



2026

COMPANY POLICY DOCUMENT



ISO 9001:2015 Certified
Certified by TÜV SÜD South Asia Pvt Ltd
Cert. No. 99 100 25410



D1007-1008, West Gate, Near YMCA Club, Makarba,
Ahmedabad, Gujarat - 380051

+91 9512027754

hr@theptpl.com
info@theptpl.com

Policy Name - Whistle Blowing Policy

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Policy Name - Whistle Blowing Policy

Purpose of Policy

The purpose of this Whistle Blowing Policy is to encourage employees and stakeholders to report unethical, illegal, unsafe, or inappropriate activities occurring within **Pratham Transolutions India Pvt. Ltd.** without fear of retaliation.

This policy provides a confidential and secure mechanism for reporting concerns related to misconduct, fraud, safety violations, harassment, corruption, policy breaches, or any activity that may harm the Company, employees, customers, or the public.

Scope of the Policy

This policy applies to:

- All permanent employees
- Commercial truck drivers and other staff
- HR, Operations, Accounts, Maintenance, and Admin departments
- All company offices, branches, vehicles, yards, and operational locations

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Reportable Concerns

Any employee or stakeholder may report concerns including but not limited to:

- Fraud or financial misconduct
- Theft or misuse of company assets
- Bribery or corruption
- Fake documentation or records
- Harassment or workplace misconduct
- Safety violations or unsafe driving practices
- Alcohol or drug use during duty
- Data leakage or confidential information misuse
- Child labour or illegal employment practices

Reporting Mechanism

Concerns may be reported through any of the following channels:

- HR Department
- Reporting Manager
- Official Company Email
- Anonymous complaint mechanism (Complaint Box)

Employees may submit complaints verbally or in writing with relevant details and supporting information wherever possible.

Anonymous complaints shall also be reviewed if sufficient information is available for investigation.

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Confidentiality & Protection

The Company shall maintain confidentiality of the whistle blower's identity to the maximum extent possible.

No employee shall face:

- Retaliation
- Harassment
- Threats
- Discrimination
- Unfair treatment

for reporting a genuine concern in good faith.

Investigation Process

Upon receiving a complaint:

- The matter shall be reviewed by authorized management or internal complaint committee (ICC).
- Preliminary verification may be conducted.
- Concerned persons may be interviewed where required.
- Evidence and records may be examined confidentially.
- Appropriate corrective or disciplinary action shall be taken based on findings.

All employees are expected to cooperate during investigations.

False complaints made intentionally with malicious intent may also attract disciplinary action.

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Conclusion

Pratham Transolutions India Pvt. Ltd. is committed to building an ethical, transparent, and accountable work environment where employees and stakeholders can raise concerns without fear.

This policy strengthens the Company's commitment toward integrity, operational discipline, workplace safety, and legal compliance. Every employee, driver, vendor, and contractor is expected to support a culture of honesty, responsibility, and ethical conduct across all company operations.

Approval & Acknowledgement

This Policy is approved and issued under the authority of the Director, Pratham Transolutions India Pvt. Ltd.

Date	Description of Change	Approved By
01.10.2025	Initial Issue	Tushar Gorasiya (Director)

Tushar Gorasiya
Founder & Director



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