

## Whistle Blower Policy



- Norex conducts its business in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity & ethical behavior. Norex has adopted the Business Ethics Policy & Business Conduct/certified standing orders, which lays down the principles and standards that should govern the actions of the company and its employees. Any actual or potential violation of the code, howsoever, insignificant or perceived as such, would be a matter of serious concern for the company.
- Every employee of Norex, supplier, contract service provider etc. shall promptly report to the management, Unit Head, their Supervisors, HR and / or third- party ethics committees and / or audit committee, when she / he becomes aware of any actual or possible violation of the code or an event of misconduct, act of misdemeanor or act not in the interest. Such reporting shall be made available to suppliers and partners too.
- Any Norex employee, supplier, contract service provider etc. can choose to make a protected disclosure under the whistleblower policy, providing for reporting to the chairperson of the audit committee or the board of directors or specified authority. Such a protected disclosure shall be forwarded, when there is reasonable evidence to conclude that a violation is possible or has taken place, with a covering letter, which shall bear the identity of the whistleblower.
- Norex shall ensure protection to the whistleblower and any attempts to intimidate him/her would be treated as a violation of the code.
- No disciplinary or discrimination actions will be taken on such whistleblower.
- Norex shall strive to put efforts for promoting awareness on Whistleblower Policy in the employees and related interested parties.
- Monitor and measure the process against the requirements and take actions to continually improve the system.
- **Reporting Channels:** Concerns may be reported in good faith either through: Designated email ID, Written communication marked “Confidential – Whistle Blower” & Drop it into Drop Box that places at without CCTV surveillance area, Direct reporting to the Compliance Officer / Ethics Committee / Management, Anonymous reporting is permitted.
- **Confidentiality, Anonymity & Protection:** - Whistle blower identity will be kept confidential to the extent possible, and anonymity is maintained if the whistleblower chooses to. In such cases, the complaint should be accompanied with strong evidence and data. Retaliation against whistle blowers is strictly prohibited and will invite disciplinary action against the retaliator.
- **Investigation & Action:** - All disclosures will be reviewed impartially. Appropriate corrective and disciplinary actions shall be taken based on investigation findings.
- **False Complaints:** - Knowingly false or malicious complaints may result in disciplinary action.

**Vaibhav Agrawal**

**Managing Director**