

Whistle Blower Policy

1. Clause 25 of Tata Code of Conduct requires every employee to promptly report to the Management any actual or possible violation of the Tata Code of Conduct or of any event he/she becomes aware of, which could affect the business or reputation of his/her or any other Tata Company.
2. The Whistle Blower Policy is an effort to ensure and establish an environment where every employee has the opportunity to raise concerns without fear or retribution.
3. Such reports/ concerns can be given in writing with the signature of the complainant to the Local Ethics Coordinators or directly to Ethics Counsellor or through e-mail / telephone or by personally meeting. The e-mail id for reporting concern is ethics@iswp.co.in. The reports / concerns if given to departmental/ sectional head, must be forwarded to Ethics Counsellor for further actions.
4. Management wishes once again to affirm to all such employees who raise the concern that their report / concerns will be handled with as much confidentiality as possible and there would be no reprisals/ retaliations against the reporting employee.
5. It is also affirmed that disciplinary action will be taken against the employee who retaliates directly or indirectly, or encourages others to do so against the employee who reports the violation against the TCOC.
6. In case the employee feels that he/she has been victimised in his/her employment related matters because of his / her reporting about violation of the code, he/she can submit a "Grievance" to the Ethics Counsellor. All such grievances will be examined by committee designated as "Whistle Blower Protection Committee" headed by Managing Director.
7. The committee will meet and examine the grievances on the merit or need basis. The committee will also conduct necessary investigation of the concern and recommend appropriate actions as the case may be.
8. While Management is determined to give appropriate protection to the genuine "Whistle Blower" the employee at the same time are advised to refrain from using this facility for furthering their own personal interest. If proven, such will be referred to the Whistle Blower Protection Committee.

2ND April 2015


(Neeraj Kant)
Managing Director

THE INDIAN STEEL & WIRE PRODUCTS LIMITED
A SUBSIDIARY OF **TATA** STEEL LTD.

