegation.
10. Subjects have a right to be informed of the outcome of the investigation.
11. The investigation shall be completed normally within 45 days of the date of receipt of the protected disclosure or such extended period as the Competent Authority may permit for reasons to be recorded.

**B) Role of Investigators:**

1. Investigators are required to conduct a process towards fact-finding and analysis. Investigators shall derive their authority from Audit Committee / Competent Authority when acting within the course and scope of their investigation.
2. All Investigators shall perform their role in an independent and unbiased manner. Investigators have a duty of fairness, objectivity, thoroughness, ethical behavior and observance of professional standards.

**8. Protection:**

The identity of the Whistle Blower shall be kept confidential.

- 8.1. No unfair treatment will be meted out to a Whistle Blower by virtue of his/her having reported a Protected Disclosure under this Policy.
- 8.2. Complete protection will be given to Whistle Blowers from any disciplinary action like retaliation, threat or intimidation of termination / suspension of service, , demotion, or the like including any direct or indirect use of authority to obstruct the Whistle Blower's right to continue to perform his duties / functions including making further Protected Disclosure.
- 8.3. If the Whistle Blower is required to give evidence in criminal or disciplinary proceedings, arrangements will be made for the Whistle Blower to receive advice about the procedure. Expenses incurred by the Whistle Blower in connection with the above, towards travel etc. will be reimbursed by the Company as per normal entitlements.



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8.4 A Whistle Blower may report any violation of the above clauses to the Competent Authority who shall investigate into the same and take corrective action as may be required.

8.5 Any other Employee assisting in the said investigation shall also be protected under this Policy to the same extent as the Whistle Blower.

**9. Action:**

9.1 If the Competent Authority is of the opinion that the investigation discloses the existence of improper activity which is an offence punishable in law, the Competent Authority may direct the concerned Disciplinary Authority to take disciplinary action under the provision of CDA Rules and / or initiate action under applicable statutory provisions.

9.2 If the Competent Authority is of the opinion that the investigation discloses the existence of improper activity which warrants disciplinary action against the subject employee(s), the Competent Authority shall report the matter to the concerned Disciplinary Authority for appropriate disciplinary action.

9.3 If the Competent Authority is satisfied that the protected disclosure is false, motivated or vexatious, the Competent Authority may report the matter to the concerned Disciplinary Authority for appropriate disciplinary action against the whistle blower.

9.4 The Competent Authority shall take such other remedial action as deemed fit to remedy the improper activity mentioned in the protected disclosure or to prevent the re-occurrence of such improper activity.

9.5 If the Competent Authority is of opinion that the investigation discloses that no further action on the protected disclosure is warranted, he shall so record in writing.

**10. Reporting and Review:**

10.1 The Competent Authority shall submit a quarterly report of the protected disclosures, received and of the investigation conducted, and of the action taken to the Audit Committee of the Board of Directors of the Company.

10.2 The Audit Committee shall have power to review any action or decision taken by the Competent Authority.

10.3 Documents like Reports, data, information etc. shall be retained for a period of 7 (seven) years from the date of completion of investigation.

**11. Secrecy:**

11.1 In order to protect identity of the person, no acknowledgement shall be issued to Whistle Blower. The Whistle Blower is advised not to enter into any further correspondence on the Protected Disclosure in their own interest. It is assured that, subject to the facts of the case being verifiable, necessary action will be taken promptly.



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In general, no further correspondence will be entertained in the matter. However, it will be ensured that the complaints are investigated and actions are taken to its logical conclusion.

11.2 All the individuals involved in the process shall:

- i) maintain complete confidentiality/ secrecy of the matter
- ii) not discuss the matter in any informal/social gatherings/ meetings
- iii) discuss only to the extent or with the persons required for the purpose of completing the process and investigations
- iv) not keep the papers unattended anywhere at any time
- v) keep the electronic mails/files under password

If anyone is found not complying with the above, he/ she shall be held liable for such disciplinary action as is considered fit.

11.3 When a Whistle Blower makes a complaint under this policy in good faith, it is believed to be true. No action is taken against the complainant if the disclosure turn out to be incorrect. However, Good faith shall be deemed lacking when the complainant does not have any basis for the complaint or the complaint is malicious, false or frivolous. Making false or malicious allegation will be considered as misconduct which may result into disciplinary action as per CDA Rules.

## 12. Amendments:

This policy can be modified or repealed at any time by the Chairman-cum-Managing Director of the Company.