

MOREPEN LABORATORIES LIMITED

CIN: L24231HP1984PLC006028

Registered Office: Village Morepen, Nalagarh Road, Near Baddi Distt. Solan, Himachal Pradesh – 173 205

Email: plants@morepen.com, Website: www.morepen.com

Tel.: +91-1795-266401-03, 244590, Fax: +91-1795-244591



Corporate Office: 2nd Floor, Tower C, DLF Cyber Park, Udyog Vihar-III, Sector-20, Gurugram, Haryana-122016

Email: corporate@morepen.com, Website: www.morepen.com

Tel.: +91-124-4892000

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WHISTLE BLOWER POLICY

1. Purpose

Morepen Laboratories Ltd. is committed to maintaining the highest standards of ethics, transparency, and accountability. This policy provides a secure and confidential process for employees and stakeholders to report concerns about misconduct, wrongdoing or unethical behaviour. It aims to protect whistleblowers from retaliation and ensure timely investigation and resolution of reported concerns.

2. Scope

This policy applies to all employees (permanent, temporary and contractual), directors, suppliers, contractors and any third parties engaged with Morepen Laboratories Ltd.

3. Definitions

Whistleblower: Any individual who reports a concern in good faith under this policy.

Concern: Any report of suspected fraud, corruption, legal or policy violations, safety, environmental hazards, harassment, information security breaches, data breaches or other wrongdoing affecting the company or its stakeholders must be promptly reported through designated channels for investigation and action.

4. Reporting Channels

Morepen Laboratories Ltd. provides multiple confidential channels to raise concerns:

- Dedicated whistleblower email (whistleblower@morepen.com)

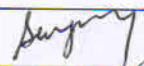
5. Protection and non-retaliation

The company strictly prohibits any retaliation against whistleblowers acting in good faith. Protections include:

- Confidentiality of whistleblower identity
- Protection from harassment, demotion, dismissal or discrimination
- Disciplinary action against any retaliatory conduct
- Assurance that even unsubstantiated reports (made in good faith) will not result in retaliation

6. Investigation Procedure

- Acknowledgment of receipt within 3 business days
- Initial assessment by the Whistleblower Committee for credibility and priority

		
Prepared By	Reviewed By	Approved By
Asst. Manager-HR	Advisor – HR	Director

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- Confidential, impartial and timely investigation, targeting completion within 30 calendar days
- Reporting of findings and recommended actions to senior management
- Implementation of corrective or disciplinary actions if warranted

7. Roles and Responsibilities

- Whistleblower Committee to oversee policy implementation, investigation and reporting
- Senior management to support and promote ethical conduct and the whistleblower framework
- All personnel to report concerns and cooperate in investigations
- HR and Legal to support investigations and ensure protections

8. Confidentiality

All whistleblowing information is handled with strict confidentiality and shared only on a need-to-know basis, in compliance with data protection laws.

9. Awareness and Training

- The whistleblower policy is communicated to all employees at onboarding and regularly thereafter.
- Mandatory whistleblower training is conducted annually for 100% of employees to educate them on the policy, reporting mechanisms, protections and responsibilities.
- Training completion is tracked, monitored and reported to ensure full participation and ongoing awareness.
- Training materials are tailored for different roles, ensuring both employees and managers understand their specific obligations and rights.

10. Monitoring and Review

This policy is reviewed annually by the Compliance department or as required by changes in regulations or business needs. Feedback and lessons learned from whistleblower cases are incorporated for continuous improvement.

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Asst. Manager-HR	Advisor – HR	Director