

# ETHICS AWARENESS

## Procedure to address your grievance online in Gujarat Fluorochemicals Limited an Inox GFL Group Company

### How can you be whistling blower for your Grievances/Concerns

#### 1. For Employee of the Company

An Employee can blow whistle for his/her grievance/concern in the Company;

a) **Logon to the website** <https://eis.sgcservices.com/> and follow the steps below:

#### Step -1

Enter your USERNAME and insert the CAPTCHA to login password



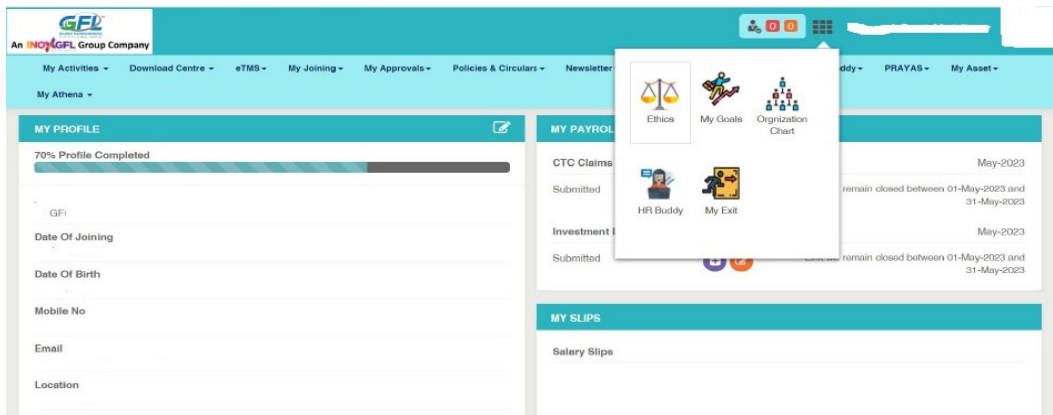
#### Step 2

Enter your password



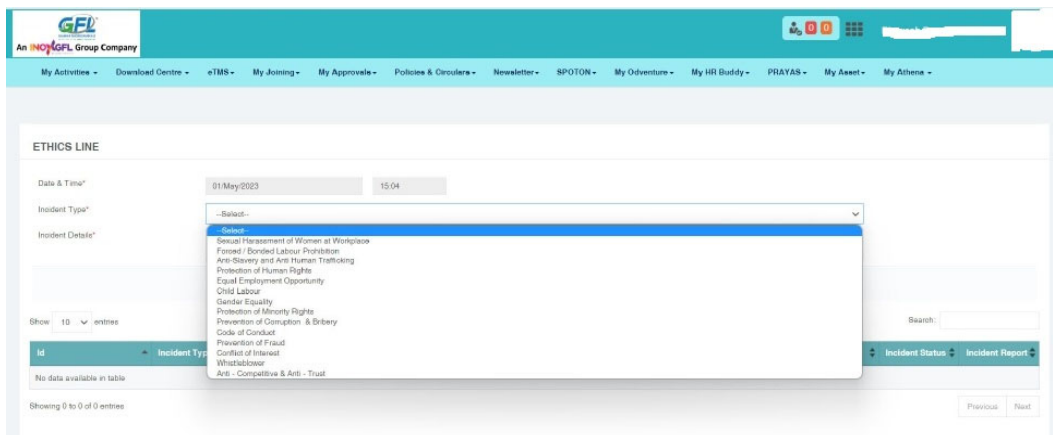
### Step – 3

Click on ICON “Ethics”, the Ethics Line page will be opened.



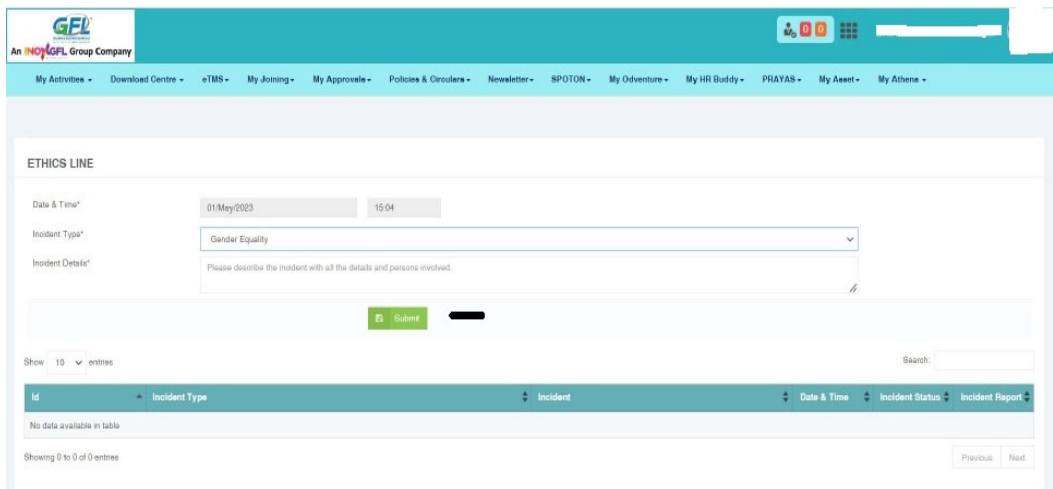
### Step – 4

On Ethics Line page an Employee has to select type of his/her Grievances/Concerns from “Incident Type” tab



### Step – 5

After selecting the type of Grievances/Concern, an Employee has to describe the Incident details in the Second tab i.e. “Incident Details” and then click the submit tab for lodgement of Grievance/Concern



**b) By way of Email**

An employee can also raise his/her grievance/concerns by sending email on [ethicsline@gfl.co.in](mailto:ethicsline@gfl.co.in)

**Redressal of Grievance or Concern**

**Employee's Grievance or Concern will be directed to the Chief Ethics Officer without disclosing identity.**

**The Chief Ethics Officer will review the same and direct the same to the Concerned HoD to investigate and submit the response to him.**

**On receipt of the reply, the same will be submitted on Ethics Line.**

**The Employee who has submitted Grievance will get alert email and he can view the reply.**

**The details of all Grievances/ Concerns are reviewed by Ethics Committee at their quarterly Meeting.**

**2. For the Stakeholder of the Company**

The Stakeholder can write his/her Grievances/Concerns by sending an email communication on designated email id [ethicsline@gfl.co.in](mailto:ethicsline@gfl.co.in)

**Redressal of Grievance or Concern**

**Stakeholder's Grievance or Concern will be directed to the Chief Ethics Officer without disclosing identity.**

**The Chief Ethics Officer will review the same and direct the same to the Concerned Department Head to investigate and submit the response to him.**

**The response received will be sent to the Stakeholder.**

**The details of all Grievances/ Concerns received are reviewed by Ethics Committee at their quarterly Meetings.**