



# Whistle Blower Policy

## I. Policy Statement

MIT S is committed to maintaining the highest standards of integrity, ethics, and compliance in its operations. This Policy is designed to provide a platform and mechanism for all the internal and external stakeholders to report any grievances or concerns within the Company.

## II. Coverage

All employees, directors, suppliers, and third parties who wish to report a concern regarding a potential violation of this policy are requested to do so.

## III. Scope

The concerns reported under this policy may include, but are not limited to:

- Corruption or bribery
- Fraud
- Conflict of Interest
- Money Laundering
- Information security breaches
- Unethical practices
- Violation of any laws or regulations
- Any other concerns or issues.

## IV. Protection

The process will protect the whistleblower provided that the grievances or concerns raised made by a whistleblower are in good faith and no false allegations are made. The involvement will be only disclosed if it is required by law or is necessary to resolve the issue.

At MIT S, we condemn any kind of harassment, discrimination or victimization or any other unfair treatment against the whistleblower.

A whistleblower may choose to remain anonymous; however, in such cases, the complaint should be supported by credible evidence and sufficient details.

## V. Reporting Procedure

Whistleblowers are encouraged to report concerns as soon as they are aware of any violation.

- Employees may report concerns directly to their immediate supervisor, HR Head or the Operations Manager.
- Whistleblowers can raise a complaint to the following contacts in the format attached as Annexure 1 with this policy.

Name & Designation	Email ID	Contact No.
Sangeeta Mungapatil – General Manager – HR	sangeeta@mitsit.in	7506787151

You can also reach out to the following address:

### **Mumbai (HQ)**

103A, 1st Floor, Peninsula Towers,

Peninsula Corporate Park,

Lower Parel, Mumbai – 400013, India

## **VI. Process of Investigation**

After receiving the complaint, there is a preliminary investigation to assess the validity of the claim and determine whether a formal investigation shall be made. The findings of the investigation will be documented, and corrective actions will be implemented as appropriate. The whistleblower will be informed of the outcome of the investigation, provided confidentiality is maintained.

## **VII. Awareness and Trainings**

The Company will promptly communicate any changes to this Policy to all existing employees and Directors. New hires will receive this Policy as part of their induction training and onboarding process.

## **VIII. Policy Review**

We ensure that there is constant monitoring to prevent violations of this policy. This policy is subject to review and updated every six months by the management and all changes will be communicated to the relevant stakeholders.

## Annexure 1 – Whistleblower Reporting Format

(Optional – You may choose to remain anonymous)

OR

Full Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department / Relationship with MITS (e.g., employee, supplier, contractor):

\_\_\_\_\_

**Details of Violation:**

Type of Violation	Check all that apply
Corruption or bribery	
Harassment or discrimination	
Violation of law or regulation	
Fraud or Money Laundering	
Information Security	
Forced Labour	
Conflict of Interest	
Violation of any policy	

**Please provide a detailed description of the incident. Date, Location and Persons involved in the Incident:**

**Do you have any supporting evidence in support of the violation incident?**

**Confidentiality:**

- ☐ I wish to remain anonymous.
- ☐ I am willing to be contacted for further information.
- ☐ I request confidentiality to the extent possible.