

**ANNEXURE – 1**  
**TEMPLATE FOR REPORTING VIOLATION**

To,  
The Chairman - Audit Committee  
Narmada Gelatines Limited  
Jabalpur

Please select the applicable incident type(s) from the list below that best describes the issue(s) you are reporting. Please note that multiple issues can be selected

1. Misappropriation of company assets or resources
2. Conflict of interest
3. Inappropriate sharing of confidential information
4. Financial fraud of any nature
5. Violation of gifts and entertainment policy
6. Non-adherence to safety guidelines
7. Inaccurate financial reporting
8. Bribery & Corruption
9. Insider trading including instances of leak or suspected leak of Unpublished Price Sensitive Information (UPSI)
10. Other forms of Harassment – Victimization, Bullying, Discrimination etc.
11. Social Media Usage
12. Misuse of authority
13. Environment, health and safety
14. Concurrent employment
15. Others \_\_\_\_\_

Please provide name, designation and department of the person(s) involved?

S.No.	Name	Department	Designation
1.			
2.			

When did the incident occur? (Please provide tentative date if you do not know the exact date)

\_\_\_\_\_  
Please confirm the location of the incident

How did you find out about this incident?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long has this been occurring for?

- Less than a month  
 1-6 months

- 6-12 months
- Greater than 12 months

Please provide a detailed description of the incident. To enable the company to act on your complaint, you are requested to provide specific information. Where possible, please include names, location, date, time etc.

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Do you have any evidence in support of your allegations?

- Yes
- No

Is anyone else aware of this incident?

- Yes
- No

Is there any additional information that would facilitate the investigation of this matter?

- Yes
- No

Have you reported this incident to anyone in the company?

- Yes
- No

Date: \_\_\_\_\_