Whistle Blowing Policy

1. Introduction
Vie Tech (Private) Limited is committed to maintaining the highest standards of integrity, ethics, and compliance in all aspects of its operations. This Whistleblowing Policy is designed to encourage employees to report concerns or suspicions of unethical behavior, fraud, security breaches, or violations of company policies without fear of retaliation.

2. Scope
This policy applies to all employees, contractors, vendors, and stakeholders of [IT Company Name], including but not limited to:

- Software developers
- IT administrators
- Project managers
- Technical support staff

3. Reporting Procedure
Employees are encouraged to report concerns or suspicions of wrongdoing, unethical conduct, security breaches, or violations of company policies to their immediate supervisor, manager, or the Human Resources department.

If employees are uncomfortable reporting their concerns through normal channels or if they believe their concerns are not being addressed, they may report directly to the designated Whistleblowing Officer.

Reports may be made verbally or in writing and should include as much detail as possible to facilitate investigation.

4. Protection Against Retaliation
Vie Tech (Private) Limited prohibits retaliation against any individual who reports concerns or suspicions of wrongdoing in good faith.

Any form of retaliation, including but not limited to dismissal, demotion, harassment, or discrimination, against a whistleblower will result in disciplinary action, up to and including termination of employment.

5. Confidentiality
All reports of wrongdoing will be treated confidentially to the extent possible, consistent with the need to conduct a thorough investigation.

Information related to the whistleblower's identity will be disclosed only on a need-to-know basis and with the whistleblower's consent, except as required by law.

6. Investigation Process
Reports of wrongdoing will be promptly and thoroughly investigated by the designated Whistleblowing Officer or an appointed investigation team.

IT security incidents, breaches, or violations will be investigated in accordance with established incident response procedures.

Employees involved in the investigation process will be required to cooperate fully and provide truthful information.

Upon completion of the investigation, appropriate corrective action will be taken, and the whistleblower will be informed of the outcome to the extent possible.

The incident can be reported to FIA Cyber Crime Wing under the law 'The Prevention of Electronic Crimes ACT 2016', which may result in legal actions against the employee. Moreover, the employee will be responsible for compensating the company for any damages caused by their unprofessional conduct and covering the legal expenses.

7. False Reporting
Intentionally making false allegations or providing misleading information with the intent to harm an individual or the organization is strictly prohibited and may result in disciplinary action.

8. Review and Compliance
This Whistleblowing Policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations, including data protection and privacy laws.

All employees are required to familiarize themselves with this policy and comply with its provisions.

9. Contact Information
If you have any questions or concerns about this Whistleblowing Policy or wish to report wrongdoing, please contact the designated Whistleblowing Officer at [contact information].

10. Policy Revision & Approval: The Board of Directors of the Company in its meeting held on April 19, 2022, considered and approved this Policy (Original Issue). Any revision to this policy shall be subject to a review and approval by the Board as and when is required.

Please visit *https://vietech.pro/resources/significantpolicies* to address any concerns and review the latest policy updates.

Version	Date	Nature of Changes	Approved By
1	19.04.2022	Original issue.	BOD Meta GRC (Private) Limited
2	13.05.2023	No change in the policy. The policy revised due to change in name of the company from Meta GRC (Pvt.) Limited to Vie Tech (Pvt.) Limited [SECP Certificate#B048304, APL#7460, Dated 24.02.2023]	BOD Vie Tech (Private) Limited formerly known as Meta GRC (Pvt.) Ltd.