



## **Reporting / Whistleblowing Channel V1.1 Revised on 31<sup>st</sup> Dec 2024**

Following is the whistleblowing channel and process for the Company of Innovative Solutions and Networks Research employees. The whistleblowing reporting proforma will be available publically on the CIS Pvt Ltd website for internal employees and partners/public and is attached as Annexure 1. All employees must adhere to the following Reporting/Whistleblowing channel for all intend and purposes.

### **Introduction**

Company of Innovative Solutions and Networks Research (CIS Pvt Ltd) is committed to operating with the highest standards of integrity, transparency, and accountability. We believe that all employees have a right to raise concerns about any wrongdoing within the company without fear of reprisal. This policy outlines the procedures for reporting and investigating such concerns.

### **Scope**

This policy applies to all CIS Pvt Ltd employees, contractors, and third-party representatives.

### **Reporting Channels**

Employees can report concerns through the following channels:

- **Direct to Supervisor:** Discuss concerns with your immediate supervisor.
- **Chief Executive Officer (CEO):** Report directly to the designated Chief Executive Officer at [ceo@cispt.com](mailto:ceo@cispt.com).
- **Whistleblowing Committee:** Submit concerns to the Whistleblowing Committee, comprising of Communication Officer, Chief Financial Officer and Chief Operating Officer
- **Anonymous Hotline:** Utilize the confidential email address: [[info@cispt.com](mailto:info@cispt.com)].

### **Protected Disclosures**

Employees are encouraged to report the following in good faith:

- Illegal activities
- Violations of CIS Pvt Ltd policies or procedures
- Unethical or improper conduct
- Suspected fraud, corruption, or bribery
- Health and safety risks
- Environmental concerns
- Waste or misuse of company resources
- Conflicts of interest

### **Investigation and Protection**

- All reports will be treated confidentially.
- An impartial investigation will be conducted to determine the facts.
- Employees who make genuine disclosures in good faith will be protected from retaliation.
- Appropriate actions will be taken based on the investigation findings, including disciplinary measures or corrective actions.

The block contains a handwritten signature in blue ink and a circular blue stamp. The stamp contains the text "COMPANY OF INNOVATIVE SOLUTIONS & NETWORKS RESEARCH (PVT.) LTD" around the perimeter and "CIS PVT. LTD" in the center.



## **Confidentiality and Retaliation**

CIS Pvt Ltd is committed to protecting the identity of whistleblowers. Any form of retaliation against a whistleblower is strictly prohibited and will result in disciplinary action.

## **Communication and Awareness**

CIS Pvt Ltd will regularly communicate this policy to all employees through training, intranet, and other appropriate channels.

## **Timeline**

The whistleblower committee shall provide its findings and recommended actions within 04 weeks for internal employees and 08 weeks for external complaints.


## **External Stakeholders:**

A concise statement on CIS's commitment to ethical conduct and whistleblower protection will be included on the company website. External firms, vendors, companies and organisations engaged in any form of business may reach out to us for reporting of any illegal, unethical, fraud, corruption, environmental degradation, health hazards or conflict of interest at [ceo@cisprt.com](mailto:ceo@cisprt.com). Further, client contracts may include a clause regarding ethical conduct and reporting channels (if relevant).

## **Review and Updates**

This policy will be reviewed periodically to ensure its effectiveness and compliance with legal requirements.



  
**Chief Executive Officer**  
**CIS Pvt Ltd**