

## **WHISTLE BLOWER POLICY-KTDFC**

### **1. Introduction.**

KTDFC's mission is **to better the best in all the endeavours**. KTDFC is committed to maintain an environment of respect and quality in true letter and spirit. Accordingly, KTDFC is brightly focused on all complying all rules and regulations of the Government and very much relied upon the employees to perform their duties in line with the Organizational Objectives.

### **2. Objective.**

This policy is designed and developed for the employees who have good faith on the Company and concern on the misconduct, violations of law, illegal transactions, unjust enrichment, willful suppression etc, if any, which acts a hurdle to achieve Company's mission. Thus, complaints or grievances regarding the above actions affecting the work can be reported under this policy to the person who acts as the Whistle Blower.

### **3. Modus Operandi.**

Any employee including trainees can report the misconduct as mentioned above to the Whistle Blower. The complaint/grievance must be genuine and related to facts and should never be a gossip or of speculative nature. It may be informed either by the victim or any other employee on his behalf and only the fairness and gravity of the complaint will be taken into consideration irrespective of the designation being held. The victim/the supportive employee should e-mail his concern to [whistle@ktdfc.com](mailto:whistle@ktdfc.com) and every endeavor shall be taken to resolve the problem within 7 days from the date of the complaint.

### **4. Protection from Retaliation.**

No employee/trainee who reports under this policy shall suffer from any retaliation for making complaint under this policy and is assured that his identity shall never be disclosed unless and otherwise indispensable and the revealing the identity would be sought only as a last resort.

5. **Disclaimer.**

This policy aims to achieve peaceful working environment in KTDFC and this shall never be misused to hurt personal feelings of the person on the other part. If there is an attempt to misuse the liberty under this policy, the reporting employee will face severe consequences including disciplinary proceedings.