 MAITRI LAB GROWN DIAMONDS The Future of Diamond	Whistle blower Protection Policy	Page No.:	Page 1/1
	TRUSHNA EXIM 01/B Jariwala Compound, Sumul Diary Road, Surat	Process Version. :	V: 01
Policy No: TE/HO/HR/018	Department: Human Resource	Issue Date:	01/12/2022
		Effective Date:	01/12/2022
		Review Date:	01/01/2024
		Revision No.:	2

History of Revision:

Sr. No.	Date of Revision	Revision No.	Reason for Revision
1	01/01/2024	1	N/A
2	01/01/2026	2	N/A

1. Purpose

Trushna Exim is committed to conducting its business with integrity, transparency, and the highest standards of ethical behavior. The purpose of this policy is to provide a secure and confidential mechanism for employees and stakeholders to report any suspected misconduct, unethical practices, or violations of laws and company policies without fear of retaliation.

2. Scope

- Employees (permanent, temporary, and contract)
- Directors and management
- Contractors, suppliers, and business partners associated with Trushna Exim

3. Definition of Whistleblower

A whistleblower is any individual who raises a concern or reports information regarding unethical, illegal, or improper activities within the organization.

4. Reportable Concerns

This policy covers, but is not limited to, reporting of:

- Fraud, bribery, or corruption
- Financial irregularities or misappropriation of funds
- Violations of laws, regulations, or company policies
- Unethical behavior or misconduct
- Harassment, discrimination, or unfair treatment
- Health, safety, or environmental risks
- Any other activity that may harm the company's reputation or operations

TRUSHNA EXIM

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5. Reporting Mechanism

Concerns may be reported through the following channels:

- Human Resources (HR) Department
- Immediate Supervisor or Reporting Manager
- Official company email or designated whistleblower channel (if available)
- Written complaint submitted to management

All reports should be made in good faith and include sufficient details to enable proper assessment.

6. Confidentiality

Trushna Exim will ensure that:

- The identity of the whistleblower is kept strictly confidential
- Information provided will only be shared on a need-to-know basis
- No unauthorized disclosure of the complainant's identity will occur

7. Protection Against Retaliation

The Company strictly prohibits any form of retaliation against whistleblowers who report concerns in good faith, including:

- Termination or demotion
- Harassment or intimidation
- Discrimination or unfair treatment

Any act of retaliation will be treated as a serious violation and will result in disciplinary action.

8. Investigation Process

- All reported concerns will be taken seriously and reviewed promptly
- Investigations will be conducted in a fair, impartial, and timely manner
- Appropriate corrective and disciplinary actions will be taken based on findings

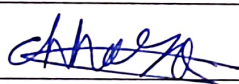


9. False or Malicious Complaints

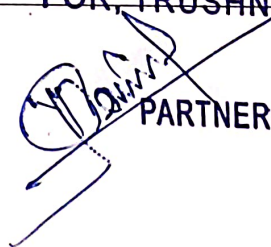
If a complaint is found to be intentionally false or made with malicious intent, the individual may be subject to disciplinary action.

10. Disciplinary Action

Any individual found guilty of misconduct or violation of this policy will face appropriate disciplinary action, up to and including termination of employment, in accordance with applicable laws.

PREPARE BY	APPROVED BY
HR Department	COO/CEO
	

FOR, TRUSHNA EXIM



PARTNER/AUTHO.