

Vigil Mechanism Policy

Dear All,

In keeping with the Company's Policy to create an environment where every employee feels free, safe and secure to report incidents of unethical behavior, actual or suspected incidents of fraud and other matters or activity that could adversely impact the Company's operations, business performance and / or reputation, we are pleased to inform you that the Management of the Company has installed Suggestion Box at the Head Office of the Company at New Delhi/Lucknow.

Management ensures that :

- Such reported incidents would be investigated in a fair manner;
- Appropriate action would be taken in regard to the reported matter;
- No employee would be victimized or harassed for bringing such incidents to the attention of the Company and identity of such employee(s) would be kept confidential to the extent possible and as permitted under law.

However, false or frivolous allegations/complaints knowing it to be false, frivolous, malicious may result in disciplinary action. Generally anonymous or vague complaints are not encouraged. You are requested to give specific and actionable points in your suggestions/complaints.

Moreover, the Employees of the Company are also welcomed to share their ideas pertaining to any matter of the Company including but not limited to:

- How the Company can perform better ;
- How to reduce wastage in small things ;
- How to keep our employees/customers/vendors and other stakeholders happier ;
- System improvements: changes that can be done to make our processes efficient etc.

The keys of the Suggestion Box are with the Chairman and Managing Director of the Company and will be opened by them only. In addition you may also write such incidents/suggestions in confidence to :

The Chairman
2nd Floor, Eldeco Corporate Chamber-I,
Vibhuti Khand, Gomti Nagar,
Lucknow-226 010
Email : skgarg@eldecousing.co.in

The Managing Director
2nd Floor, Eldeco Corporate Chamber-I,
Vibhuti Khand, Gomti Nagar,
Lucknow-226 010
Email : md@eldecoproperties.com


(S.K Jaggi)
COO

CC. to:

- All employees of Head Office at Lucknow/Delhi as well as site engineers and all employees deputed to various sites.
- Notice Board