

Speak Up Policy

SENZAIT PRIVATE LIMITED (CIN U73100GJ2022PTC136935) · Version 1.0 · Effective 1 October 2026
· Approved by Mr. Vishalkumar Suthar, Director · Reviewed at least once a year

Why this policy exists

Every one of our policies depends on someone being willing to say when something is wrong. This policy explains how to do that, what happens next, and the protection we give to anyone who does. SENZAIT is not required by the Companies Act 2013 to run a vigil mechanism; we run one because our policies would be words without it.

Who can use it

Anyone: our directors, employees, trainees and contractors, and also our suppliers, their workers, our clients and members of the public.

What to raise

Anything you see, suspect in good faith, or are asked to take part in that would break the law or one of our policies: bribery or a request for one, fraud or false records, a conflict of interest that has not been declared, a safety hazard or a cover-up of an incident, discrimination or harassment, forced or child labour anywhere in our supply chain, misuse of confidential information or personal data, an environmental breach, or a threat to someone who has spoken up. You do not need proof; a reasonable concern is enough. Personal grievances about pay or performance go through ordinary management, not this channel, unless they involve one of the matters above.

How to raise it

Email info@senzait.com with the subject line "SPEAK UP". That subject line is reserved for this purpose, and mail carrying it is read by the Director and by no one else. Say what you saw, when, where and who was involved, and attach anything that helps. You may also raise a concern in person or in writing with the Director. You may raise it anonymously; give as much detail as you can, because we cannot come back to you for more.

If your concern is about the Director, you may raise it with any other director of SENZAIT, or, where the law provides, with the relevant authority directly. Nothing in this policy stops anyone from reporting a suspected offence to the police or a regulator.

What happens next

Within five working days you will receive an acknowledgement, unless you were anonymous. The Director, or where appropriate an independent person appointed by the Board, looks into the concern in proportion to its seriousness: this may mean reviewing records, speaking to people, or bringing in an outside adviser. You will be told, within thirty days where practical, whether the concern was substantiated and, in general terms, what was done. Where something was wrong, it is corrected, and where the law was broken, the authorities are informed.

Our promise

Nobody who raises a concern honestly will be dismissed, demoted, threatened, harassed, excluded, or treated less favourably because of it, whether or not the concern turns out to be right. Any such retaliation is itself a breach of this policy and will be treated as serious misconduct. A supplier will not lose our business for raising a concern in good faith. We keep your identity confidential to the extent the investigation and the law allow, and we tell you if we cannot.

Knowingly raising a false or malicious concern is misconduct and is not protected.

Records

Every concern, its investigation and its outcome are recorded by the Director in a register kept separate from personnel files and reviewed by the Board once a year in summary form, without names.

Mr. Vishalkumar Suthar, Director · SENZAIT PRIVATE LIMITED · Gandhinagar, 1 October 2026