



FUSION MICRO FINANCE PRIVATE LIMITED

WHISTLE BLOWER POLICY

Last reviewed on: May 26, 2021

Whistle Blower Policy

1. Preface

Accordingly, this Whistle Blower Policy (“the Policy”) has been formulated with a view to provide a mechanism for Directors and employees of the Company to approach the Chairman of the Audit Committee of the Company to, inter alia, report to the management instances of unethical behavior, actual or suspected, fraud or violation of the Company’s code of conduct.

2. Definitions

The definitions of some of the key terms used in this Policy are given below.

“Employee” means every permanent employee of the Company including the Directors in the employment of the Company.

“Investigators” mean those persons authorized, appointed, consulted or approached by Audit Committee and includes the auditors of the Company.

“Protected Disclosure” means any communication made in good faith that disclosure or demonstrates information that may evidence unethical or improper activity.

“Subject” means a person against or in relation to whom a Protected Disclosure has been made or evidence gathered during the course of an investigation.

“Whistle Blower” means an Employee making a Protected Disclosure under this Policy.

3. Scope

The Whistle Blower’s role is that of a reporting party with reliable information. They are not required or expected to act as investigators or finders of facts, nor would they determine the appropriate corrective or remedial action that may be warranted in a given case. Whistle Blowers should not act on their own in conducting any investigative activities, nor do they have a right to participate in an investigative activities other than as requested by the Audit Committee or the Investigators.

4. Eligibility

All Employees of the Company are eligible to make Protected Disclosure under the Policy. The Protected Disclosures may be in relation to matters concerning the Company.

5. Disqualifications



While it will be ensured that genuine Whistle Blowers are accorded complete protection from any kind of unfair treatment as herein set out, any abuse of this protection will warrant disciplinary action.

Protection under this policy would not mean protection from disciplinary action arising out of false or bogus allegations made by a Whistle Blower knowing it to be false or bogus or with a mala fide intention.

6. Procedure

All Protected Disclosures should be addressed to the Chairman of the Audit Committee of the Company.

The contact details of the Chairman of the Audit Committee are as under:

The Chairman,
Audit Committee,
Fusion Microfinance Private Limited
H-1, C Block, Community Center,
Naraina Vihar,
New Delhi-110028

Protected Disclosures should preferably be reported in writing so as to ensure a clear understanding of the issues raised and should either be typed or written in a legible handwriting in English, Hindi or in the regional language of the place of employment of the Whistle Blower.

The Protected Disclosure should be forwarded under a covering letter/mail at email: whistleblower@fusionmicrofinance.in which shall bear the identity of the Whistle Blower. The Chairman of the Audit Committee shall detach the covering letter and discuss the protected Disclosure with Members of the Audit Committee and if deemed fit, forward the Protected Disclosure for investigation.

Protected Disclosure should be factual and not speculative or in the nature of a conclusion, and should contain as much specific / detailed information as possible to allow for proper assessment of the nature and extent of the concern and the urgency of a preliminary investigative procedure.

The Whistle Blower must disclose his/her identity in the covering letter forwarding such Protected Disclosure. Anonymous complaints will be taken up only if it has substance and full details are given.

If any of the members of the Audit Committee have a conflict of interest in a given case, they should rescue themselves and the others on the committee would deal with the matter on hand.

7. Investigation



All Protected Disclosures reported under this policy will be thoroughly investigated by the Audit Committee. The Audit Committee may at its discretion, consider involving any Investigators for the purpose of investigation.

The decision to conduct an investigation taken by the Audit Committee is by itself not an accusation and is to be treated as a neutral fact-finding process. The outcome of the investigation may not support the conclusion of the Whistle Blower that an improper or unethical act was committed.

The identity of a Subject will be kept confidential to the extent possible given the legitimate needs of law and the investigation.

Subject will normally be informed of the allegations at the outset of a formal investigation and have opportunities for providing their inputs during the investigation.

Subject shall have a duty to co-operate with the Audit Committee or any of the Investigators during investigation to the extent that such co-operation sought does not merely require them to admit guilt.

Subject have a right to consult with a person or persons of their choice, other than the investigators and/or members of the Audit Committee and/or the Whistle Blower. Subjects shall be free at any time to engage counsel at their own cost to represent them in the investigation proceedings.

Subjects have a responsibility not to interfere with the investigation. Evidence shall not be withheld, destroyed or tampered with, and witnesses shall not be influenced, coached, threatened or intimidated by the Subjects. Unless there are compelling reasons not to do so, Subjects will be given the opportunity to respond to material findings contained in an investigation report. No allegation of wrong doing against a Subject shall be considered as maintainable unless there is good evidence in support of the allegation.

Subject have a right to be informed of the outcome of the investigation. If allegations are not sustained, the Subject should be consulted as to whether public disclosure of the investigation results would be in the best interest of the Subject and the Company.

The investigation shall be completed normally within 45 days of the receipt of the Protected Disclosure.

8. Protection

No unfair treatment will be meted out to a Whistle Blower by virtue of his/her having reported a Protected Disclosure under this Policy. Fusion Microfinance Private Limited, as a policy, condemns any kind of discrimination, harassment, victimization or any other unfair employment practice being adopted against any unfair practice like retaliation, threat or intimidation of termination/suspension of service, disciplinary action, transfer, demotion, refusal of promotion, or the like including any direct or indirect use of authority to obstruct the Whistle Blower's right



to continue to perform to minimize difficulties, which the Whistle Blower may experience as a result of making the Protected Disclosure. Thus, if the Whistle Blower is required to give evidence about the procedure, etc.

The identity of the Whistle Blower shall be kept confidential to the extent possible and permitted under law. Whistle Blowers are cautioned that their identity may become known for reasons outside the control of the Audit Committee (e.g. during investigations carried out by investigators).

Any other Employee assisting in the said investigation shall also be protected to the same extent as the Whistle Blower.

9. Investigators

Investigators are required to conduct a process towards fact-finding and analysis. Investigators shall derive their authority and access rights from the Audit Committee when acting within the course and scope of their investigation.

Technical and other resources may be drawn upon as necessary to augment the investigation. All Investigators shall be independent and unbiased both in fact and as perceived. Investigators have a duty of fairness, objectivity, thoroughness, ethical behavior, and observance of legal and professional standards. Investigations will be launched only after a preliminary review which establishes that:

- (i) The alleged act constitute an improper or unethical activity or conduct, and
- (ii) Either the allegation is supported by information specific enough to be investigated, or matters that do not meet this standard may be worthy of management review, but investigation itself should not be undertaken as an investigation of an improper or unethical activity.

10. Decision

If an investigation leads the Audit Committee to conclude that an improper or unethical act has been committed, the Audit Committee shall direct the management of the Company to take such disciplinary or corrective action as the Audit Committee deems fit. It is clarified that any disciplinary or corrective action initiated against the Subject as a result of the findings of an investigation pursuant to this Policy shall adhere to the applicable personnel or staff conduct and disciplinary procedures.

11. Reporting

The Audit Committee shall submit a report to the management about all Protected Disclosures referred to him/her since the last report together with the results of investigations, if any.

12. Retention of documents



All protected Disclosures in writing or documented along with the results of investigation relating thereto shall be retained and preserved by the Company for a minimum period of 7 (seven) years after the investigation has ended /closed , whichever is later.

13. Amendment

The Company reserves its right to amend or modify this Policy in whole or in part, at any time without as signing any reason whatsoever. However, no such amendment or modification will be binding on the Employees unless the same is notified to the Employees in writing.

The above shall form part of the present employment and other personnel policies of the Company.
