

VIGIL MECHANISM

NAMBI BUILDWELL LIMITED

(Formerly known as Nambi Buildwell Private Limited)

(CIN - U45400DL2007PLC161498)

**Regd. Office: Lower Ground, A-4, District Centre, Press Enclave Road, Saket,
New Delhi-110017, India**

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VIGIL MECHANISM

1. INTRODUCTION

This policy seeks to define and lay down a procedure for Nambi Buildwell Limited (formerly known as Nambi Buildwell Private Limited) (hereinafter referred to as the '**Company**') for reporting instances of unethical/improper conduct as also suitable steps to investigate and resolve the same. Accordingly, this policy includes the following:

- Procedure to disclose any suspected unethical and/or improper practice taking place in the Company;
- Protection available to the person making such disclosure in good faith.
- Mechanism for reporting on such disclosures to the relevant authority within the Company; and
- Relevant authority and its powers to review disclosures and direct corrective action relating to such disclosures.

2. OBJECTIVE

The Company seeks to maintain the highest ethical and business standards in the conduct of its business. In doing so, the Company has stipulated a Code of Conduct, which is applicable to all employees of the Company, to regulate and build a strong culture of corporate governance, as also promote transparency and ethical conduct in its business operations. Along with this it provides the framework within which the Company expects its business operations to be conducted. The Vigil Mechanism is the Company's Code of Conduct through which the Company seeks to provide a mechanism for its employees, directors, vendors or customers to report or disclose any unethical and/or improper practice(s) taking place in the Company for appropriate action. Through this policy, the Company also provides the necessary safeguards to all Whistle Blowers for making disclosures in good faith.

3. DEFINITIONS

The definitions of some of the key terms used in this policy are given below:

- a) "**Company**" means Nambi Buildwell Limited.

- b) **“Director”** means any executive, non-executive, nominee, independent or, alternate director of the Company.
- c) **“Disclosure”** means any communication in writing in relation to an Unethical Practice (including anonymous disclosures) made in good faith by the Whistle Blower to the designated personnel under this policy.
- d) **“Employee”** means any employee or officer of the Company.
- e) **“Investigators”** mean any person(s) duly appointed/consulted by Vigilance Officer of the Company to conduct an investigation under this policy.
- f) **“Subject Employee”** means an Employee against or in relation to whom a Disclosure is made under this policy.
- g) **“Unethical Practice”** means and includes, but not limited to, the following activities/practices being followed in the Company:
 - i. Manipulation of Company data / records;
 - ii. Abuse of authority at any defined level in the Company;
 - iii. Disclosure of confidential/ proprietary information to unauthorized personnel;
 - iv. Any violation of applicable law and regulations, thereby exposing the Company to penalties/ fines;
 - v. Any instances of misappropriation of Company assets;
 - vi. Activity violating any laid down Company policy, including the Code of Conduct;
 - vii. Any other activities considered unethical or improper in nature and injurious to the interests of the Company.
- h) **“Vigilance Officer”** means the Director nominated by the Board of Directors to play the role of the audit committee for the purpose of vigil mechanism to whom stakeholders may report their concerns.
- i) **“Whistle Blower”** shall have the meaning assigned under Clause 4.

4. WHISTLEBLOWERS

Whistle Blowers shall mean and include the following categories of people in this Policy:

- a) Employees of the Company;
- b) Directors of the Company;
- c) Customers of the Company; and
- d) Vendors doing business with the Company.

5. PROCEDURE FOR REPORTING

The Disclosures can be made as follows:

The Disclosure shall be made to the Vigilance Officer of the Company to the following address: -

The Vigilance Officer
Nambi Buildwell Limited

Regd. Office:
Lower Ground, A-4, District,
Centre, Press Enclave Road,
Saket, New Delhi-110017, India

Corporate Office:
11th Floor, Gateway Tower,
DLF City, Phase - III, Gurugram -
122002
Email ID: bector-pushpa@dlf.in

Any compliant/grievance which directly or indirectly involves the Vigilance Officer of the Company shall be forwarded to the Chairman of the Audit Committee of DLF Cyber City Developers Limited, the holding Company for appropriate action.

- a) It is advised that the Whistle Blower discloses his/ her identity in the Disclosure for ensuring that adequate protection is granted to him/ her under the relevant provisions of this policy. However, anonymous Disclosures, though discouraged, may also be made.

- b) The Whistle Blower must address the following issues, while reporting any Disclosures under this policy:
- i. The Disclosures made should bring out a clear understanding of the issue being raised.
 - ii. The Disclosures made should not be merely speculative in nature but should be based on actual facts.
 - iii. The Disclosure made should not be in the nature of a conclusion and should contain as much specific and quantitative information with evidence to the extent possible to allow for proper conduct of the inquiry/investigation.
 - iv. The Whistle Blower is not required to give reasons for such Disclosure.

The Vigilance Officer may direct investigation into the same and recommend suitable action to the management.

6. INVESTIGATION OF DISCLOSURES

- a) The Vigilance Officer is duly authorized to investigate/oversee any disclosures reported under this policy. The Vigilance Officer shall be assisted by such persons on such terms as he may deem fit, for the implementation and reporting under this policy.
- b) All disclosures made under this policy shall be recorded and duly actioned, if required, in accordance with the recommendation made by the Vigilance Officer.
- c) Notwithstanding anything contained in Para 6(a) above, the Vigilance Officer may, at his/her discretion, conduct an investigation. An investigation shall be launched only after the review of the Disclosures prima facie establishes that:
 - i. The Disclosure made, constitutes an unethical / improper practice, as defined under this policy.
 - ii. The Disclosure made is supported by adequate information to support an investigation.
 - iii. Confidentiality of the Whistle Blower shall be maintained during the inquiry/investigation process.

- d) Any inquiry/ investigation conducted against any Subject Employee shall not be construed by itself as an act of accusation and shall be carried out as a neutral fact finding process, without presumption of any guilt.
- e) The inquiry/ investigation shall be conducted in a fair manner and provide an equal opportunity for hearing to the affected party and a written report of the findings should be prepared.
- f) The Vigilance Officer and the Investigators shall have right to call for and examine any information / document and /or employees of the Company, as may be deemed necessary for the purpose of conducting inquiry/ investigation under this policy.

7. SUBJECT EMPLOYEES

- a) All subject employees shall be duly informed about the disclosures of unethical practice(s) made against them at the commencement of the formal inquiry/investigation process and shall have full opportunity for providing explanations during the course of the inquiry/ investigation process.
- b) No subject employee shall directly/indirectly interfere with the investigation process till the inquiry/ investigation is completed.
- c) The subject employee shall not destroy or, tamper with any evidence and is obliged to co-operate with the Vigilance Officer in the inquiry/ investigation process or, any of the Investigators appointed, till the inquiry/ investigation process is completed.
- d) During the course of the inquiry/investigation process, all subject employees shall have a right to consult any person(s) of their choice, other than the Investigators and engage any legal counsel at their own cost subject to a reasonable cost not exceeding ₹ 50,000/- to represent them in any inquiry/ investigation proceedings.
- e) All subject employees shall have a right to be informed about the results of the investigation process after the completion of the inquiry/ investigation process. This shall be formally in writing by the Company.
- f) All subject employees shall be given an opportunity to respond to results of the inquiry/ investigation as contained in an

investigation report. No allegation of wrongdoing against any subject employee shall be considered as tenable, unless the allegations are duly supported by valid evidence in support of the allegation.

- g) Where the results of the inquiry/ investigation highlight that the allegations made against the subject employee are eventually dismissed as non-tenable, then the Company shall reimburse all such reasonable costs as shall have been incurred by the subject employee to defend him/her, during the process of inquiry/ investigation subject to a reasonable cost not exceeding ₹ 50,000/-. In such cases, the subject employee will also be consulted whether a public disclosure of the investigation result should be in their interest. The Vigilance Officer shall have the final discretion on whether such disclosure is necessary and if so, the scope and medium of such disclosure.
- h) Where a Disclosure gets substantiated, the Vigilance Officer shall forward its findings to:
 - i. For Subject Employees up to the level of AGM/ Chief Manager: the respective Head of Human Resources and Business Heads for consideration and taking further steps/action as may be deemed expedient and considered necessary.
 - ii. For Subject Employees in levels DGM and above: the Group Head of Human Resources in consultation with Chairman/ Vice Chairman of DLF Limited for consideration and taking further steps/action as may be deemed expedient and considered necessary.

8. PROTECTION TO WHISTLE BLOWER

- a) The identity of the Whistle Blower, Subject Employee and any other Employee assisting the inquiry/ investigation, shall be kept confidential at all times, except during the course of any legal proceedings, where a Disclosure/ statement is required to be filed.
- b) The Company, as a policy, strongly condemns any kind of discrimination, harassment or any other unfair employment practice being adopted against the Whistle Blowers for Disclosures made under this policy. No unfair treatment shall be vetted out towards the Whistle Blower on account of his/her

having reported a Disclosure under this policy and the Company shall ensure that full protection has been granted to him/her against:

- i. Unfair employment practices like retaliation, threat or intimidation of termination/suspension of services, etc;
- ii. Disciplinary action including transfer, demotion, refusal of promotion, etc;
- iii. Direct or indirect abuse of authority to obstruct the Whistle Blowers right to continue performance of his duties/functions during routine daily operations, including making further Disclosures under this policy.

9. MANAGEMENT ACTION ON FALSE DISCLOSURES

If an employee knowingly makes false disclosures under this policy, such employee shall be subject to disciplinary action on the terms deemed fit by the Vigilance Officer.

10. AMENDMENTS

This policy may be amended or modified by the Company after due consultation with the Vigilance Officer.

11. RETENTION OF DOCUMENTS

All Disclosures made by the Whistle Blower or documents obtained during the course of inquiry/ investigation, along with the results of investigation relating thereto, shall be retained by the Company for a minimum period of two years or as directed by the Vigilance Officer.
