

## **MEGASTAR FOODS LIMITED**

CIN: L15311CH2011PLC033393

Regd. Office: PLOT NO. 807, INDUSTRIAL AREA, PHASE-II CHANDIGARH 160102, E-Mail -

cs@megastarfoods.com

Website: www.megastarfoods.com

# **Whistleblower policy**

## **1. OBJECTIVE**

The objective of this policy is to provide employees an avenue to raise concerns, in line with the commitment of MEGASTAR FOODS LIMITED to the highest possible standards of ethical, moral and legal business conduct and its commitment to open communication. To provide necessary safeguards for protection of employees from reprisals or victimization, for reporting a concern in good faith

The another objective of the Policy is to provide employees the procedure for reporting in case of Leak of Unpublished price sensitive information and suspected Leak of Unpublished price sensitive information pursuant to Regulation 9A(6) of SEBI (Prohibition of Insider Trading) (Amendment) Regulations, 2018.

## **2. SCOPE & COVERAGE**

This Policy covers all the Directors and Employees of MEGASTAR FOODS LIMITED.

## **3. WHAT THIS POLICY COVERS**

The Whistleblower policy is intended to cover serious concerns that could have a large impact on MEGASTAR FOODS LIMITED such as actions (actual or suspected) that:

- May lead to incorrect financial reporting
- Are not in line with the Code of Conduct
- Are unlawful
- Otherwise amount to serious improper conduct

## **4. DEFINITIONS**

### **4.1 Complainant (Whistleblower)**

An employee making a disclosure under this policy is commonly referred to as a complainant (whistleblower). The complainant's role is as a reporting party, he/she is not an investigator.

#### **4.2 Ombudsperson**

The Ombudsperson will be a person, a full time senior employee, well respected for his/her integrity, independence and fairness. He/she would be authorized by the Board of Directors of the Company for the purpose of receiving all complaints under this policy and ensuring appropriate action.

#### **4.3 Unpublished Price Sensitive Information (UPSI)**

Means any information, relating to a company or its securities, directly or indirectly, that is not generally available and which upon becoming generally available, is likely to materially affect the price of the securities and shall, ordinarily including but not restricted to, information relating to the following: -

- i. financial results;
- ii. dividends;
- iii. change in capital structure;
- iv. mergers, de-mergers, acquisitions, delistings, disposals and expansion of business and such other transactions;
- v. changes in key managerial personnel.

### **5. WHISTLE BLOWER PROCESS**

#### **5.1 Reporting**

The Whistleblower procedure is intended to be used for serious issues. Serious concerns relating to financial reporting, unethical or illegal conduct, should be reported to either the:

- Immediate supervisor or
- Ombudsperson or
- Chairperson of the Audit Committee.

The immediate supervisor shall, without any delay, report the concern either to the Ombudsperson or to the Chairperson of the Audit Committee.

**Annexure I** provides the necessary contact details of the Ombudsperson and the Chairperson of the Audit Committee.

#### **5.2 Investigation**

All complaints received will be recorded and looked into. An enquiry will be carried through by the Ombudsperson and/or the Chairperson of the Audit Committee, who, if required, may include other person(s) to assist in the investigation. The investigation would be conducted in a fair manner, as a neutral fact finding process and without presumption of guilt. A written report of the findings would be made. Every person working for the MEGASTAR FOODS LIMITED has a duty to cooperate in such an investigation.

### **5.3 Investigation Result**

Based on a thorough examination of the findings, the Ombudsperson and the Chairperson of the Audit Committee would decide an appropriate course of action where an improper practice is proved. This would cover suggested disciplinary action, including dismissal, if applicable, as well as preventive measures for the future. All discussions would be minuted and the final report prepared. Decision of the Chairperson of the Audit Committee in the matter will be final.

### **5.4 Investigation Subject**

The investigation subject is the person/group of persons who are the focus of the investigation. Their identity would be kept confidential to the extent possible.

### **5.5 Reporting by Ombudsperson**

The Ombudsperson will provide a quarterly report to the Audit Committee of complaints received and action taken against each complaint.

### **5.6 Communication with Complainant**

The complainant will receive an acknowledgement on receipt of the concern.

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from him/her. Subject to legal constraints, he/she will receive information about the outcome of any investigations.

## **6. WHISTLE BLOWER PROCESS IN CASE OF LEAK OF UNPUBLISHED PRICE SENSITIVE INFORMATION OR SUSPECTED LEAK OF INFORMATION**

### **6.1 REPORTING:**

The Complainant shall report instance of leak of unpublished price sensitive information and all suspected violations to:

- (i) the Immediate Superior
- (ii) Company Secretary-cum-Compliance Officer; at [cs@megastarfoods.com](mailto:cs@megastarfoods.com)

If the complainant has reasons to believe that his immediate superior, Compliance Officer or Company Secretary is involved in the suspected violation, the complainant may report instance of leak of UPSI to the Chairman of Audit Committee of the Company.

### **6.2 INQUIRY IN CASE OF LEAK OF UPSI**

The Company has formulated policies and procedures for enquiry in case of leak of unpublished price sensitive information or suspected leak of unpublished price sensitive

information in order to initiate appropriate inquiries on becoming aware of leak of unpublished price sensitive information or suspected leak of unpublished price sensitive information and inform the Board promptly of such leaks, inquiries and results of such inquiries.

## **7. RESPONSIBILITIES:**

### **7.1 Employees**

- Bring to early attention of the Company any improper practice they become aware of. Although they are not required to provide proof, they must have sufficient cause for concern.
- Co-operate with investigating authorities, maintaining full confidentiality.
- The intent of the policy is to bring genuine and serious issues to the fore. Malicious allegations by employees must be avoided and will be viewed negatively.
- A complainant has the right to protection from retaliation. But this does not extend to immunity to the complainant for collusion in the matters that are the subject of the allegations and investigation.

### **7.2 Ombudsperson**

- Ensure that the policy is implemented and wide coverage given including putting up on the notice boards, intranet site and including the same in the induction process of new joiners. Similar process to be followed for subsidiary company(ies) also.
- Acknowledge receipt of the complaint to the complainant
- Ensure that necessary safeguards are provided to the complainant.
- To carry investigation in the complaint.
- Document the details of the complaint, the investigation process and the final outcome. Minute Committee deliberations, wherever applicable, and document the final report.

#### **Reporting process**

- Ombudsperson to provide a quarterly report to the Audit Committee.

### **7.3 Chairperson of the Audit Committee/Ombudsperson**

- Conduct the enquiry in a fair, unbiased manner
- Ensure complete fact-finding.
  
- Maintain strict confidentiality.
- Decide whether an improper practice has been committed and if so by whom.
- Committee to present the investigation result to the Ombudsperson or the Chairperson of the Audit Committee and if required by them, to recommend an appropriate course of action.
- The Ombudsperson and the Chairperson of the Audit Committee to decide disciplinary action, including dismissal and preventive measures.

### **7.4 Investigation Subject**

- Provide full co-operation to the Investigation team.
- Be informed of the outcome of the investigation.

- Accept the decision of the Ombudsperson and the Chairperson of the Audit Committee.
- Maintain strict confidentiality.

## 8. GUIDELINES

### 8.1 Harassment or Victimization:

Harassment or victimization of the complainant will not be tolerated and could constitute sufficient grounds for dismissal of the concerned employee.

### 8.2 Confidentiality:

Every effort will be made to protect the complainant's identity, subject to legal constraints.

### 8.3 Anonymous Allegations:

All concerns expressed anonymously will be accepted and investigated.

**ANNEXURE I**

**CONTACT DETAILS**

**CHAIRMAN OF THE AUDIT COMMITTEE: Mr. Prabhat Kumar**

**Mobile: +91 9417006595**

**E-mail: prabhatvimal@gmail.com**

**OMBUDSPERSON: Mr. Robin Kumar**

**Address: PLOT NO. 807, INDUSTRIAL AREA, PHASE-II CHANDIGARH 160102**

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