



PREVENTION OF SEXUAL HARASSMENT POLICY

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1.5	May 2026	Expanded the scope in the Background, clarified definitions, and the roles and responsibilities of key parties involved, and outlined redressal for cases outside India	Divya Kumar	Raghunath Ananthapur (Amagi Legal Counsel), Sridhar Muthukrishnan, Ananya Dasgupta (Interweave)	Prasad Menon

Our Approach

Amagi is committed to building a workplace where every individual is treated with dignity, respect, and fairness. One of our core values, "Be Vulnerable, Be You", encourages every Amagian to show up authentically, without the weight of fear or pretense. But vulnerability of that kind is only possible where there is safety and accountability. How we treat one another defines the kind of organization we are.

This policy is a formal articulation of that collective responsibility. It affirms that every Amagian has the right to work in an environment that is safe, ethical, and free from harassment of any kind.

Our approach is anchored in four pillars.

Respect ensures that every Amagian feels valued, heard, and safe, and that their dignity is protected at all times and in all professional settings.

Responsibility reminds us that ethical conduct is every Amagian's duty.

Resilience recognizes that a safe and respectful workplace is foundational to our reputation, trust, and sustainability.

Readiness acknowledges that as Amagi scales, it operates against higher standards and greater scrutiny, and this policy prepares us to meet those standards.

The policy defines the rights of all Amagians, establishes guardrails, mechanisms for taking action, and the consequences of misconduct. But its larger purpose is to foster a culture where every Amagian is empowered to uphold our values.

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1. Background

1.01 Amagi Media Labs Limited (“Company”) believes in providing equal opportunity and respect to all Employees regardless of caste, creed, race, religion, sex, gender, economic status, disability, place of birth, sexual orientation, age, nationality, etc.

1.02 This Prevention of Sexual Harassment at the Workplace Policy (hereinafter referred to as “Policy”) draws from the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013, India – however we have gone further for Amagi to make it gender inclusive i.e., include women, men, transgender and non-binary persons] – the same is applicable globally for Amagi. The said Policy adopts a zero-tolerance, gender-neutral approach to any form of sexual harassment in the workplace.

1.03 This Policy will be effective from April 2026.

2. Objective

2.01 Amagi has a ‘zero-tolerance’ approach to any instance of sexual harassment. The Company is committed to providing a healthy and safe workplace that enables Employees to work without fear of prejudice and gender bias. The Company understands that Sexual Harassment at the Workplace, including the ‘extended workplace,’ is a grave offence and is therefore punishable under the POSH Act.

2.02 This Policy aims to create and maintain a safe and secure work environment, create, and establish equality, sensitivity, and appraise employees of the outcome and implications of their actions.

2.03 To enable an atmosphere free of harassment, exploitation, and intimidation caused by acts of sexual harassment in the Workplace.

2.04 To prevent and provide protection against Sexual Harassment of Employees at the Workplace, and to provide a redressal mechanism for Complaints.

2.05 To prohibit any act or behavior that is intimidating and makes the Workplace hostile, etc.

2.06 To provide an effective and efficient redressal procedure.

2.07 To protect the self-respect and dignity of Employees.

3. Scope

3.01 The POSH Act applies to women only; however, as an inclusive organization, Amagi has extended the benefit of this Policy to all in the Workplace, irrespective of gender. Thus, this Policy shall apply to all Complaints made by anyone against an Employee of the Company in the Workplace.

Under the POSH Act, a complaint can be filed against any person (including visitors, clients, or third parties) who commits an act of sexual harassment in or in connection with the workplace - this cannot be limited to complaints against employees alone. When the complaint is against a non-employee, Amagi will still have the obligation to assist the Aggrieved Person in filing an FIR, provide necessary facilities for dealing with the complaint, etc.

3.02 The Policy will apply to any person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal Employer, whether for remuneration or not, or working voluntarily or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice, and any visitor to the company including candidates, consultants or by any other such name. It will include all employees working from companies' different geographical offices, working from home or a virtual office, traveling outside their customary work location on business assignments, or attending conferences appearing in an official capacity.

It abides by the Fundamental Right of "Right to Life" granted to every citizen by the Constitution of India. It means the right to life with dignity and the fundamental right to pursue any occupation, trade, or profession, which depends on the availability of a "safe" working environment where employees feel secure and truly believe their dignity is maintained.

3.03 The Company has the right to initiate an inquiry under this Policy on receiving the Complaint. IC can take any precautionary action if the issue is noticed by the members without a Complaint.

If IC receives any information of sexual harassment at the workplace, where the victim refuses to identify themselves or raise any formal complaint, IC cannot initiate a POSH process. However, the Company still has a statutory obligation to ensure a 'safe working environment', as part of this, it can undertake preliminary steps if it becomes aware of an issue and informally do an assessment ensuring workplace safety.

3.04 The Company has the right to take appropriate action against Employees under this Policy if a Complaint is filed by an outsider or third-party who has visited the Workplace, provided that such Complaint is made with the written consent of the Aggrieved Person.

3.05 All instances of Sexual Harassment that may arise outside of the Company's offices, branch offices, premises where the business of the Company is carried on, or any place visited by the Employee, arising out of or not during the employment, including Company-provided transportation, Company-sponsored travel, or training, will be considered as harassment outside the Workplace.

4. Definitions

4.01 "Aggrieved Person" shall mean, in relation to a Workplace, a person of any age, whether employed or not, working on remuneration or not, engaged directly or indirectly, whether the term of employment is explicit or implied, or a co-worker, who alleges to have been subjected to any act of Sexual Harassment at the Workplace.

4.02 "Board" shall mean the board of directors of the Company.

4.03 "Complaint": shall mean the first or initial pleading made by the Aggrieved Person, or a person authorized on their behalf, in written form in an action for Sexual Harassment at the Workplace.

4.04 "Complainant" shall mean the Party who initiates the Complaint in an action for Sexual Harassment at the Workplace.

4.05 "Employee" shall mean any person engaged at the Workplace for any work, including all regular, permanent, and temporary employees of the Company, full-time or part-time employees of the Company, interns, contractors, ad hoc or honorary employees, trainees, apprentices by whatever name called, whether employed for remuneration / working voluntarily, or otherwise engaged either directly or through an agent, and with or without the knowledge of the Company.

4.06 "Employer" refers to any person who is responsible for the management, supervision, and control of the Workplace; the relevant person discharging contractual obligations with respect to the Employees. For the purposes of this sub-clause, "management" includes the person, board, or committee responsible for the formulation and administration of the policies for such organisation;

4.07 "Internal Committee" or "IC" shall mean the internal committee constituted by an order in writing by the employer as per the POSH Act set up under this Policy.

4.08 Member”: Member of the Internal Committee

4.09 “Presiding Officer”: who shall be a woman employed at a senior level at the workplace from amongst the employees. In the absence of a senior-level woman employee, the PO shall be nominated from other offices or administrative units of the workplace defined in this Policy.

4.10 “POSH Act” shall mean the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, as may be amended from time to time, read together with the rules made thereunder.

4.11 “Party” or “Parties” shall mean both the Aggrieved Person / Complainant and the Respondent.

4.12 “Respondent” shall mean a person against whom a Complaint has been made, as long as it is in relation to the Workplace.

4.13 “Sexual Harassment” shall include any one or more of the following unwelcome acts or behaviour:

- physical contact and advances.
- demand or request for sexual favours.
- making sexually coloured remarks.
- showing pornography.
- any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

4.14 Further, the following circumstances (among others) may amount to Sexual Harassment, whether it occurs or is present in relation to any other act of Sexual Harassment:

- Implied or explicit promise of preferential treatment in employment.
- Implied or explicit threat of detrimental treatment in employment.
- Implied or explicit threat about present or future employment status.
- Interference with work or creating an intimidating, offensive, or hostile work environment.
- Humiliating treatment likely to affect health or safety.

4.15 “Workplace” shall mean all office premises of the Company (including registered office, corporate office, branch office, hot desking or co-working space, parking space, company-provided accommodation), transportation provided by the Company, any place visited by the Employee in connection with work duties, work conferences, offsites, business trips, (domestic or foreign), formal and informal team events (whether physical or virtual events), home office of the Employee (in case of a remote working arrangement includes virtual offices), and, in connection with the Workplace, Social media platforms and electronic media and communication during or outside the office. The above instances are only illustrative and by no means constitute an exhaustive definition of Sexual Harassment.

5. Responsibilities of the Individual

It is the responsibility of all employees to respect the rights of others and to never encourage harassment. They can contribute towards a harassment-free environment by:

- Refusing to participate in any activity that constitutes or enables harassment
- Offering support to a person who is rejecting unwelcome behavior
- Acting as a witness if the person being harassed decides to lodge a complaint

Additionally, all Employees of the Organization must ensure that their behavior is not contrary to this policy.

6. Responsibilities of the People Managers

All people managers at the Company must ensure Employees understand that harassment will not be tolerated; that complaints will be taken seriously; and that the Complainant, Respondent/s, or witnesses are not victimized in any way.

The people manager must –

- Be vigilant of their team's behaviors at the workplace as well as during off-sites, events, and other team gatherings, including virtual engagements
- Inform the IC immediately if a sexual harassment complaint has been raised with them / or they are a witness to an incident themselves
- Guide the individual to raise a formal complaint with the IC. Counsel them on the confidentiality and zero retaliation policies that are in place to protect them
- Refrain from discussing the complaint/incident further with anyone else, including the witnesses, respondents, etc.
- Refrain from conducting an investigation/inquiry/confrontation, do not judge, and do not probe

The IC may take disciplinary action against a people manager for a breach of the above expectations, including but not limited to breach of confidentiality, withholding critical information, retaliation, etc.

7. Responsibilities of the People Team/People

Partner

- Inform the IC immediately if a sexual harassment complaint has been raised with them / if they are a witness to an incident themselves
- Guide the individual to raise a formal complaint with the IC. Counsel them on the

confidentiality and zero retaliation policies leveraged to protect them

- Refrain from discussing the complaint/incident further with anyone else, including the witnesses, respondents, and reporting managers, etc.
- Refrain from conducting an investigation/inquiry/confrontation, do not judge, and do not probe
- Cannot participate in the IC investigations or influence the IC's investigation and final recommendations

The IC may take disciplinary action against the People Team member or People Partner for breach of the above expectations, including, but not restricted to, breach of confidentiality, withholding critical information, bias in informing the IC, probing the case themselves, retaliation, etc.

8. Duties of the Employer

8.01 The Employer shall formulate a separate Sexual Harassment policy and circulate it to all its Employees.

8.02 The Employer shall constitute an IC.

8.03 The Employer shall display the Policy at conspicuous places in the Workplace along with the consequences of Sexual Harassment.

8.04 The Employer shall conspicuously display the composition of the IC along with the contact details (email, etc.), where the Aggrieved Person / Complainant can send their Complaints.

8.05 The Employer shall hold regular workshops and awareness programs to sensitize all its Employees about the Policy in place.

8.06 The Employer shall ensure that the IC is also regularly trained and sensitized to appropriately handle the grievances sent to it. In this regard, the Employer shall hold regular orientation and capacity-building programs to educate and upskill the IC members. The Employer shall provide necessary facilities to the IC for dealing with Complaints and conducting inquiries.

8.07 The Employer shall make available all such information from its records to the IC which may be required for the purpose of conducting the inquiry.

8.08 The Employer shall act upon the recommendation of the IC within 60 days of receipt of the report of the IC. Further, the Employer shall assist the Aggrieved Person in case he/she chooses to file an FIR in relation to the offence.

8.09 The Employer shall monitor the timely submission of the annual report by the IC.

9. The Internal Committee

9.01 Composition of the IC. The constitution of the IC shall be as follows:

- The IC shall consist of a total of at least 4 (four) members, and in no circumstances shall the total membership of the IC fall below 4 (four). At least half (50%) of the total IC members shall be women at all times.
- The Presiding Officer is the head of the IC, who shall be a senior woman Employee of the Company.
- Not less than 2 (two) members amongst the employees who are committed to the cause of women, or those who have experience in social work, or have legal knowledge.
- 1 (one) member amongst NGOs or associations committed to the cause of women or an external counsel familiar with the issues relating to Sexual Harassment.

9.02 Jurisdiction of the IC:

- The IC has the jurisdiction to address only issues related to Sexual Harassment at Workplace.
- If the Complaint is made against the Employer, then such a complaint can be filed before a District Officer of the Local Committee.
- At any time, during the pendency of the inquiry, if it is found by the IC that the act of Sexual Harassment has elements of other crimes, then the IC shall assist the Complainant to report the incident to the jurisdictional police station and parallelly continue to investigate the matter to assist the jurisdictional police.

9.03 Duties of the IC.

The IC is expected to provide a sound mechanism for redressal of grievances by:

- Accepting and registering in due time any Complaint pertaining to Sexual Harassment.
- Conducting inquiries within the specified timelines and recommending to the Employer any action to be taken.
- Recommending to the Employer, the need for medical, psychological, and emotional assistance to the Parties, if necessary.
- Seeking police or legal intervention wherever necessary.
- Keeping the entire proceedings confidential.
- The IC shall submit an annual report to the Employer and district officers containing details, as detailed in Paragraph 10 herein, of the Complaints made in the past calendar year.
- All members of the IC, before proceeding with any inquiry on the Complaint of Sexual Harassment at the Workplace, shall ensure that they are free of any conflict of interest

with the Parties.

- Conducting quarterly meetings, scheduling awareness sessions for Employees, and providing IC details by way of a poster.

9.04 Term and Vacancy:

- Each IC member shall hold office for a term of 3 (three) years from the date of appointment (provided, except in the instance of the external members, they continue to remain Employees of the Company during this period).
- The Employer may temporarily extend the Term of any IC member in order to dispose of any pending Complaints.
- The Employer shall be entitled to remove IC members in the manner provided for under the POSH Act and herein.
- Except for the external members, once an IC member ceases to be an Employee for any reason whatsoever, such a member shall no longer remain a part of the IC. In case any vacancy arises in the IC, the same shall be filled within a reasonable time of the arising of such vacancy.

9.05 Powers of the IC:

The IC shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908, in respect of the following matters: summoning and enforcing the attendance of any person and examining them on oath, requiring the discovery and production of documents, and any other matter that may be prescribed.

- The interim reliefs and recommendations by the IC shall be binding on the Employer and the Parties.

9.06 Recusal by Member:

- Any IC member who believes that his/her objectivity may be compromised for any reason may apply to the IC to recuse himself/herself from an investigation.
- The IC will consider whether to accept such requests and, if accepted, shall appoint a replacement IC member for an investigation in accordance with the POSH Act and this Policy, and shall notify all concerned Parties.

9.07 Disqualification of the IC.

The IC members shall be removed where they are found to:

- Have been guilty of sharing confidential information related to the Sexual Harassment inquiry, conciliation, etc., with the press or public.
- Have been convicted for an offence under any law for the time being in force.

- Have an inquiry pending under any law for the time being in force.
- Have a bias against the Aggrieved Person.
- Have been found guilty in any disciplinary proceedings.
- Have any disciplinary proceedings been pending against them
- Have so abused the position as to render their continuance in office prejudicial to public interest.
- If any complaint arises against the presiding officer or any of the members of the IC, the Presiding Officer or other IC members, as the case may be, will remove themselves from the proceedings, and an alternate member shall be appointed in their position to the IC to avoid any conflict of interest.

10. Redressal Process

10.01 For India-based incidents: An Aggrieved Person who alleges to have been subject to any act of Sexual Harassment shall make a Complaint to the IC.

10.02 For incidents outside India: Any reporting or redressal will have to comply with the local applicable laws.

10.03 If an incident occurs in relation to the Indian entity's operations, outside of India, then the IC can take cognizance, without prejudice to any local laws that may also apply at the location of the incident.

10.04 The Aggrieved Person can directly report to the IC by sending an email to internal.committee@amagi.com. All e-mails sent to this ID shall be received and handled by the IC.

10.05 Where the Aggrieved Person is unable to make a Complaint because of physical incapacity, a Complaint may be made by the following persons on obtaining a written consent from the Aggrieved Person:

- Relatives
- Friends
- Co-worker
- An officer of the National Commission for Women or the State Commission for Women
- Any person who has knowledge of the incident

10.06 Where an Aggrieved Person is unable to make a Complaint because of current mental distress, a Complaint may be made by the following:

- Relative
- Friend
- A special educator
- A qualified psychiatrist or psychologist
- A guardian
- Authority under whose care the Aggrieved Person is taking treatment or care
- Any person who has the knowledge of the incident jointly with the Aggrieved Person
- Any person who has the knowledge of the incident, with the written consent of the Aggrieved Person
- Any person who has knowledge of the incident can make a Complaint to the IC by obtaining the written consent of the legal heir of the aggrieved person in case of the death of the Aggrieved Person

10.07 The Aggrieved Person or the person who has knowledge of the incident or act of Sexual Harassment can take direct legal recourse and report the incident to the jurisdictional police station after informing via application.

10.08 The Complaint shall be made within 3 (three) months from the date of occurrence of the incident of Sexual Harassment (in case of a series of incidents, within a period of 3 (three) months from the date of the last incident). The IC may extend this time limit by an additional period of 3 (three) months if the IC is satisfied that the delay in reporting the incident is reasonable.

10.09 All complaints should be clear and should include details of the incident(s), supporting documents, names of individuals involved, and the names, addresses, and contact details of the witnesses.

10.10 If a Complaint cannot be made in writing for any reason, the Presiding Officer or any IC member (as the case may be) shall render all reasonable assistance to the Complainant for making the Complaint in writing.

10.11 The IC shall initiate an inquiry with the Complainant and the Respondent separately. In case both parties work virtually, the IC can facilitate the inquiry virtually.

10.12 On receipt of the Complaint, the IC shall acknowledge receipt of the Complaint and ascertain the nature of the Complaint.

10.13 IC shall take steps to ensure confidentiality.

10.14 After receiving a Complaint, the IC shall, within 7 (seven) working days, send a

copy of it to the Respondent.

10.15 The Respondent shall submit a written reply within 10 (ten) working days from the date of receipt of the Complaint.

10.16 While the Complaint is being ascertained, the IC shall inform the Aggrieved Person / Complainant about 'conciliation.' Conciliation is a process of settling the issue amicably between the Parties with IC as the Conciliator. Either Party can agree or refuse to conciliate. No monetary settlement shall be made as the basis of conciliation. After arriving at the settlement, the IC shall record the terms and conditions and obtain the signatures of the Parties on the settlement agreement, and it shall be forwarded to the Employer. The Aggrieved Person / Complainant and the Respondent shall also receive copies of the settlement documentation. Where a settlement has been reached, a further inquiry shall not be conducted.

10.17 In cases where the Parties fail to comply with the terms of settlement, the IC shall proceed to inquire into the complaint in accordance with the provisions of this Policy and the POSH Act.

10.18 A fair, prompt, and impartial inquiry shall be conducted by the IC, which shall examine the merit of every Complaint made.

10.19 IC shall hold examinations separately to record statements of the Aggrieved Person, Complainant, Respondent, and Witnesses. This will be followed by a cross-examination.

10.20 If the Complainant or the Respondent wants to submit any evidence or require any witnesses to be called, they shall communicate that to the IC.

10.21 Any evidence submitted to the IC by the Aggrieved Person, Complainant, Respondent, or witness shall be duly examined by the IC.

10.22 The IC shall ensure that prior notice of a hearing is given to all concerned Parties.

10.23 If the Complainant/Respondent fails to attend 3 (three) consecutive hearings without sufficient cause, the IC shall terminate the inquiry or pass an ex parte order, respectively.

10.24 Such an ex parte recommendation shall not be passed without giving prior written notice of 15 (fifteen) days to the concerned Parties.

10.25 The IC shall ensure that the inquiry is, at all times, conducted in accordance with the principles of natural justice.

10.26 The IC shall complete the inquiry within 90 (ninety) days from the date of receipt of the Complaint. In case of any delay, the reasons for the delay shall be duly documented.

10.27 After completion of the inquiry, the IC shall have an additional 10 (ten) days to prepare the Inquiry report.

10.28 A copy of the inquiry report shall be shared with the Parties, and a reasonable time shall be given to the Parties to raise any objections or concerns.

10.29 The IC shall address the objections and concerns, if any, raised by the Parties and then make its recommendations.

10.30 The Employer is bound to act on such recommendations within 60 (sixty) days of receipt.

10.31 During the inquiry procedure, none of the Parties shall have a right to be represented by any legal practitioner.

10.32 If the **Respondent is found to be guilty of Sexual Harassment**, depending on the gravity of the offence and without prejudice to any legal right(s) that the Aggrieved Person / Complainant may have, the IC may make any of the following recommendations against the Respondent:

- The Respondent should undergo training or counselling to address any specific issues.
- The Respondent should provide a written apology to the Complainant.
- The Respondent should be transferred to another position or a different place.
- The Respondent should be provided a verbal or written warning, which will also be reflected in the Respondent's personnel record.
- Withholding of the Respondent's promotion, increment, or bonus (whether in full or in part)
- The services/employment of the Respondent should be terminated/suspended.
- Deductions from the salary of the Respondent to be paid to the Aggrieved Person as compensation.
- Any other recommendations as the IC may deem fit.
- In the event the IC concludes that the Respondent is not guilty, then it shall recommend to the Employer that no further action needs to be taken.

10.33 If the Complainant intends to take criminal action against the Respondent, the IC and the Company shall support the decision and shall provide all reasonable assistance in this regard.

Interim Relief: During the pendency of the inquiry, on a written request made by the Complainant, the committee may recommend to the Company to

- Transfer the Complainant to any other workplace
- Grant paid leave to the Complainant of a maximum of 3 months, in addition to the leave the person would be otherwise entitled to

- Prevent the Respondent from assessing Complainant's work performance
- Grant such other relief as may be appropriate

Once the recommendations of interim relief are implemented, the Company will inform the committee about the measures

Multiple Case investigations involving the same complainant and respondent in any capacity.

If there are POSH & Non-POSH related investigations in progress involving, but not limited to, the same complainant & respondent, the respondent may be sent on paid leave on disciplinary grounds until completion of all investigations. The Respondent cannot be terminated if proposed as disciplinary action from a Non-POSH case until the completion of the POSH case inquiry.

11. Malicious Complaint

11.01 Where the allegation made by the Complainant against the Respondent is found to be malicious or that the Complainant has produced any forged or misleading document, IC may recommend action to be taken against the Complainant as it would have taken against the Respondent in the instance of a genuine case of Sexual Harassment at the Workplace.

11.02 Mere inability to substantiate a Complaint or provide inadequate proof will not make a Complaint malicious.

12. Appeal

The concerned Party has the right to appeal against the recommendations of the IC, within a period of 90 (ninety) days in the manner under the POSH Act.

13. Annual Report

The IC shall submit an annual report to the Employer and the District Officer, for each calendar year, which shall contain the following details:

- Number of Complaints received in the year.
- Number of Complaints disposed of during the year.
- Number of cases pending for more than ninety days.
- Number of workshops or awareness programs against sexual harassment carried out. •

Nature of action taken by the Employer or District Officer.

14. Confidentiality

14.01 It shall be the duty of the IC, as well as every person having knowledge of the Complaint, to ensure strict confidentiality with respect to the contents of the Complaint and its inquiry proceedings.

14.02 The contents of the Complaint made, the identity and address of the Aggrieved Person, Respondent, and witnesses, any information relating to conciliation and inquiry proceedings, recommendation of the IC, and the action taken by the Employer shall not be published, communicated, or made known to the public, press, and media in any manner.

14.03 Only the justice secured to the Complainant may be made known under the reports required to be furnished under the law, subject to the return approval by the Company.

14.04 Failure in maintaining confidentiality shall attract a minimum penalty of INR 5,000/- (Indian Rupees Five Thousand Only) or any higher penalty as may be prescribed by the Company, which will be imposed by the Company on the defaulting person.

15. Protection Against Retaliation

15.01 The Company prohibits any form of retaliation against an individual who has raised a Complaint or has cooperated in any inquiry involving a Complaint.

15.02 Any individual who believes to be experiencing retaliation should report it to the IC.

15.03 Any person who is found to be guilty of retaliation would be subject to appropriate disciplinary action.

16. Amendments

The Company reserves the right to amend this Policy as and when required to ensure compliance with the POSH Act, its rules, and other governing laws.

17. Dissemination

17.01 The Policy shall be mandatorily made available to every Employee at the time of joining employment or service to the Company.

17.02 The details of the IC shall be displayed prominently in the Company's office premises.

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