

# **VIGIL MECHANISM**

## **R K MARBLE & GRANITE PRIVATE LIMITED**

*(Formerly known as "Canvas Stone Private Limited and R K Marble and Granite Private Limited")*

## **INTRODUCTION**

The Companies Act, 2013 under the provisions of Section 177 read-with Rules made thereunder (as may be amended from time to time) has mandated that following Companies shall establish a Vigil Mechanism for Directors and employees to report genuine concerns or grievances:

- Listed Companies
- Companies accepting deposits from public
- Companies that have borrowed moneys from Banks/PFIs in excess of fifty crore rupees.

Taking into consideration the above provisions, the Company has set-up and adopted the Vigil Mechanism which shall provide adequate safeguards against victimization of employees and Directors and shall be overseen by the Director nominated in this behalf. The Vigil Mechanism of the Company provides direct access to such Director who may take suitable action against whom the complaint is being filed which expression shall include reprimanding.

## **OBJECTIVE**

To provide a channel to the employees to approach the management and report about unprofessional/unethical behavior, actual or suspected fraud or violation of the organization's code of conduct for which they are or become aware so that action can be taken immediately to resolve the problem.

## **SCOPE**

It covers events which have taken place / suspected to have taken place or may take place in relation to 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, and/or other activities on account of which the interest of the Company or of the public at large is affected, however, the mechanism does not release the employees from their duty of confidentiality in the course of their work and nor can it be used as a route for raising malicious or unfounded allegations about a personal situation.

All Employees including permanent & temporary and Directors of the Company are covered under the scope of the mechanism in relation to matters concerning the Company.

## **PROCEDURE**

1. Where any Director or employee finds or observes any of the events which have taken place / suspected to have taken place or may take place in relation to 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, and/or other activities on account of which the interest of the Company, shall be reported in writing by the complainant as soon as possible.

A complainant can send a written complaint to the Vigilance Officer i.e. Shri Suresh Kumar Jain, Whole Time Director of R K Marble & Granite Private Limited, Makrana Road, Madanganj-Kishangarh Ajmer-305801, Rajasthan on [sureshjainkmt@gmail.com](mailto:sureshjainkmt@gmail.com).

2. Complaint against Vigilance officer should be addressed in writing to Chairman of the Company i.e. Shri Vikas Patni of R K Marble & Granite Private Limited Makrana Road, Madanganj-Kishangarh, Ajmer-305801, Rajasthan on [vikas123patni@gmail.com](mailto:vikas123patni@gmail.com).

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

3. The broad terms of Vigilance Mechanism and adequate safeguards against victimization of employees and Directors be and are hereby defined below:
  - a) All the Employees and Directors shall have direct access to Vigilance officer of the Company in exceptional cases.
  - b) To encourage employees to bring unethical and legal violations they are aware of to an internal authority so that action can be taken immediately to resolve the problem;
  - c) The Vigilance Officer may take appropriate actions against frivolous complaints as he deem fit;
  - d) The Vigilance Officer shall encourage employees to bring ethical and legal violations they are aware of so that action can be taken immediately to resolve the problem.
  - e) To minimize the organization exposure to the damages that can occur when employees circumvent internal mechanism.
  - f) To let employee know that the organization is serious about adherence to code of conduct.
4. On receipt of the Complaint/Grievances the Vigilance Officer shall make a record of the Complaint/Grievances and may also ascertain from the complainant details for further appropriate investigation and needful action.

## **INVESTIGATION**

1. All Complaints/Grievances will be recorded and thoroughly investigated. The Vigilance Officer may investigate and may at his discretion consider involving any other Officer of the Company including Chief Security officer of the Company for the purpose of investigation.
2. Suspect(s) shall co-operate with the Vigilance Officer or any of the Officers appointed by it in this regard.

3. Suspect(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, threatened or intimidated by the Concerned Person(s).
4. Unless there are compelling reasons not to do so, Suspect(s) will be given the opportunity to respond to material findings contained in the investigation report.

No allegation of wrong doing against a suspect shall be considered as maintainable unless there is good evidence in support of the allegation.

5. Suspect(s) has a right to be informed of the outcome of the investigations.
6. The investigation shall be completed normally within 90 days of the receipt of the Complaints/Grievances and is extendable by such period as the Vigilance Officer deems fit.

### **DECISION AND REPORTING**

1. In case prima facie case exists against the suspect then the Vigilance Officer may take suitable action in this regard or shall close the matter, for which he shall record the reasons in writing. Copy of above decision shall be circulated to the complainant and the suspect.
2. In case the suspect is any Director of the Company, the Vigilance officer shall examine and if deemed fit the Vigilance Officer shall appropriately and expeditiously investigate such complaint. .
3. A complainant who makes false allegations of unethical and improper practices or about wrongful conduct of the suspect to the Vigilance officer shall be subject to appropriate disciplinary action in accordance with the rules of the Company.
4. If the alleged fraud or misconduct is proven after investigation, the Vigilance Officer may impose such penalty / fine as it may deem fit depending upon nature of fraud or unethical act done by the person.

### **SECRECY / CONFIDENTIALITY**

The complainant, Vigilance officer, the Suspect and every-body involved in the process shall:

- a. Maintain confidentiality of all matters.
- b. Discuss only to the extent or with those persons as required under this policy for completing the process of investigations.
- c. Not to keep the papers unattended anywhere at any time and shall keep the electronic mails / files under password.

- d. The identity of the complainant shall be kept confidential to the extent possible and permitted under the law. Complainant is cautioned that their identity may become known for reason outside the control of the ethics officer/audit committee (eg: during investigations carried out by investigators).
- e. Any other employee assisting in the said investigation shall also be protected to the same extent as the complainant.
- f. The Organization as a policy condemns any kind of discrimination, harassment, victimization or any other unfair employment practice being adopted against whistle blowers. Complete protection will, therefore, be given to whistle blowers against any unfair practice like retaliation, threat or intimidation of termination/suspension of service, disciplinary action, transfer, demotion, refusal of promotion, or like including any direct or indirect use of authority to obstruct the whistle blower's rights to continue to perform his/her duties/functions including making further protected disclosure.

## **RETENTION OF DOCUMENTS**

All complaint / grievance, protected disclosure in writing or documented along with the results of Investigation relating thereto, shall be retained by the Vigilance Officer for a period of 5 (five) years or such other period as specified by any other law in force, whichever is more.

## **ADMINISTRATION AND REVIEW OF THE POLICY**

The Vigilance Officer shall be responsible for the administration, interpretation, application and review of this policy. The Vigilance Officer shall be empowered to bring about necessary changes to this Policy, if required at any stage and report to the Board and the Board may amend the policy from time to time as and when considered necessary.