Precious Jewels Corpn.

GRIEVANCE REDRESSAL MECHANISM OF PRECIOUS JEWELS CORPORATION

Precious Jewels Corporation (hereinafter referred as "the firm") believes in conduct of affairs of the firm in fair and transparent manner based on high values, principles and beliefs. The firm believes in conducting its business in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity and ethical behavior and in the interest of the employees of the firm.

The mechanism extends to all the Employees of the firm contractors, vendors, including top management are eligible to make protected disclosure under this mechanism.

The mechanism does not absolve employees - officers /workmen from their duty of confidentiality in the course of their work. It is also not a route for taking up personal grievance.

Procedure

1. If any employee is facing any issue or is having any complaint, then he/she must register his/her complaint with the Head of the department concerned in which he/she operates. Further such complaints can be written or written or oral as the employee deems fit.
2. Then the concerned Head of Department ("HOD") is required to resolve the issue or complaint of the employee within 7 days from the date on which he had the knowledge of the same.
3. If the employee is still not satisfied than such employee can directly approach to the Partners of the firm and then they will take the action within 7 working days and resolve the issue.

The details of the officers (along with address, e-mail id and contact nos.) are given below: -

S. No.	Name	Designation	Address	Contact No.
1.	Raj Kumar Tongya	Partner	C-49-A, Bhagwan Das Road C-Scheme Jaipur-302005, Rajasthan	9829055225
2.	Anita Tongya	Partner	C-49-A, Bhagwan Das Road C-Scheme Jaipur-302005, Rajasthan	9829055235

**This mechanism is effective from the date of its adoption by the Partners i.e.02nd of January 2026. Further, this mechanism may be amended subject to the approval of Partners, from time to time in line with the business requirement of the firm or any statutory enactment or amendment thereto.*

Anita Tongya

PRECIOUS JEWELS CORPORATION