

# High Street Filatex Limited

REGD OFFICE: B-17, IIND FLOOR, 22 GODAM INDUSTRIAL AREA, JAIPUR-302006  
(RAJASTHAN)

Tel No: 0141-4025431

Web Site: [www.highstreetfilatex.in](http://www.highstreetfilatex.in)

E-mail: [highstreet.filatex@gmail.com](mailto:highstreet.filatex@gmail.com)

**CIN: L18101RJ1994PLC008386**

---

## **VIGIL MECHANISM:-**

The Company has adopted a Code of Conduct for Directors and Senior Management Personnel ("the Code"), which lays down the principles and standards that should govern the actions of the Directors and Senior Management Personnel.

Any actual or potential violation of the Code, howsoever insignificant or perceived as such, is a matter of serious concern for the company.

## **POLICY:**

In compliance of the above requirements, High Street Filatex Limited (HSFL), being a Listed Company has established a Vigil Mechanism/Whistle Blower and formulated a Policy in order to provide a framework for responsible and secure vigil mechanism/whistle blowing.

## **POLICY OBJECTIVES:**

The Vigil (Whistle Blower) Mechanism aims to provide a channel to the Directors and employees to report genuine concerns about unethical behaviour, actual or suspected fraud or violation of the Codes of Conduct or policy.

The Company is committed to adhere to the highest standards of ethical, moral and legal conduct of business operations and in order to maintain these standards, the Company encourages its employees who have genuine concerns about suspected misconduct to come forward and express these concerns without fear of punishment or unfair treatment.

The mechanism provides for adequate safeguards against victimization of Directors and employees to avail of the mechanism and also provide for direct access to the Chairman of the Audit Committee in exceptional cases.

This neither releases employees from their duty of confidentiality in the course of their work nor can it be used as a route for raising malicious or unfounded allegations about a personal situation.

## **SCOPE OF THE POLICY:**

The Policy is an extension of the Code of Conduct for Directors & Senior Management Personnel and covers disclosure of any unethical and improper or malpractices and events which have taken place/ suspected to take place involving:

1. Breach of the Company's Code of Conduct.
2. Breach of Business Integrity and Ethics.

# High Street Filatex Limited

REGD OFFICE: B-17, IIND FLOOR, 22 GODAM INDUSTRIAL AREA, JAIPUR-302006  
(RAJASTHAN)

Tel No: 0141-4025431

Web Site: [www.highstreetfilatex.in](http://www.highstreetfilatex.in)

E-mail: [highstreet.filatex@gmail.com](mailto:highstreet.filatex@gmail.com)

**CIN: L18101RJ1994PLC008386**

---

3. Breach of terms and conditions of employment and rules thereof.
4. Intentional Financial irregularities, including fraud, or suspected fraud.
5. Deliberate violation of laws/regulations.
6. Gross or wilful negligence causing substantial and specific danger to health, safety and environment.
7. Manipulation of company data/records.
8. Pilferation of confidential/propriety information.
9. Gross Wastage/misappropriation of Company funds/assets.

## **DEFINITIONS:**

- **"Directors"** means the Board of Directors of the Company.
- **"Employee"** means all the present employees and whole time Directors of the Company.
- **"Company"** means the High Street Filatex Limited ("HSFL") and all its offices.
- **"Code"** means Code of Conduct for Directors and Senior Management Executives adopted by HSFL.
- **"Audit Committee"** means a Committee constituted by the Board of Directors of the Company in accordance guidelines of Listing Agreement and Companies Act, 2013.
- **"Disclosure"** means reporting of malpractice done by an „Individual“ under and as per this mechanism.
- **"Protected Disclosure"** means a written communication of a concern made in good faith, which discloses or demonstrates information that may evidence an unethical or improper activity under the title "SCOPE OF THE POLICY" with respect to the Company. It should be factual and not speculative and should contain as much specific information as possible to allow for proper assessment of the nature and extent of the concern.
- **"Subject"** means a person or group of persons against or in relation to whom a protected Disclosure is made or evidence gathered during the course of an investigation.

## High Street Filatex Limited

REGD OFFICE: B-17, IIND FLOOR, 22 GODAM INDUSTRIAL AREA, JAIPUR-302006  
(RAJASTHAN)

Tel No: 0141-4025431

Web Site: [www.highstreetfilatex.in](http://www.highstreetfilatex.in)

E-mail: [highstreet.filatex@gmail.com](mailto:highstreet.filatex@gmail.com)

**CIN: L18101RJ1994PLC008386**

---

- **“Vigilance Officer/Vigilance Committee or Committee”** is a person or Committee of persons, nominated/appointed to receive protected disclosures from whistle blowers, maintaining records thereof, placing the same before the Audit Committee for its disposal and informing the Whistle Blower the result thereof.
- **“Alleged wrongful conduct”** shall mean violation of law, Infringement of Company’s rules, misappropriation of monies, actual or suspected fraud, substantial and specific danger to public health and safety or abuse of authority”.
- **“Whistle Blower”** is an employee or group of employees who make a Protected Disclosure under this Policy and also referred in this policy as complainant.
- **“Disciplinary Action”** means warning, imposition of fine, suspension from official duties or such other action that may be decided by the Audit Committee depending on the gravity of the matter.

### **PROCEDURE:**

All Protected Disclosures should be reported in writing by the complainant as soon as possible, not later than 30 days after the Whistle Blower becomes aware of the same and should either be typed or written in a legible handwriting in English.

The Protected Disclosure should be submitted under a covering letter signed by the complainant in a closed and secured envelope and should be super scribed as “Protected disclosure under the Whistle Blower policy” or sent through email with the subject “Protected disclosure under the Whistle Blower policy”. If the complaint is not super scribed and closed as mentioned above, the protected disclosure will be dealt with as if a normal disclosure.

All Protected Disclosures should be addressed to the Vigilance Officer of the Company or to the Chairman of the Audit Committee in exceptional cases.

### **RECEIPT AND DISPOSAL OF PROTECTED DISCLOSURES:**

All Protected Disclosures should be reported in writing by the complainant as soon as possible after the Whistle Blower becomes aware of the same 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.

The Protected Disclosure should be submitted in a closed and secured envelope and should be super scribed as “Protected disclosure under the Whistle Blower policy”. Alternatively,

## High Street Filatex Limited

REGD OFFICE: B-17, IIND FLOOR, 22 GODAM INDUSTRIAL AREA, JAIPUR-302006  
(RAJASTHAN)

Tel No: 0141-4025431

Web Site: [www.highstreetfilatex.in](http://www.highstreetfilatex.in)

E-mail: [highstreet.filatex@gmail.com](mailto:highstreet.filatex@gmail.com)

**CIN: L18101RJ1994PLC008386**

---

the same can also be sent through email with the subject "Protected disclosure under the Whistle Blower policy". If the complaint is not super scribed and closed as mentioned above, it will not be possible for the Audit Committee to protect the complainant and the protected disclosure will be dealt with as if a normal disclosure.

In order to protect identity of the complainant, the Vigilance Officer will not issue any acknowledgement to the complainants and they are advised neither to write their name/address on envelop nor enter into any further correspondence with the Vigilance Officer. The Vigilance Officer shall assure that in case any further clarification is required he will get in touch with the complainant.

The Company shall not entertain anonymous/ pseudonymous disclosures.

The Protected Disclosure should be forwarded under a covering letter signed by the complainant. The Vigilance Officer i.e. Chairman of the Audit Committee/CEO as the case may be, shall detach the covering letter bearing the identity of the Whistle Blower and process only the Protected Disclosure.

All Protected Disclosures should be addressed to the **Vigilance Officer** of the Company i.e. Chairman of the Audit Committee/ Chairman in exceptional cases. The contact details of the Vigilance Officer are as under:-

**Name and Address of Chairman (Audit Committee):** Mr. Sunil Kumar Bairwa

Protected Disclosure against the **Whistle Officer** should be addressed to the Whole Time Director of the Company:

**Name and Address of Whole –time Director:** Mr. Bhagwan Singh

**Email-** [highstreet.filatex@gmail.com](mailto:highstreet.filatex@gmail.com)

On receipt of the protected disclosure the Vigilance Officer / Chairman, as the case may be, shall make a record of the Protected Disclosure and also ascertain from the complainant whether he was the person who made the protected disclosure or not.

### **The record will include:**

- Brief facts;
- Whether the same Protected Disclosure was raised previously by anyone, and if so, the outcome thereof;
- Whether the same Protected Disclosure was raised previously on the same subject; Details of actions taken by Vigilance Officer/ Chairman of the Audit Committee/chairman for processing the complaint;
- Findings of the Audit Committee;

## *High Street Filatex Limited*

REGD OFFICE: B-17, IIND FLOOR, 22 GODAM INDUSTRIAL AREA, JAIPUR-302006  
(RAJASTHAN)

Tel No: 0141-4025431

Web Site: [www.highstreetfilatex.in](http://www.highstreetfilatex.in)

E-mail: [highstreet.filatex@gmail.com](mailto:highstreet.filatex@gmail.com)

**CIN: L18101RJ1994PLC008386**

---

- The recommendations of the Audit Committee/ other action(s);
- The Audit Committee, if deems fit, may call for further information or particulars from the complainant.

**Note:** In exceptional cases, the person making the disclosure can have direct access to the Chairman and Managing Director or the Executive Director of the Company.

### **AMENDMENT:**

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

***Note: The revision in this policy was approved by the Board of the Company in their meeting held on May 08, 2024.***