	<b>BHARAT BALANCING WEIGHTSS &amp; CO</b>			<b>ANNEXURE</b>	
	<b>APPROVED BY</b>	<b>DOCUMENT NO</b>	<b>ISSUE NO</b>	<b>ISSUE DATE</b>	<b>REVISION NO.</b>
	<b>MD</b>	<b>BBW/ANX/77</b>	<b>00</b>	<b>10/12/2024</b>	<b>00</b>

## WHISTLE BLOWER POLICY & PROCEDURE

### 1. Objective

BBW is committed to upholding the highest standards of ethics, integrity, and transparency. This Whistleblower Policy is designed to provide a secure and confidential platform for stakeholders to report any unethical conduct or violations without fear of retaliation.

### 2. Scope

This policy applies to:

- Internal stakeholders: Regular/non-regular employees, in-house suppliers, service providers, consultants, and interns.
- External stakeholders: Suppliers, indirect suppliers, vendors, agents, partners, contractors, and local community members.


### 3. Reportable Offenses

- Accepting gifts, entertainment, bribes, or inducements
- Business favours, capital participation, overboarding
- Solicitation and unjustifiable demands
- Theft, embezzlement, and misappropriation of funds
- Leaking confidential or internal information
- Document manipulation or fraudulent reporting
- Anti-competitive behavior (collusion, dumping, abuse of market dominance)
- Sexual abuse, harassment, discrimination
- Money laundering and financial misconduct
- Other violations of BBW's Code of Conduct or ethical norms

### 4. Reporting Channels

Reports can be submitted via the following confidential channels:

- Email: arthigans12@gmail.com
- Phone/WhatsApp: +91 98415 96657 (Mrs. Arthi – Compliance Officer)
- Physical Complaint Box: Installed at reception and HR departments in all BBW facilities
- Online Reporting Portal: <http://www.bharatweights.com/kpi.php>

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Note: Anonymous reports are accepted. Whistleblowers are encouraged to provide as much detail and evidence as possible.

## 5. Whistleblower Protection

- Full confidentiality of the whistleblower's identity
- No retaliation against whistleblowers acting in good faith
- Disciplinary action against individuals who retaliate against whistleblowers

## 6. Investigation & Resolution Process

- Acknowledgement: Complaint acknowledged within 3 business days
- Preliminary Review: Conducted by the Internal Complaint Committee (ICC) within 7 days
- Investigation: If valid, the matter is fully investigated
- Corrective Action: Disciplinary and preventive action taken as necessary
- Closure: Whistleblower (if identified) is informed of the resolution status

## 7. Internal Complaint Committee (ICC)

Name	Designation	Role	Contact Information
Mrs. Arthi	Compliance Officer	Chairperson	arthigans12@gmail.com   +91 98415 96657
Mr. Easwar	VP – HR	Member	easwar@bbwglobaltek.in
Mr. Satheesh Kumar	Plant Head	Member	satheesh@bharatweights.com   +91 97109 33046
Mr. Marimuthu	Legal Advisor	External Member	marimuthusvk7@gmail.com   +91 97874 80556

## 8. Provision for External Stakeholders

BBW encourages external stakeholders (e.g., suppliers, contractors, indirect suppliers, and local communities) to report any unethical practices affecting them or the organization.

- Phone/WhatsApp: +91 98415 96657
- Email: arthigans12@gmail.com
- Online Portal: <http://www.bharatweights.com/kpi.php>
- Postal Mail:  
Compliance Officer  
BBW

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SF NO 322/1A3, Moperipalayam Road  
 Thanneer Pandal, Karumathampatti  
 VIG BBW Road, Near Annalakshmi Gardens  
 Coimbatore – 641659

## 9. Supporting Documentation

- Photographs of on-site complaint boxes
- Screenshots and live links to the web-based reporting system
- Internal ethics and whistleblower awareness training records

## 10. Review and Update

This policy is reviewed annually or upon major legal or operational changes to ensure effectiveness and relevance.



**10/12/2024**

**Managing Director**