



FAQs on Whistle Blower Reporting

Format of Whistle Blower Complaint

Whistle Blower Complaint

Date:

To Ombudsperson / Chairperson of the Audit Committee, (Tick (✓) mark any one option)
Pune Cantonment,
Mundhwa Pune – 411 036

Complainant Details

Identity of the Complainant: (Tick (✓) mark any one option)

- Want to disclose your Identity? If yes, give name: _____
- Anonymous

Name of the Company for which you are making Complaint:

Associated with the Company as: (Not required, if you have selected the option Anonymous above)

- Employee / Trainee (mention ID _____)
- Supplier
- Buyer
- Investor
- Customer
- Others _____

Department and designation, if you are an employee:

Details of the person against whom you are submitting the Complaint

Name of the person (who has violated or suspected to violate the code of ethics and conduct): _____

Department, designation: _____

Nature of Complaint:

- Abuse of authority
- Negligence causing substantial and specific danger to public health and safety
- Manipulation of company data/records
- Financial irregularities, including fraud, or suspected fraud
- Criminal offence - theft, bribery, blackmail, etc.
- Pilferage of confidential/propriety information
- Deliberate violation of law/regulation
- Wastage / misappropriation / theft of company's funds / assets
- Breach of contract or Breach of employee Code of Conduct or Rules
- Any other unethical, biased, favoured, imprudent event _____



FAQs on Whistle Blower Reporting

Format of Whistle Blower Complaint

Whistle Blower Complaint

***Details of the Complaint:**

**The details must contain all the facts of the case including date and place of the violation and name and information of the persons violating the code of ethics and conduct, where more than one person are involved.*

**The Complaint must be supported by the documentary evidences and witnesses, if any.*