

## Whistle Blower Policy

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### 1. Introduction

Prakash Transport Corporation (“the Firm”) is committed to conducting its business with the highest standards of integrity, transparency, and ethical behaviour. In line with this commitment, the Firm encourages all partners, employees, drivers, supervisors, agents, contractors, and other stakeholders to report any unethical, illegal, or improper practices without fear of retaliation.

This Whistle Blower Policy (“the Policy”) outlines the procedures and safeguards for making such disclosures.

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### 2. Objective of the Policy

The objectives of this Policy are to:

- Provide a secure and confidential mechanism for reporting concerns.
- Encourage ethical behavior and accountability within the Firm.
- Protect individuals who raise genuine concerns in good faith.
- Ensure timely and fair investigation of reported matters.
- Prevent and detect misconduct, fraud, corruption, or violations of law.

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### 3. Scope of the Policy

This Policy applies to:

- All partners of the Firm
- All employees, drivers, helpers, clerical staff
- Agents, contractors, vendors, transport associates
- Any external stakeholder associated with the Firm

It covers concerns related to:

- Fraud, theft, or misappropriation of funds/assets
- Bribery, corruption, or illegal payments
- Accounting or financial irregularities
- Harassment, discrimination, or unsafe practices
- Violation of laws, regulations, or Firm policies
- Abuse of authority or unethical conduct
- Any activity that harms the reputation or interests of the Firm



## 4. Whistleblower Protection

Prakash Transport Corporation ensures that:

- No whistleblower will face retaliation, victimization, demotion, termination, threats, or harassment for raising a concern in good faith.
- The identity of the whistleblower will be kept strictly confidential unless disclosure is required by law.

Any partner or employee found engaging in retaliation will face disciplinary action.

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## 5. Reporting Mechanism

A whistleblower may report concerns through any of the following channels:

### a. Email Reporting

Concerns may be sent to the designated Ethics & Compliance Partner at:

[ayusharya@ptccorp.in](mailto:ayusharya@ptccorp.in)

### b. Written Complaint

Letters may be submitted in a sealed envelope marked “**Confidential – Whistle Blower Report**” to:

[The Managing Partner,](#)  
[Prakash Transport Corporation,](#)  
[Pilgrim Road, College Square,](#)  
[Cuttack-753003](#)

### c. Direct Reporting

A whistleblower may directly approach:

- The Managing Partner
- Any designated senior partner responsible for compliance

Anonymous complaints will also be reviewed, though detailed information increases the effectiveness of the investigation.

## 6. Handling of Complaints

Upon receiving a complaint:

1. **Acknowledgement** will be sent to the whistleblower (if identity is known).
2. **Preliminary evaluation** will be conducted by the designated partner or committee.
3. If credible, a **formal investigation** will be initiated.
4. Investigations will be conducted confidentially, fairly, and without bias.
5. A **report of findings** will be documented.
6. Appropriate **corrective measures** or disciplinary actions will be taken based on evidence.

Whistleblowers may be contacted for additional details during investigation.

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## 7. Confidentiality

The Firm will maintain strict confidentiality of:

- The identity of the whistleblower
- Contents of the complaint
- Investigation details and findings

Information will be shared strictly on a need-to-know basis.

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## 8. False Complaints

While genuine errors in reporting are acceptable, false or malicious complaints are not permitted.

If a complaint is found to be deliberately misleading or fabricated, the Firm reserves the right to take disciplinary action against the person making such false complain.

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## 9. Responsibilities of Stakeholders

### Whistleblower

- Report concerns honestly and in good faith.
- Provide accurate and sufficient information.

### Investigators

- Maintain confidentiality.
- Conduct fair and unbiased investigations.
- Document findings accurately.



## Partners/Management

- Ensure no retaliation occurs.
- Take corrective action where needed.
- Promote a culture of transparency and accountability.

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## 10. Policy Review

This Policy will be reviewed periodically by the partners of Prakash Transport Corporation to ensure relevance, effectiveness, and compliance with applicable laws.

Any amendments will be communicated to all stakeholders.

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## 11. Conclusion

The firm “Prakash Transport Corporation” is devoted to maintaining an ethical working environment. This Policy empowers all members of the Firm to speak up against wrongdoing, helping uphold honesty, transparency, and trustworthiness.

