



## ASTEC LIFESCIENCES LIMITED

CIN: L99999MH1994PLC076236

**Registered Office:** “Godrej One”, 3<sup>rd</sup> Floor, Pirojshanagar, Eastern Express Highway, Vikhroli (East),  
Mumbai – 400 079, Maharashtra, India

**Email:** [astecinvestors@godrejastec.com](mailto:astecinvestors@godrejastec.com), **Website:** [www.godrejastec.com](http://www.godrejastec.com),

**Tel. No.:** 022 – 2518 8010, **Fax:** 022 – 2261 8289

### **WHISTLE BLOWER POLICY OF ASTEC LIFESCIENCES LIMITED**

This “**Whistle Blower Policy**” of Astec LifeSciences Limited has been established / adopted / approved by the Audit Committee of the Board of Directors of Astec LifeSciences Limited, in terms of the provisions of Section 177 of the Companies Act, 2013 and Rule 7 of the Companies (Meetings of the Board & its Powers) Rules, 2014 read with Regulation 22 of Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 as may be amended from time to time, which requires every listed company and such class or classes of companies, as may be prescribed to establish a vigil mechanism for its Directors and employees, to report genuine concerns, and to freely communicate their concerns about illegal or unethical practices. The Vigil Mechanism shall provide for adequate safeguards against victimization of Director(s) or employee(s) or any other person who avail the mechanism and also provide for direct access to the chairperson of the Audit Committee in appropriate or exceptional cases.

The purpose of Whistle Blower Policy is to allow the Directors and employees to raise concerns about unacceptable improper practices and/or any unethical practices and/or other genuine concerns being followed in the organization without the employees being necessarily required to inform their superiors and to create awareness amongst employees to report instances of leak of unpublished price sensitive information.

This Policy is intended to check that whenever any unacceptable/improper practice and/or any unethical practice and/or any instances of leak of unpublished price sensitive information and/ or any other genuine concern is reported by a Director or an employee, proper action is taken to check such practice/wrongdoing and the concerned Director or employee is protected / safeguarded against any adverse action and/or any discrimination and/or victimization for such reporting.

All the Directors and employees shall be protected / safeguarded from any adverse action for reporting any unacceptable/ improper practice and/or any unethical practice or frauds or violation of any law, rule or regulation and/or any other genuine concern, so long as the Director employee :-

1. Reports in good faith his/her belief that there is waste of the Company’s funds;
2. Reports in good faith the violation or suspected violation of a law, rule or regulation;
3. Participates in or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or other administrative review;
4. Objects or refuses to carry out a directive that the Director or employee believes in good faith may violate a law, rule or regulation.

The Company is forbidden from taking any adverse action against a Director or an employee for

exercising the rights as listed above. Examples of adverse action are given below:-

1. Removal of a Director;
2. Discharging the employee;
3. Threatening the Director or employee;
4. Discriminating against the Director's directorship or employee's employment.

Any Director who has a genuine complaint or concern about any fraud or violation of any law, rule or regulation or unacceptable/improper practice and/or any unethical practice may complain about this to the designated person to attend to whistle-blowers as mentioned hereinbelow or to the Audit Committee or its Chairperson.

Any employee who has a genuine complaint or concern about any fraud or violation of any law, rule or regulation or unacceptable/improper practice and/or any unethical practice may complain about this to his superior or to the designated person to attend to whistle-blowers as mentioned hereinbelow or to the Audit Committee or its Chairperson.

Mr. V. Swaminathan, has been appointed as the "Whistle Blowing Officer", who can be contacted in writing at "Godrej One", Pirojshanagar, Eastern Express Highway, Vikhroli (East), Mumbai – 400 079, Maharashtra or on telephone at 022-25194403 or on e-mail at [ve.swaminathan@godrejinds.com](mailto:ve.swaminathan@godrejinds.com).

He shall be responsible for the following functions:

1. To receive and record any complaints under this Policy.
2. To ensure confidentiality of any "Whistle Blowing" complainant who requests that his/her complaint be treated in confidence.
3. To prepare a report of any whistle blowing complaint and send the report promptly to the Audit Committee Members. A copy of the report shall be simultaneously sent to the Managing Director and/or Executive Director for investigation. The Managing Director / Executive Director, after investigation, shall place a report to the Audit Committee for discussion and decision. The Audit Committee Members shall then discuss the same and take necessary action.
4. The Vigilance Officer shall communicate the Audit Committee's decision to the complainant for his/her information.

Employees / Directors are also free to communicate their complaints directly to any of the Members of the Audit Committee, whose names shall be disclosed on the website of the Company from time to time.

Further, the following four (4) reporting channels have been set up in co-ordination with Deloitte, available for all the employees and Directors of the Company to report their concerns in line with the Whistle-Blower Policy.

Phone support through a dedicated Toll-free number for the languages covered under the scope includes English, Hindi, Bengali, Telugu, Marathi, Tamil and Assamese.



- 01  **India Toll-Free Number**  
1800 309 3972
- 02  **Email**  
godrejspeakup@tip-offs.in
- 03  **Web Portal**  
[www.godrejspeakup.tip-offs.in](http://www.godrejspeakup.tip-offs.in)
- 04  **Chat Bot**  
[www.godrejspeakup.tip-offs.in](http://www.godrejspeakup.tip-offs.in)

**Effective Date**

This version of the Policy is effective from 2<sup>nd</sup> May, 2024.

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