

# Whistleblower Policy

## 1. Purpose

Balark is committed to the highest standards of ethical, moral, and legal business conduct. The Whistleblower Policy aims to provide an avenue for employees, contractors, customers, and other stakeholders to report any instances of suspected unethical behaviour, fraud, or violations of laws or company policies without fear of retaliation.

## 2. Scope

This policy applies to all employees, contractors, vendors, customers, and stakeholders associated with Balark.

## 3. Example of malpractices

- Abuse of authority
- Breach of contract
- Negligence causing substantial and specific danger to public health and safety
- Manipulation of company data/records
- Financial irregularities, including fraud or suspected fraud or Deficiencies in Internal Control and check or deliberate error in the preparation of Financial Statements or Misrepresentation of financial reports
- Any unlawful act, whether Criminal/ Civil
- Pilferage of confidential/proprietary information
- Deliberate violation of law/regulation
- Wastage/misappropriation of company funds/assets
- Bribery or corruption
- Sexual Harassment
- Retaliation
- Breach of IT Security and data privacy
- Social Media Misuse
- Breach of Company Policy or failure to implement or comply with any approved Company Policy

## 4. Reporting Procedure

Anyone who becomes aware of or suspects any unethical behaviour, fraud, or violation of company policies or laws is encouraged to report it immediately.

Reports can be made to any of the following:

- Supervisor/Manager
- Human Resources Department
- Director
- Drop a message in the Complaint Box

## 5. Protection and non-retaliation

Balark prohibits retaliation against anyone who makes a good-faith report of suspected misconduct. Retaliation against whistleblowers will result in disciplinary action, including termination of employment or contracts.

## 6. Confidentiality

All reports of suspected misconduct will be handled confidentially to the extent possible, consistent with the need to conduct an adequate investigation. Information will only be disclosed to those who need to know for investigation and resolution.

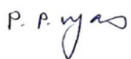
## 7. Investigation

Balark will promptly investigate all reports of suspected misconduct. The investigation will be conducted objectively and impartially.

## 8. False Reporting

Malicious or knowingly false reports are strictly prohibited. Individuals found to have made false reports will be subject to disciplinary action, up to and including termination of employment or contracts.

1st April 2025



Paresh Vyas  
Director