



ASTEC

ASTEC LIFESCIENCES LIMITED

CIN NO: L99999MH1994PLC076236

Registered Office: “Godrej One”, 3rd Floor, Pirojshanagar, Eastern Express Highway, Vikhroli (East),
Mumbai-400079, Maharashtra

Email: astecinvestors@godrejastec.com, **Website:** www.astecsl.com,

Tel No: 022-25188010, **Fax:** 022-22618289

WHISTLE BLOWER POLICY (VIGIL MECHANISM)

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 its meeting held on August 9, 2014, 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 (including any modification(s) / amendment(s) / re-enactment(s) thereto).

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.

This Policy is intended to check that whenever any unacceptable/improper practice and/or any unethical practice 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”, with effect from January 31, 2018, who can be contacted in writing at Pirojshanagar, Eastern Express Highway, Vikhroli (East), Mumbai - 400079, Maharashtra or on telephone at 022-25194403 or on email at 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 Whistle Blowing 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 the Audit Committee Members or Chairperson thereof without involving the Whistle Blowing Officer. They can communicate their complaints to the following Audit Committee Members (*):

1. Mr. Sitendu Sharma (Independent Director and Chairman of the Audit Committee)

Flat No. A-103, Keshar Upvan CHS,
Gawand Baug, 2nd Pokaran Road,
Thane-400610, Maharashtra, India
E-mail: sitendu1@rediffmail.com

2. Mr. Ashok V. Hiremath (Managing Director and Member of the Audit Committee)

3, Jal Kiran, 35, Cuffe Parade, Coloba,
Mumbai- 400005, Maharashtra, India
E-mail: ashok.hiremath@godrejastec.com

3. Mr. Balram S. Yadav (Non-Executive Director and Member of the Audit Committee)

A 3703, Vivarea, Sane Guruji Marg,
Mahalaxmi, Near Jacobs Circle,
Mumbai-400011, Maharashtra, India
E-mail: bs.yadav@godrejagrovvet.com

4. Mr. Vinod Malshe (Independent Director and Member of the Audit Committee)

33/34, 3rd floor, 10- Kamdhenu Kalpataru,
Constructions, Hari Om Nagar,
Mulund- 400603, Maharashtra, India
E-mail: vcmalshe@gmail.com

5. Mr. Vijay Khot (Independent Director and Member of the Audit Committee)

Flat No.103, Wing A2, Lokyamuna,
Military Road, Off Marol Maroshi Road,
Andheri (East), Mumbai-400059, Maharashtra, India
E-mail: khotvk@gmail.com

6. Dr. Leena Raje (Independent Director and Member of the Audit Committee)
Block 63/64, Bldg No-10, 6th Floor,
Kamdhenu Complex, Hari Om Nagar,
Mulund East, Mumbai-400081, Maharashtra, India
E-mail: rajeleena@gmail.com

(*) The names of the Audit Committee Members mentioned in this Policy shall undergo change based on change in the composition of the Audit Committee.