

## WHISTLE BLOWER POLICY



### 1. Preface

- 1.1 IDFC believes in conduct of the affairs of its constituents in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity and ethical behaviour.
- 1.2 IDFC is committed to developing a culture where it is safe for any Whistle Blower to raise concerns about any poor or unacceptable practice and any event of misconduct.
- 1.3 Regulation 4 (2) (d) (iv) of Chapter II of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) requires that “The listed entity shall devise an effective whistle blower mechanism enabling stakeholders, including individual employees and their representative bodies, to freely communicate their concerns about illegal or unethical practices. Further, Companies Act, 2013 requires listed company to establish a vigil mechanism for directors and employees to report their genuine concerns or grievances. It also requires that a committee shall oversee the vigil mechanism.
- 1.4 The purpose of this Policy is to provide a framework to promote responsible and secure whistle blowing. It protects the Whistle Blower wishing to raise a concern about serious irregularities, illegal or unethical practices within IDFC. It also safeguards against victimization of employees and directors of IDFC who avail of the vigil mechanism.
- 1.5 The Policy neither releases Whistle Blowers from their duty of confidentiality in the course of their work, nor is it to be misused to surface a grievance about a personal work-related situation. Stakeholders, etc. as Whistle Blowers shall ensure that this mechanism should be used only to raise concerns relating to serious irregularities, illegal or unethical practices within IDFC or for any genuine concerns or grievances of employee or directors of IDFC.
- 1.6 This Policy will be posted on the Company’s website at [www.idfc.com](http://www.idfc.com).

### 2. Applicability

- 2.1 This Policy is applicable to all Employees of the IDFC and other persons dealing with IDFC.
- 2.2 This Policy has been drawn up so that Whistle Blowers can make Protected Disclosure under the Policy. The Protected Disclosure may be areas of concern in respect of IDFC covered by this Policy and summarized in paragraph 5.

### 3. Definitions

- 3.1 **“Audit Committee”** means the Audit Committee constituted by the Board of Directors of the Company in accordance with the provisions of Reserve Bank of India’s directions on Corporate Governance or Section 179 of the Companies Act, 2013 or Regulation 18 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- 3.2 **“Board” / “Board of Directors”** means board of directors of the Company.
- 3.3 **“Code of Conduct”** means code applicable to the directors and senior management adopted by IDFC on December 20, 2005 and as amended from time to time.
- 3.4 **“Company/IDFC”** means IDFC Limited.
- 3.5 **“Disciplinary Action”** means any action that can be taken on the completion of / during the investigation proceedings, including but not limited to, a warning, recovery of financial losses incurred by IDFC, suspension/dismissal from the services of the Company or any such action as is deemed to be fit considering the gravity of the matter.
- 3.6 **“Employee”** means every employee of IDFC including Whole-time Directors of the Company. From the vigil mechanism perspective, it would cover all the employees and directors of IDFC.
- 3.7 **“Protected Disclosure”** means a concern raised by a written communication made in good faith that discloses or demonstrates information that may evidence unethical or illegal or improper activity (as described more particularly in Clause 5) with respect to IDFC. It also covers genuine concerns or grievances raised by IDFC employees or directors. Protected Disclosures should be factual and not speculative or in the nature of an interpretations/conclusion, and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern and the urgency of a preliminary investigative procedure.
- 3.8 **“Subject”** means a person against or in relation to whom a Protected Disclosure is made or evidence gathered during the course of an investigation.
- 3.9 **“Whistle Blower”** is someone who makes a Protected Disclosure under this Policy.
- 3.10 **“Whistle Committee”** means a committee consisting of Head – HR NOFHC, Chief Financial Officer and Compliance Officer to conduct an investigation in the matter of Protected Disclosure received by the Company. Whistle Committee shall also be responsible to oversee the vigil mechanism established through this Policy.

- 3.11 **“Whistle Officer”** means a person designated under this policy to receive Protected Disclosure(s).

Chief Financial Officer shall be the Whistle Officer for the purpose of this Policy.

#### **4. The Guiding Principles**

- 4.1 The Company, as a policy, condemns any kind of discrimination, harassment, victimization or any other unfair employment practice being adopted against Whistle Blower. To ensure that this Policy is adhered to, and to assure that the concerns raised under this Policy will be acted upon seriously, the Company will:

- 4.1.1 Ensure that the Whistle Blower and/or the person processing the Protected Disclosure is/are not victimized for doing so;
- 4.1.2 Treat victimization of Whistle Blower as a serious matter including initiating Disciplinary Action against person(s) causing or allowing victimization of Whistle Blower;
- 4.1.3 Ensure complete confidentiality of identity of Whistle Blower;
- 4.1.4 Not to attempt to conceal evidence of the Protected Disclosure;
- 4.1.5 Take Disciplinary Action for event covered under this Policy (as mentioned in Clause 5) or upon victimizing Whistle Blower or any person processing the Protected Disclosure or if any one destroys or conceals evidence of the Protected Disclosure made/to be made;
- 4.1.6 Provide an opportunity of being heard to the persons involved especially to the Subject.

#### **5. Coverage of Policy**

- 5.1 The Policy covers malpractices and events which have taken place/ suspected to take place involving:

- 1. Abuse of authority
- 2. Breach of Code of Conduct or employment contract
- 3. Manipulation of company data/records
- 4. Financial or compliance irregularities, including fraud, or suspected fraud
- 5. Criminal offence having repercussions on the company or its reputation.
- 6. Pilferation of confidential/proprietary information
- 7. Deliberate violation of law/regulation
- 8. Misappropriation or misuse of Company funds/assets
- 9. Breach of employee Code of Conduct or Rules
- 10. Any other unethical, imprudent, illegal deed / behavior

- 5.2 Policy should not be used as a route for raising malicious or unfounded allegations against colleagues.

## 6. Protection

- 6.1 No unfair treatment will be meted out to a Whistle Blower by virtue of his/her having reported a Protected Disclosure under this Policy. The Committee would be authorised to take steps to minimize difficulties, which the Whistle Blower may experience as a result of making the Protected Disclosure.
- 6.2 The identity of the Whistle Blower shall be kept confidential and shall be disclosed only on need to know basis.
- 6.3 Any other Employee or person assisting in the said investigation or furnishing evidence shall also be protected to the same extent as the Whistle Blower.
- 6.4 Protection to Whistle Blower under this Policy shall be available provided that Protected Disclosure is:
- 6.4.1 made in good faith;
  - 6.4.2 the Whistle Blower has reasonable information or documents in support thereof; and
  - 6.4.3 not for personal gain or animosity against the Subject.
- 6.5 Whistle Blowers, who make any Protected Disclosures, which have been subsequently found to be *mala fide*, *frivolous* or *malicious* shall be liable to Disciplinary Action as may be decided by the Committee constituted under this Policy.

## 7. Protected Disclosure

- 7.1 All Protected Disclosures should be addressed to the Chairman of the Audit Committee and the Whistle Officer of the Company. The contact details are as under:

**Mr. Gautam Kaji**

Address: 7222 Farm Meadow Court #302, Mc Lean VA 22101, Washington, U.S.A.

Email : [gskaji@gmail.com](mailto:gskaji@gmail.com)

**Whistle Officer**

**Bipin Gemani - Chief Financial Officer**

IDFC Limited

Naman Chambers, C-32, G-Block,

Bandra-Kurla Complex, Bandra (East),

Mumbai 400 051, India

E-mail: [WHISTLE.BLOWER@IDFC.COM](mailto:WHISTLE.BLOWER@IDFC.COM)

However, to safeguards against victimization of an employee and director of IDFC due to availing of the vigil mechanism, such employee or director shall have direct access to the Chairman of the Audit Committee. Details of the Chairman of the Audit Committee are given above.

Protected Disclosure against the Chief Financial Officer should be addressed to the Managing Director and CEO of the Company and the Protected Disclosure against the

Managing Director and CEO of the Company should be addressed to the Chairman of the Audit Committee.

In case of changes in these details or change in the Chairman of the Audit Committee, Whistle Officer would be authorised to update the same, without the necessity to approach the Company's Board for approval.

- 7.2 Protected Disclosures should be reported in writing so as to ensure a clear understanding of the issues raised and should either be typed or written in a legible handwriting in English or in Hindi.
- 7.3 The Protected Disclosure may be forwarded by email or by way of a covering letter which shall bear the identity of the Whistle Blower. Anonymous disclosures may not be entertained.

## **8. Investigation**

- 8.1 On receipt of Protected Disclosure, the Chief Financial Officer shall expeditiously forward a copy of the same to other Whistle Committee members ("Committee"). The Committee shall appropriately and expeditiously investigate all whistle blower reports received. In this regard, the Committee may perform all such acts as it may deem fit at its sole discretion, including, the following functions:
- a) to obtain legal or expert view in relation to Protected Disclosure;
  - b) appoint external agency to assist in investigation;
  - c) seek assistance of Internal Auditor;
  - d) request any officer(s) of the company to provide adequate financial or other resources for carrying out investigation
  - e) seek explanation or solicit Subject's submission on Protected Disclosure or give reasonable opportunity to respond to Subject on material findings contained in investigation report.
  - f) to call for any information /document and explanation from any employee of the Company or other person(s) as they may deem appropriate for the purpose of conducting investigation.

The investigation shall be completed normally within 30 days of the receipt of the Protected Disclosure.

In case an employee or director of IDFC directly approaches Chairman of the Audit Committee to seek safeguard against victimization due to availing of the vigil mechanism through this Policy, Chairman of the Audit Committee shall with the assistance of the Committee investigate the same by following the procedure contained herein.

- 8.2 The Committee shall have right to outline a detailed procedure for an investigation and may delegate such powers and authorities, as it may deem fit to any officer of the Company for carrying out any investigation.

- 8.3 The Subject shall have a duty to co-operate with the investigator and responsibility not to interfere or obstruct with the investigation process.
- 8.4 A report shall be prepared after completion of investigation by the Officer(s) investigating the matter which shall be submitted to the Committee. Upon receipt of report, the Committee shall submit the same along with recommendations to the Managing Director for Disciplinary Action after providing reasonable opportunity of being heard to the Subject. In case an employee or director of IDFC who has directly approached Chairman of the Audit Committee to seek safeguard against victimization due to availing of the vigil mechanism through this Policy, Managing Director shall refer the same with his recommendations to the Chairman of the Audit Committee for Disciplinary Action after providing reasonable opportunity of being heard to the Subject.
- 8.5 After considering the report and recommendations as aforesaid, the Managing Director or Chairman of the Audit Committee, as applicable shall determine and finalise the Disciplinary Action as he may deem fit.
- 8.6 In case the Subject is the Managing Director of the Company, the Chairman of the Audit Committee after examining the Protected Disclosure and, if deemed fit, shall forward the Protected Disclosure to other members of the Audit Committee.
- 8.6.1 The Audit Committee shall appropriately and expeditiously investigate the Protected Disclosure. In this regard, the Audit Committee, if the circumstances so suggest, may assign the investigation into the matter to the Senior Officer or a committee of managerial personnel.
- 8.6.2 Upon completion of investigation by the Audit Committee or receipt of report from the Senior Officer or a committee of managerial personnel, the Audit Committee shall submit the same along with its recommendations to the Board for Disciplinary Action after providing reasonable opportunity of being heard to the Subject.
- 8.6.3 After considering the report and recommendations as aforesaid, the Board of Directors shall determine and finalise the Disciplinary Action as it may deem fit.

## **9. Secrecy/Confidentiality**

The Whistle Blower, the Subject, the Senior Officer(s) and every one involved in the process shall:

- a. maintain complete confidentiality/ secrecy of the matter under this Policy
- b. not discuss the matters under this Policy in any informal/social gatherings/ meetings
- c. discuss only to the extent or with the persons required for the purpose of completing the process and investigations as directed by Audit Committee
- d. not keep the papers unattended anywhere at any time
- e. keep the electronic mails/files under password

If any one is found not complying with the above, he/ she shall be held liable for such Disciplinary Action as is considered fit by the Committee or the Managing Director or the Audit Committee, as the case may be.

#### **10. Reporting**

The Committee shall submit a report to the Audit Committee on all the Protected Disclosures, together with results of investigations, Disciplinary Actions recommended and implemented.

#### **11. Retention of Documents**

All Protected Disclosures, documented along with the results of Investigation relating thereto, shall be retained by the Chief Financial Officer for a minimum period of 5 (five) years or as mentioned in applicable law, if any.

#### **12. Amendment**

This Policy may be amended from time to time by the Board on the recommendation of the Audit Committee.