

## **VIGIL MECHANISM**

How we operate as a Company and as individuals is based on the principle of doing the right thing in all that we do. This leads consumers to place their trust in us, our customers and business partners to do business with us, our shareholders to invest in us, our external stakeholders to respect us, and the best talent to join us in working for P&G. These principles are reflected in our *Purpose, Values, and Principles* and are an important part of how we conduct business. We believe that our continued success depends on each of us doing our part to uphold these PVPs in our work and in the decisions we make each day.

Our *Worldwide Business Conduct Manual* explains the global standards to be followed in our daily business activities, as well as our legal and ethical responsibilities. We must follow these standards and the law at all times, and ensure that we understand how they apply to our work. Our WBCM applies to all employees and members of the Board of Directors, regardless of location, seniority level, business unit, function, or region. We also expect suppliers and other business partners to comply with the relevant aspects of our WBCM.

The Company being a part of the Procter & Gamble group is guided by the *Worldwide Business Conduct Manual* and a Whistle Blower Policy as laid down in its "*Worldwide Business Conduct Manual*". Any employee or other interested person can call on '*The Worldwide Business Conduct Helpline (previously called the Alertline)*', twenty-four hours a day, seven days a week, to report any concerns about violations of the Company's "*Worldwide Business Conduct Standards*". (Details on the helpline are attached as Annexure I)

The *Worldwide Business Conduct Helpline* is not staffed or monitored by the Company personnel. All calls can be completed anonymous if the caller desires. The *Helpline* can take calls in most languages spoken by employees around the world.

Calls made to the *Helpline* are reported to the P&G's Corporate Security and Legal personnel, who will ensure appropriate investigation and follow-up of all calls. Callers are given a confidential identification number so they can inquire about the status of their reported concerns. The '*Worldwide Business Conduct Helpline*' is accessible to all employees.

In compliance with the Section 177 of the Companies Act, 2013 and the Rules made thereunder, the Company adopts the whistle blowing policy as the vigilance mechanism for directors and employees to report genuine concerns or grievances such as unethical behaviour, actual or suspected fraud or violation of the company's code of conduct or ethics policy.

The Audit Committee shall oversee the vigil mechanism and number of cases reported alongwith the status report and action taken (if any) shall be reported to the Committee, on quarterly basis.

## Annexure I

(When calling the Worldwide Business Conduct Helpline, you can report actual or suspected violations anonymously, where allowed by local law).

- Call 1-800-683-3738 (if you are located in the United States, Canada or Puerto Rico)
- Dial country code 01 and then call collect at 704-544-7434 from any other location
- Email [pghotline@alertline.com](mailto:pghotline@alertline.com)
- Send mail to:
  - a. P&G Worldwide Business Conduct Helpline  
PMB 3767  
13950 Ballantyne Corporate Place  
Charlotte, NC 28277  
USA
  - b. Chairman of Audit Committee  
C/o. Corporate Secretarial & Legal Department,  
Procter & Gamble Hygiene and Health Care Limited  
P&G Plaza, Cardinal Gracias Road,  
Chakala, Andheri (East)  
Mumbai- 400 099