

WHISTLEBLOWER POLICY & VIGIL MECHANISM

This Whistleblower Policy & Vigil Mechanism (“Policy”) of Synthimed Labs Private Limited/Company (includes its group companies’) aims to provide a mechanism for reporting any incident related to

- *Abuse of authority*
- *Disobedience and spreading wrong information about Company within employees or outside*
- *Manipulation of Company’s data/records*
- *Financial negligence, irregularities, including fraud or favouritism or asking for bribe or favour in any form*
- *Pilferage of confidential/proprietary information*
- *Acting against Policies or violating DOA or pressuring others to violate/breach DOA*
- *Any other matter that materially or financially affects the Company if not looked into*

Any other matter (like employment /payroll related grievances, admin issues, etc.) apart from the above should be reported under prescribed Policy

1. Process:

Complaint can be filed by any individual (including but not limited to employees, customers, vendors, service providers, contractors, auditors, agents, etc.) connected with Company directly or indirectly

All Complaints under this Whistleblower Policy shall reported by the Complainant in the following manner:

Email i.d	Post/Courier	Directly at Site(s)
HR Head: manpreet.sodhi@synthimed.com	Kind Attention: HR Head Synthimed Labs Private Limited HO: 2nd,3rd,4th floor, Plot no. 181/46, Palladium Tower, Industrial Area Phase-1, Chandigarh-160002, India	It can also be reported to Site HR Head and/or Site Head who in turn will forward/hand over to the HR head.
Legal & Secretarial: kapil.makkar@synthimed.com		
Info@synthimed.com		

2. Investigation

The HR Head and Legal Head (RCM) will immediately inform to MD & CEO and determine the course of action in accordance with his directions & advisory, conduct the investigation within 15 working days, and may involve experts (Internal / External) with the approval MD & CEO. Any delay beyond 15 days will be recorded. If the complaint lacks basis, it may be dismissed with documented reasons. After reviewing all relevant data and discussions, the RCM will submit a final report with findings and recommendations to the MD & CEO for enforcing the actions through the functional heads/HODs. All Statutory provisions shall be followed while implementing the actions. The Complainant will be fully protected from any kind of victimization and best efforts will be made to protect the identity of the Complainant or whistle blower.

For any concerns against the *Redressal Committee members*, the Complaint shall be shared at info@synthimed.com or CEO & MD, as nominated by the board of directors of the Company to oversee the vigil mechanism (“Designated Director”). Further, in case of any complaint against the Designated Director, the Complaint shall be directly shared with any other member of the board of directors of the Company for redressal.

3. Confidentiality



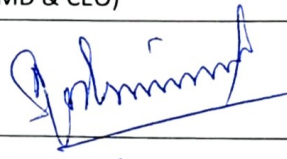
The Company respects the privacy of all complainants. Accordingly, all complaints shall be treated in a confidential and sensitive manner. In specific cases where the criticality and necessity of disclosing the identity of the whistleblower is important as per the laws, it may be disclosed, on a ‘need-to-know-basis’.

4. Review

The *Redressal Committee members* should meet from time to time (preferably on quarterly basis) with MD & CEO to update on the status of the Complaints and redressal under this Policy. A report may be presented to the Management during quarterly meeting about the complaints received including their outcome and status.

All complaints record to be maintained by RCM and shall be kept in document retention safe located at Head Office/Registered Office for eight (8) years.

This Policy is effective from 04th December 2025 and supersedes all existing whistle-blower-related redressal mechanisms. For queries or clarifications, contact HR or Legal & Secretarial; any suggestions or issues will be routed through the MD & CEO's office.

	Prepared by (Human Resources)	Reviewed by (Legal)	Approved by (MD & CEO)
Signatures			
Name	MANPREET SINGH SODHI	Kapil Mahesh Sahni - legal & Sec	K S TOSHNIWAL
Date:	03-DEC-2025	03rd Dec. 2025	03-DEC-2025