Objective

To encourage employees to bring ethical and other violations that they are aware of to the attention of an internal authority for the resolution.

10.1 Whistle blowing

10.1.1 It is the responsibility of every employee to report to the Management about any inappropriate behavior or organizational malpractice that compromises the interest of the employees, shareholders, investors, customers and the general public.

10.1.2 Employees are encouraged to raise all concerns about the affairs of the company to the Management without any fear of victimization.

10.1.3 Employees must act in a responsible and effective manner rather than overlooking a problem or blowing the whistle outside.

10.1.4 Employee is encouraged to discuss the matter first with immediate supervisor, this is the fastest way to clear up any misunderstanding and also the best way to ensure a good and open work environment throughout the organization.

10.1.5 If notifying the immediate supervisor is not reasonably possible or inappropriate for whatever reason, or if the employee is of the opinion that the response received is not in the best interest of Company or its stakeholders, (s)he can choose to contact any Head of Department.

10.1.6 Any Employee who prefers not to inform any Senior Officer about his/her concern is welcome to raise the matter directly with the Chief Executive or through Head of HR. An email can also be sent to *whistle.blowing@kohatcement.com*.

10.1.7 The Company shall ensure that employee will be protected from victimization or unfair treatment for disclosing concerns in good faith.

10.1.8 The company will make every effort to treat all disclosures in a confidential and sensitive manner. The identity of the individual employee making the allegation will not be disclosed without the employee's consent.

10.1.9 Employee should exercise due care to ensure the accuracy of the information before making any allegations, however, if an individual is mistaken, (s)he will not be at risk of losing his/her job or suffer any form of retaliation provided that (s)he has acted in good faith.

10.1.10 Disciplinary action will be taken against those employees who deliberately hurl false and malicious allegations.