



SHOGINI TECHNOARTS PVT LTD

VIGIL MECHANISM POLICY

1. PREAMBLE

- 1.1 Section 177(9) of the Companies Act, 2013 (“Act”) read with Rule 7 of Companies (Meetings of Board and its Powers) Rules, 2014 mandates the following classes of Companies to establish a Vigil Mechanism for the directors and employees of the Company to report genuine concerns or grievances about unethical behaviors, actual or suspected fraud or violation of Company Code of conduct or ethics policy.
1. Every listed Company;
 2. Every other Company which accepts deposits from the public;
 3. Every Company which has borrowed money from banks and public financial institutions in excess of Rs. 50 Crore.
- 1.2 The Vigil Mechanism shall provide for adequate safeguards against victimization of employees and directors who use the Vigil Mechanism and make provision for direct access to the chairperson of the audit committee to oversee the functioning of the Vigil Mechanism.
- 1.3 In the event of repeated frivolous or malicious complaints being made by a Director or an employee, the Chairperson of the Audit Committee, after due examination and appropriate investigation, may take suitable action against the concerned Director or employee, including reprimand or other disciplinary measures, as deemed appropriate.

2. DEFINITIONS

In this Mechanism, unless the context requires otherwise:

1. **“Company”** means Shogini Technoarts Pvt Ltd
2. **“Board”** shall mean the board of directors of the Company at any time consisting of the directors duly appointed and not ceased to be directors in terms of the Act.
3. **“Policy”** shall mean the Vigil Mechanism/Whistle Blower Mechanism Policy as contained hereunder in this document.
4. **“Alleged wrongful conduct”** shall mean 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.
5. **“Disciplinary Action”** means any action that can be taken on the completion of /during the investigation proceedings including but not limiting to a warning, imposition of fine, suspension from official duties or any such action as is deemed to be fit considering the gravity of the matter.
6. **“Employee”** means all the present employees and Key Employees including Senior Management Personnels.
7. **“Director”** means any present Executive, Non-Executive, Nominee, Additional, Alternate,

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CIN: U32104PN1982PTCo28059

Registered Office: Gat No 788, Khed Shivapur, Tal Haveli Dist. Pune, Maharashtra, India, 412205

Email ID: stpaccts@shogini.com Website: www.shogini.com

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SHOGINI TECHNOARTS PVT LTD

Independent Director of the Company, appointed as per the Companies Act, 2013.

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 MECHANISM” with respect to the Company. However, the Protected Disclosures 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 nature and extent of the concern.
9. **“Subject”** means a person or group of persons against or in relation to whom a Protected Disclosure is made or evidence gathered during the course of an investigation.
10. **“Whistle Blower”** is an employee or group of employees or Directors who make a Protected Disclosure under this Mechanism and also referred in this Mechanism as complainant.
11. **“Subject(s)”** is a person against whom Protected Disclosure is made by the Whistle Blower

3. ESTABLISHMENT

The Company believes in the conduct of the affairs in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity, and ethical behavior. In pursuit of the same, the Company encourages its employees to raise genuine concern about any malpractices in the workplace without fear of retaliation and will protect them from victimization or dismissal, The Company has established a Vigil Mechanism and the Chairperson of the Audit Committee oversees the functioning of the Vigil Mechanism.

4. OBJECTIVE

- 4.1 The Vigil Mechanism aims to provide a channel to the Directors and employees of the Company to report genuine concerns about unethical behavior, actual, or suspected fraud or violation of the Company’s policies.
- 4.2 The Vigil Mechanism provides adequate safeguards against victimization of Directors and employees to avail of the Vigil Mechanism and also provide for direct access to the Chairperson of the Audit Committee.
- 4.3 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 about a personal situation.

5. SCOPE OF THE MECHANISM

The Policy covers disclosures of any unethical, improper behavior, or malpractices and events, which have taken place or suspected to have taken place involving:

1. Breach of Company’s Policies;
2. Breach of Business Integrity and Ethics;
3. Breach of terms and conditions of employment and rules thereof;
4. Financial irregularities, including fraud or suspected fraud;

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5. Deliberate violation of applicable laws/regulations to the Company, thereby exposing the Company to penalties/ fines;
6. Gross Willful Negligence causing substantial and specific danger to the health, safety and environment;
7. Manipulation of Company data and records including computer files /data.;
8. Disclosure of confidential / proprietary information to unauthorized personnel;
9. Gross Wastage/misappropriation of Company funds /assets and/resources;
10. Any incidence of harassment of any employee of the Company based on caste, colour, creed, religion, faith, disability, sexual orientation, national origin, age, marital status, sex, veteran or citizenship or other characteristics protected by law;
11. Abuse of authority;
12. Breach of trust;
13. Any unlawful act, whether criminal (e.g. theft) or a breach of the civil law (e.g. slander or libel);
14. Any other activities whether unethical or fraudulent in nature and injurious to the interests of the Company.

6. ELIGIBILITY

All Directors and Employees of the Company are eligible to make Protected Disclosures under the Mechanism in relation to matters concerning the Company. They are not required or expected to act as investigators or finders of facts, nor would they determine the appropriate corrective or remedial action that may be warranted in a given case.

7. PROCEDURE

- 7.1 All the Protected Disclosures should be reported to the chairperson of the Audit Committee in writing by the Complainant as soon as possible after the whistle blower becomes aware of the same to ensure a clear understanding of the issues raised and should either be typed or written in a legible handwriting either in English, Hindi or in regional language.
- 7.2 The Protected Disclosure should be submitted under a covering letter signed by the Complainant in a closed and secured envelop to the chairperson of the Audit Committee or may be sent through email with the subject “Protected Disclosure under Vigil Mechanism Policy”. The failure to super scribe the complaint as “Protected Disclosure under Vigil Mechanism” shall not relieve the chairperson of the Audit Committee from his/her duty to treat such a complaint as Protected Disclosure.
- 7.3 All Protected Disclosure should be addressed to the chairperson of the Audit Committee or to the Managing Director of the Company. Protected Disclosure against the Chairman of the Company should be addressed to the Chairman of the Audit Committee. Protected Disclosure against the Chairman of the Audit Committee should be addressed to the Board.

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All Protected Disclosures should be addressed to the chairperson of the Audit Committee at below mentioned address or e - mail id:

Shogini Technoarts Pvt Ltd

To: Mr. Prakash Iyer

**Address: 1st Floor, Universal Trade Tower, Sector-49, Sohna Road, Gurugram,
Haryana - 122018**

Email: whistleblower@ambergroupindia.com

- 7.4 If any Protected Disclosure is received by any executive of the Company other than the chairperson of the Audit Committee, the same should be forwarded to the chairperson of the Audit Committee for further appropriate action.
- 7.5 In order to protect the identity of the Complainant, the chairperson of the Audit Committee, as the case maybe, shall not issue any acknowledgement to the Complainant and they are advised neither to write their name/address on the envelope nor enter into any further correspondence with the chairperson of the Audit Committee.
- 7.6 Anonymous disclosure shall not be entertained by the chairperson of the Audit Committee, however it shall be the duty and responsibility of the chairperson of the Audit Committee/Audit Committee to protect the identity of the Whistle Blower.
- 7.7 On receipt of the Protected Disclosure, the chairperson of the Audit Committee shall detach the covering letter bearing the identity of the Whistle Blower and process only the Protected Disclosure.

8. INVESTIGATION

- 8.1 All Protected Disclosures under this Mechanism shall be recorded and thoroughly investigated. The chairperson of the Audit Committee shall carry out an investigation himself or may at his discretion consider involving any other officer of the Company.
- 8.2 If initial enquiries by the chairperson of the Audit Committee indicate that the concern has no basis, or it is not a matter to be investigation under this Mechanism, it may be dismissed at this stage with the approval of Board and the decision will be documented.
- 8.3 The chairperson of the Audit Committee, if deems fit, may call for further information or particulars from the complainant and at its discretion, consider involving any other/additional Officer of the Company or an outside agency for the purpose of investigation.
- 8.4 Subject(s) will normally be informed in writing of the allegations at the outset of a formal

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investigation and have opportunities for providing their inputs during the investigation.

- 8.5 Subject(s) shall have a duty to co-operate with the chairperson of the Audit Committee or any of the Officers appointed by it in this regard to the extent that such cooperation will not compromise self-incrimination protections available under the applicable laws.
- 8.6 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).
- 8.7 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.
- 8.8 Subject(s) have a right to be informed of the outcome of the investigations.
- 8.9 The investigation by itself would not be tantamount to an accusation and is to be treated as a neutral fact finding process.
- 8.10 The investigation shall be completed normally within 90 days of the receipt of the protected disclosure and is extendable by such period as the chairperson of the Audit Committee deems fit and applicable.
- 8.11 At the discretion of the Board of Directors additional investigation can be conducted if so required.

9. DECISION AND REPORTING

- 9.1 If an investigation leads to a conclusion that an improper or unethical act has been committed, the chairperson of the Audit Committee shall recommend to the Board to take such disciplinary or corrective action as it may deem fit within 15 days of conclusion.
- 9.2 Any disciplinary or corrective action initiated against the Subject as a result of the findings of an investigation pursuant to this Mechanism shall be in adherence with the rules, procedures and policies of the Company.
- 9.3 A quarterly report with the number of complaints received under the Mechanism and their outcome shall be placed before the Board.
- 9.4 A complainant who makes false allegations of unethical & improper practices or about alleged wrongful conduct of the Subject to the chairperson of the Audit Committee shall be subject to

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appropriate disciplinary action in accordance with the rules, procedures and policies of the Company.

- 9.5 In case the Subject is the chairperson of the Audit Committee, the Nodal Officer of the Company after examining the Protected Disclosure shall forward the Protected disclosure to Board members if deemed fit. The Board Member shall appropriately and expeditiously investigate the Protected Disclosure.
- 9.6 If the report of the 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.

10. CONFIDENTIALITY

- 10.1 The complainant, the chairperson of the Audit Committee, the subject and anybody involved in the process shall, maintain confidentiality of all matters under this Mechanism, discuss only to the extent or with those persons as required under this Mechanism for completing the process of investigations and Not keep the papers unattended anywhere at any time and keep the electronic mails / files under password.

11. PROTECTION

- 11.1 A Whistle Blower would be given the option to keep his/ her identity anonymous while reporting an incident. The Company will make no attempt to discover the identity of an anonymous Whistle Blower. If the Whistle Blower's identity becomes known during the course of the investigation, the Company will ensure that the identity of the Whistle Blower will be kept anonymous and confidential to the extent possible, unless required by law or in legal proceedings.
- 11.2 A Whistle Blower reporting issues related to Discrimination or Harassment (e.g. sexual harassment, child labour, discrimination, violation of human rights) would ideally need to disclose their identity to enable effective investigation.
- 11.3 Any other employee serving as witness or assisting in the said investigation would also be protected to the same extent as the Whistle Blower.
- 11.4 The chairperson of the Audit Committee would safeguard the Whistle Blower from any adverse action. This includes discrimination, victimization, retaliation, demotion or adoption of any unfair employment practices.
- 11.5 A Whistle Blower may not be granted protection under this mechanism if he/she is subject of a separate complaint or allegations related to any misconduct.

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12. ACCESS TO AUDIT COMMITTEE CHAIRPERSON

The Whistle Blower shall have right to access the chairperson of the Audit Committee directly in exceptional cases and the chairperson of the Audit Committee is authorized to prescribe suitable directions in this regard. The following is the contact details of the chairperson of the Audit Committee :

Mr. Prakash Iyer – Independent Director

Chairperson of the Audit Committee

Shogini Technoarts Pvt Ltd

**Address: 1st Floor, Universal Trade Tower, Sector-49, Sohna Road, Gurugram,
Haryana - 122018**

E-mail :- prokelevate@gmail.com

13. DISQUALIFICATION

While it will be ensured that genuine Whistle Blowers are accorded complete protection from any kind of unfair treatment as herein set out, any abuse of this protection will warrant disciplinary action. Protection under this Policy would not mean protection from disciplinary action in accordance with the rules, procedures, and policies of the Company arising out of false or bogus allegations made by a Whistle Blower knowing it to be false or bogus or with a mala fide intention. This will also apply to those Directors and employees, who make false statements or give false evidence during the investigations.

14. COMMUNICATION

A whistle blower Mechanism cannot be effective unless it is properly communicated to all the Directors and employees. Employees shall be informed through publishing in notice board and on the website of the Company.

15. DISCLOSURE

The details of establishment of such Vigil Mechanism/Whistle Blower Mechanism shall be disclosed on the website of the Company if any, and in the Board's report.

16. PRESERVATION OF DOCUMENTS

All Protected disclosures in writing or documented along with the results of Investigation relating thereto, shall be retained by the Company for a period of 5 (Five) years or such other period as specified by any other law in force, whichever is more.

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17. ADMINISTRATION AND REVIEW OF THE MECHANISM

The Board of the Company shall be responsible for the administration, interpretation, application and review of this Mechanism. The Board of the Company also shall be empowered to bring about necessary changes to this Mechanism, if required at any stage.

18. MECHANISM REVIEW AND AMENDMENT

- 18.1 The Company reserves its right to amend or modify this Mechanism in whole or in part, at any time without assigning any reason whatsoever. Modification may be necessary, among other reasons, to maintain compliance with local, state and central regulations and/or accommodate organizational changes within the Company. However, no such amendment or modification will be binding on the Directors and Employees unless the same is not communicated in the manner described as above. Any changes or modification on the Mechanism will be approved by Board of the Company.
- 18.2 Any ambiguities, interpretative issues, difficulties will be resolved by the Board of the Company in line with the broad intent of this Mechanism read with the applicable provisions of the Act, rules and regulations made thereunder.

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