

SEXUAL HARASSMENT POLICY & STATEMENT

Company believes in affording equal opportunity, free from any form of gender bias to all its employees. It is committed to creating and maintaining a safe and comfortable working environment which is free from sexual harassment and where all members of the staff are treated with dignity, courtesy and respect. Such provision of a safe and congenial work environment for all employees is an integral part of the organization employment policy.

Sexual harassment undermines the dignity of the victims and their colleagues at work. A workplace environment which is safe and free from hostility enables people to contribute more effectively to individual and organisational success to achieve higher levels of job satisfaction and performance. The Company's goal herein is to develop and foster a culture in which sexual harassment is known to be unacceptable, and where individuals are confident to bring complaints, in a healthy manner with a productive outlook, without the fear of ridicule or reprisal.

This Policy confirms the specific and express commitment of the organization to promote a workplace free of sexual harassment for all its women employees. This policy is aligned with to the Indian Law of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

- Sexual harassment of women at the workplace is unlawful and amounts to misconduct.
- Any woman who is aggrieved of sexual harassment in the Company's Workplace or on account of a Company employee can lodge a complaint to any member of the ICC (Internal Complaints Committee) for that location.
- On filing the complaint, the concerned ICC will look into the matter in accordance with the law and in accordance with rules of natural justice. The ICC is free to create its own process in accordance with the law and principles of natural justice to suit the requirements of each case. Inquiries, where conducted under POSH Act, will be concluded in 90 working days, subject to any delays which are beyond the control of the ICC. Report of findings will be provided to parties involved if the ICC makes recommendations impacting any of them.
- Early complaints and complaints in writing are strongly encouraged. Complainants should be mindful that their complaints are opportunities for feedback to the organization and should be made in good faith. Complaints that are found to be malicious may be subjected to disciplinary action.
- All complainants and witnesses who submit to the ICC in good faith are protected through confidentiality norms. Strict disciplinary action shall be

taken for breach of confidentiality or retaliation against the complainant or witnesses.