

サンザイム

Sanzyme Biologics®

Est. 1969

Sanzyme Biologics Private Limited

Whistle Blower Policy

Introduction

Sanzyme Biologics Private Limited (hereinafter referred to as "the company") is committed to conducting its business with the highest standards of ethics, integrity, and accountability. Whistle Blower Policy is intended to provide a framework to promote responsible and secure whistleblowing without fear of reprisal. It aims to protect employees and stakeholders who report any unethical, illegal, or improper conduct.

Scope and Applicability

This policy applies to all employees, directors, contractors, suppliers, consultants, and any other individuals associated with Sanzyme Biologics.

Definition of Whistle-blower

A Whistle-blower is any person who reports an unethical practice, illegal activity, or any violation of the company's policies or the law in good faith.

Reportable Matters

The following matters, though not exhaustive, are examples of reportable concerns under this policy:

- Financial misconduct or fraud
- Violation of any laws or regulations
- Health and safety violations
- Discrimination or harassment
- Corruption and bribery
- Misuse of company assets

Reporting Mechanism

The company encourages Whistle-blowers to report their concerns in writing to the designated Whistle-blower Officer. Reports can be submitted via: · Email: whistleblowerofficer@sanzymebiologics.com · Postal Mail: Confidential, Whistle-blower Officer, Sanzyme Biologics Pvt. Ltd, 2nd Floor Sattva Signature Towers, Banjara Hills, Hyderabad, Telangana, Pin code: 500034.

Anonymity and Confidentiality

Whistle-blowers are encouraged to disclose their identity to facilitate a thorough investigation. However, anonymous reports will also be accepted and investigated. All reports will be treated with the utmost confidentiality.

Protection against Retaliation

The company ensures that Whistle-blowers who report concerns in good faith will be protected from any form of retaliation, discrimination, or adverse employment consequences. Any act of retaliation should be reported immediately and will be addressed promptly.

Investigation Process

- **Acknowledgment:** The receipt of the report will be acknowledged within 7 working days.
- **Initial Assessment:** An initial assessment will be conducted to determine the credibility and urgency of the report.
- **Investigation:** A detailed investigation will be carried out promptly. The Whistle-blower may be contacted for further information if necessary.
- **Conclusion:** A report summarizing the findings and recommendations will be prepared and presented to the management for appropriate action.

Responsibilities

- **Whistle-blower Officer:** Responsible for receiving, assessing, and overseeing the investigation of whistle-blower reports.
- **Management:** Ensures that corrective actions are taken and policies are updated based on the findings.
- **Employees and Associates:** Encouraged to report any unethical practices and cooperate with investigations.

False Reporting

Reports made with malicious intent or knowing them to be false are considered a serious violation and may result in disciplinary action against the Whistle-blower.

Communication of Policy

This policy will be communicated to all employees and associates of the company. Training sessions will be conducted periodically to ensure understanding and compliance.

Review of Policy

This policy will be reviewed annually or whenever required and updated as necessary to ensure its continued effectiveness.

Contact Information

For any queries or clarifications regarding this policy, please contact: Whistle-blower Officer:

whistleblowerofficer@sanzymbiologics.com

This policy underscores the company's commitment to ethical conduct and accountability, ensuring a safe and secure environment for raising genuine concerns.