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# Whistleblower Policy

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## Introduction

The following policy outlines the procedures for employees of Fourd to report any improper activities. We are dedicated to fostering a work environment characterized by integrity and transparency, ensuring that employees can report wrongdoings without fear of retaliation. We recognize that a culture of silence can have serious consequences and, as such, we are committed to upholding the legality of all our operations. This Whistleblower Policy enables swift action to uncover and address any unlawful activities.

## Purpose

The purpose of this policy is to

- Encourage employees to report suspicious and suspected violations of the law, [company HR policies](#), or ethical standards.
- Prevent any form of retaliation against employees who report incidents in good faith. Ensure an objective and fair investigation process for all concerns reported.

## Scope

This policy applies to all employees of Fourd whether currently employed, formerly employed, or prospective, including full-time, part-time, temporary, and contract workers. It extends also to third-party working individuals on behalf of the company.

## Policy Fundamentals

This policy protects employees who report any suspected violations of

- Laws and regulations
- Company policies and procedures
- Ethical codes of conduct
- Safety standards
- Environmental regulations
- Accounting practices
- Conflicts of interest
- Discrimination and harassment
- Fraudulent activities

## Protected Disclosures

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Employees can file a complaint with the designated Whistleblower Officer (details provided in Section VII). Disclosures are protected under this policy as long as the employee reports the information in good faith and reasonably believes it constitutes a violation.

## Protection Against Retaliation

Fourth Dimension Technologies Pvt Ltd strictly prohibits retaliation against any employee who reports a suspected violation in good faith. Retaliation includes but is not limited to

- Termination of employment
- Demotion or transfer
- Reduction in compensation or benefits
- Changes in work assignments or scheduling
- Intimidation, threats, or harassment
- Negative performance evaluations
- Employees who believe they have been retaliated against should immediately report the incident to the Whistleblower Officer or another investigative team member.

## Reporting Procedures

Employees can report suspected violations through multiple channels

- **Whistleblower Hotline:** A confidential and anonymous number will be established to report concerns.
- **Whistleblower Officer:** A designated individual within the company will be responsible for receiving and handling whistleblower reports.
- **Supervisors or Managers:** Employees can report concerns to their immediate supervisor or any member of management.

The company will ensure that all reporting channels are accessible and user-friendly.

## Investigative Process

Every reported concern will, in the course, be handled on a timely and comprehensive basis by an assigned team that can address the nature of the allegation adequately. The investigation will be confidential to the extent possible. The whistleblower shall be advised of the progress of the inquiry without compromise to anonymity, where appropriate.

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## Resolutions and Corrective Actions

Depending on the outcome of the investigations, the company will carry out the necessary corrective actions, including

- Disciplinary action towards employees who violate the company policies or laws.
- Implementation of new policies or procedures to prevent such a similar violation from occurring in the future.
- Report any illegal activity to the appropriate authorities. The whistleblower will be informed of the investigation's result and any corrective measures taken while maintaining confidentiality as appropriate.

## Recordkeeping

The company shall maintain records of all reports and investigations made by whistleblowers. Such recordkeeping shall comply with the applicable laws and regulations and be kept confidential and secure.

## REPORTING MECHANISM

Complaints can also be sent to the designated e-mail ID created for the purpose from the official e-mail ID of the employee. The contact details / address of the Whistle Blower should however be provided. In case of absence/incorrectness of the same the complaints will be treated as anonymous/pseudonymous complaints and may not attract further action

## Disclaimer

This policy is not intended to replace or supersede any existing legal rights or remedies available to employees.

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## ANNEXURE-I

Code No		Date of filing Complaint		Initial of Designated Official	
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**WHISTLE BLOWER COMPLAINT FORM:**

To

The CISO  
 Fourth Dimension Technologies Pvt Ltd  
 Saidapet, Chennai- 600015  
 India

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**ANNEXURE-II**

**A. WHISTLE BLOWER COMPLAINT REGISTER**

Date of filing Complaint	Case No	Name of Whistle Blower	Details of Whistle Blower	Branch	Person against whom reported	Code No.	Initial
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**STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF DESIGNATED OFFICIAL**

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**WHISTLE BLOWER FOLLOW-UP REGISTER**

Date of filing Complaint	Code Number	Branch	Person Against whom reported	Brief Details of Complaint	Date of Action taken	Nature of Action taken	Date of closure of case	Action Taken Report submitted to Review	Initial
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								Authority on	
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WHISTLE BLOWER COMPLAINT BRIEF FACTS OF THE CASE REPORTED UNDER

Code No		Date of filing Complaint		Initial of Designated Official	
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(For use of Designated Authority, Do not write anything above it)

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*Statement of facts: (Please use extra pages if necessary)*

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Statement detailing acts of commissions/omissions of the person(s) against whom disclosure is made: (Please use extra pages if necessary.)

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Was this disclosure made to anyone in the past? If yes, when and to whom.

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**ANNEXURE-III**

**STATUS REPORT OF COMPLAINTS RECEIVED UNDER WHISTLE  
BLOWER POLICY FOR THE QUARTER ENDING  
MARCH/JUNE/SEPTEMBER /DECEMBER- 24**

Review of Whistle Blower cases					
Opening No of Complaints as on	Received during the Quarter	No. Of cases rejected	No of cases where Investigation initiated	No of cases pending	Allegations not substantiated/ No of cases where action taken against whistle blower for malafide.
No. of cases where disciplinary action taken against employee under Whistle Blower Policy					
No. of frauds detected under Whistle Blower Policy					
Major areas of the Bank reported under Whistle Blower Policy					
Remedial Action to be taken					

Department

Signature of Reviewing/ Designated

Authority Place:

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Date:

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**Address and contacts details of Designated Officers**

SL	Circle	Address of Designated Officer	Telephone No	E-mail
1	Saidapet	CISO Fourth Dimension Technologies Pvt Ltd Saidapet Chennai	08754485958	saravanakumar@fourdtech.com