

Edelweiss Whistle Blower Policy

Edelweiss believes in the conduct of its affairs in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity and ethical behavior. Towards this end Edelweiss has adopted a 'Code of Conduct' laying down the principles that should govern the actions of Edelweiss and its employees.

Edelweiss has formulated this policy for its employees to report to the management concerns about unethical behaviour, actual or suspected fraud or violation of the company's code of conduct and other irregularities pertaining to Edelweiss. This policy also provides adequate safeguards against victimization of employees who avail of the mechanism. Concerns pertaining to sexual harassment will be dealt with as per the guidelines laid down under Sexual Harassment Policy and concerns pertaining to information security breach will be dealt as per the guidelines laid down under ISMS Policy.

This policy shall be applicable to Edelweiss Financial Services Ltd and all its subsidiaries/ associates whether incorporated in India or abroad. Any employee (permanent, on probation or contractual) in any of the entities of Edelweiss group may report any perceived wrongdoing or irregularity or improper practices through the designated CWI (Corporate Whistleblower Initiative) portal www.cwiportal.com by the following process:

- Click on "lodge report"
- Enter organization code "myedelcap" and follow the instructions on the website
- After submitting the disclosure, kindly save the "Report Number" and password with you, as you will need them to track the status of your concern.

Alternately, employees may also raise concerns through a designated email id whistleblower@edelweissfin.com.

In respect of a matter reported via portal or email, the Group Head HR in consultation with the Group COO will assess the merits of the case through a preliminary investigation. In appropriate cases, suitable detailed investigations and corrective action shall be initiated. In some cases, if deemed appropriate, Group Head of HR in consultation with Group COO may appoint an internal committee for investigation and making recommendations for further course of action to be taken in regard to the concern raised.

In some of the matters of serious concern Group Head HR in consultation with Group COO may direct the complainant to write to the Audit Committee directly.

The persons raising concerns are not required or expected to act as investigator or finder of facts, nor would they determine the appropriate corrective or remedial action that may be warranted in a given case.

The Policy should not be used as a route for raising malicious or unfounded allegations against colleagues and concerns found to be made with mala fide, frivolous or malicious intent shall be liable to disciplinary action as per the Code of Conduct/ Service Conditions.

Amendments to the Policy

This policy can be amended, at any time by the Group Head HR and Group COO.

Confidentiality

The Whistle Blower and everyone involved in the process shall:

- Maintain complete confidentiality/ secrecy of the matter
- Not discuss the matters under this Policy in any informal/social gatherings/ meetings
- Not keep the papers unattended anywhere at any time and keep the electronic mails/files safely