

SOP Document Tracker

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| 1 | SOP No. | S00013 | |
| 2 | Doc. ID* | S00013ADMIN12102017v1 | |
| 3 | Title | Whistle Blower | |
| 4 | E-file name | E:\Pnp Documents\Sops Of Pnp\Policies\Sop 13 Whistle-Blower.Doc | |
| 5 | Date of Issue | 01/04/2019 | |
| 6 | Date of Expiry | Until notified | |
| 7 | Dates Previous 2 Versions | | |
| 8 | Date of withdrawal | | |
| 9 | Holder Name and Designation | Ms. S. Madhuri, Manager - Finance | |
| 10 | Authorized Issuer | Mr. Manab Chakraborty, CEO | |
| 11 | Signature of the issuer | | |
| 12 | Place and Date of Signature | Place: Hyderabad | Date: 01/04/2019 |

PS: *This document replaces all previous versions, if any.

Whistle Blower Policy

Partners in Prosperity (PnP) is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report an action that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to PnP's business and does not relate to private acts of an individual not connected to the business of PnP.

If an employee has a reasonable belief that an employee or PnP has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Chief Executive Officer (CEO). If the employee does not feel comfortable reporting the information to the CEO, he or she is expected to report the information to the Chair, Board of Directors, PnP.

All complaints under may be sent directly to the CEO, PnP, over email ID (info@pnpindia.org.in). Complaints by post should be in a closed/secured envelope. The envelope should be addressed to or by post to CEO, PnP, Delhi office address and should be super scribed as "Complaint under the Public Interest Disclosure". If envelope is not super scribed and closed, it will not be possible for PnP to protect the complainant under the above policy and such complaints will be dealt with as per the normal complaint policy of PnP. The Complainant should give his /her name and address in the beginning or in the end of the complaint or give in an attached letter. PnP will not entertain anonymous /pseudonymous complaints. The text of the complaint should be carefully drafted so as not to give any detail or clue as to the identity of the complainant. The details/facts mentioned in the complaint should be specific and verifiable. In order to protect identity of the person/complainant, PnP will not issue any acknowledgement. In order to ensure absolute secrecy & confidentiality of the identity of the complainant, no further correspondence in the matter of complaint will be entertained from the complainant and the complainant, in her/his own interest, should not write or attempt to contact PnP.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, PnP will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

PnP will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the CEO, the Board of Directors or to a Central, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any Central, state or local law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

PnP may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

All supervisors will be trained on this policy and PnP prohibition against retaliation in accordance with this policy.

A copy of the ‘PnP Whistle Blower Policy’ will be displayed at prominent place inside premises at all branches / offices of PnP for general information and notice of all members of staff/officers, customers and members of general public. A copy of the Policy will also be displayed in the intranet of PnP.