

**AUTOMOTIVE MANUFACTURERS  
PRIVATE LIMITED**

**Vigil Mechanism Policy  
(Whistle Blower Policy)**

## **1. Policy Statement:**

The Company viz. Automotive Manufacturers Private Limited (hereinafter referred as "AMPL") believes in a fair and transparent manner of conduct of its affairs by adopting the highest standards of professionalism, honesty, sincerity, integrity and ethical behaviour. Any actual or potential violation of these standards is a matter of concern.

In accordance with the provisions of the Companies Act 2013 our Company is required to formulate and implement a vigil mechanism policy for its directors and employees to report genuine concerns regarding conduct of the affairs of the Company both internally and externally, and to provide necessary safeguards for protection of employees from reprisals or victimisation, for raising genuine complaints / concerns in good faith for the benefit of the organization.

AMPL has framed a policy for Vigil Mechanism/ Whistle Blower and the Board of Directors have adopted the same in their meeting held on 15th December, 2021.

## **2. Vigilance and Ethics Officer**

**Mr. T. R. Ganesh Aiyer, presently designated as Vice President** is appointed as **Vigilance and Ethics Officer** of the Company who will report the concerns after necessary investigations to the Board of Directors of the Company.

### **Contact details: -**

Email id : [trgaiyer@automotiveml.com](mailto:trgaiyer@automotiveml.com)

Mobile : - 9849384939

## **3. Complaint Reporting and Disposal Mechanism:**

- a) A Complainant should raise Reportable Matters with Vigilance and Ethics Officer who is in the best position to address an area of concern in any of the valid way of written communication including electronic communication along with the supporting evidence documents and details, mentioning name of the employee raising such concern.
- b) It is essential for the Company to have all critical information in order to enable the Company to effectively evaluate and investigate the complaint. The complaint or disclosure must therefore provide specific details, including names and dates, in order to facilitate the investigation.

**4. Decision and Reporting:**

If an improper or unethical act has been proved to be committed, the **Vigilance and Ethics Officer** shall recommend to the Board of Directors of the Company to take such disciplinary or corrective action as he may deem fit.

**5. Confidentiality:**

The complainant, Vigilance and Ethics Officer and the Members of the Board, the delinquent employee and everybody involved in the process shall maintain confidentiality of all matters under this Policy. All the information, documentation, evidences, statements shall be kept in strict confidence. Any personnel infringing the confidentiality shall be liable for disciplinary action as the Board of Directors may deem fit.

**6. Modifications:**

The Company reserves its right to amend or modify this Policy in whole or in part, at any time **without** assigning any reason whatsoever. However, no such amendment or modification will be binding on the Employees and Directors unless the same is notified to them in writing.

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