

**1. Reporting of Concerns:**

- a) Any employee or stakeholder with a concern related to corruption, fraud, or unethical behaviour should report it promptly to the designated Head Vigilance.
- b) Concerns can be reported through the Vigilance helpline, email, or in-person to the Head Vigilance/Vigilance Officers.

2. Initial Assessment:

- a) The Head Vigilance will conduct an initial assessment of the reported concern to determine its credibility and seriousness.
- b) If the concern is deemed credible, a formal investigation will be initiated. Otherwise, the reporter will be informed of the outcome.

3. Investigation Process:

- a) The Head Vigilance will appoint an Investigating Officer or a team to conduct a thorough and impartial investigation.
- b) The investigation will involve gathering relevant evidence, interviewing relevant parties, and maintaining confidentiality throughout the process.

4. Whistle blower Protection:

- a) Whistle blowers will be protected from any form of retaliation. Any such instances will be treated seriously, and appropriate action will be taken.
- b) Confidentiality of the whistle blower's identity will be maintained unless required by law.

5. Disciplinary Action:

- a) If the investigation reveals wrongdoing, appropriate disciplinary action will be taken against the involved parties.
- b) Disciplinary measures may include warnings, suspension, termination, or legal action depending on the severity of the misconduct.

6. Communication:

- a) Regular updates on the progress of the investigation will be provided to the Senior Management while maintaining confidentiality.
- b) Once the investigation is concluded, a summary of the findings (without compromising confidentiality) may be communicated to relevant stakeholders.

**7. Training and Awareness:**

- a) Regular training sessions will be conducted to educate employees about the vigilance procedures, whistle blower protection, and the importance of reporting concerns.
- b) Training will be extended to all levels of the organization to ensure widespread awareness.

8. Documentation:

- a) Thorough documentation of the investigation process, findings, and actions taken will be maintained for record-keeping and auditing purposes.
- b) All documentation will be treated with confidentiality and stored securely.

9. Continuous Improvement:

- a) The Head Vigilance will periodically review the effectiveness of the procedures and recommend improvements if needed.
- b) Lessons learned from investigations will be used to enhance the vigilance framework continuously.

10. Compliance Monitoring:

- a) Regular audits will be conducted to ensure compliance with the vigilance procedures.
- b) Non-compliance will be addressed through appropriate measures, including corrective actions and training.

These vigilance procedures are designed to ensure a robust and transparent process for addressing concerns related to corruption, fraud, or unethical behaviour within My Home Constructions Private Limited.