WHISTLEBLOWER POLICY

NEW SUPER STAR MANPOWER (PRIVATE) LIMITED.

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WHISTLEBLOWER POLICY

This policy is intended to encourage directors, staff and all stakeholders along with migrant workers to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

All directors, employees, and all stakeholders along with migrant workers or other acting for or on behalf of NEW SUPER STAR MANPOWER (PRIVATE) LIMITED should refer to this policy for any complaints or concerns relating to violations of entire policies of NEW SUPER STAR MANPOWER (PRIVATE) LIMITED.

1. The Whistleblower should promptly report the suspected or actual event to respective department. If the person is a member of the company they should report to HR Manager or if the person is outsiders they can contact to PR Director.

2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her HOD, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate director or member.

3. The Whistleblower can report the event with his/her identity or anonymously.

4. The Whistle blower shall receive no retaliation or retribution for a report that was provided in good faith - that was not done primarily with malice to damage another or the organization.

5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the director or employee relationship, or other legal means to protect the reputation of the organization and members of its director and staff.

6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of director or employee status.

7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.

8. HOD, managers and/or directors who receive the reports must promptly act to investigate and/or resolve the issue.

9. The Whistleblower shall receive a report within six business days of the initial report, regarding the investigation, disposition or resolution of the issue.

10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.

11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to legal actions.

Notification to the subject(s) of the disclosure

Where there is an investigation, the person or persons identified as the subject of the concern will be informed of each allegation made against him/her and any evidence supporting it and will be allowed to respond before any investigation is concluded.

Whistleblower Protection

The Company will ensure to protect whistleblowers against retaliation, as described below:

- The Company will keep the Whistleblower's identity confidential, unless
    a. the person agrees to be identified;
    b. identification is necessary to allow the Company or law enforcement officials to investigate or respond effectively to the report;
    c. identification is required by law; or
    d. the person accused of Compliance violations is entitled to the information as a matter of legal right in disciplinary proceedings.

- The Company prohibits retaliation against a Whistleblower with the intent or effect of adversely affecting the terms or conditions of employment (including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages). Whistleblowers who believe that they have been retaliated against may file a

written Complaint with the Whistleblower Committee. A proven Complaint of retaliation shall result in a proper remedy for the person harmed and severe disciplinary action including termination of employment against the retaliating person. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Records

All concerns raised and action taken in response to disclosures will be recorded, and reports on all disclosures and investigations will be retained by the designated person for a period of two years.

Review

This policy is reviewed by HR department if there is any changes in the application laws, rules and regulations.

Approved & Endorsed By:

Managing Director
New Super Star Manpower (Pvt) Ltd

Revised On 06th April 2026