

HUMAN RESOURCE POLICY			
Applicable Locations	All Locations	HR Policy No.	HO/HR/POSH
		Version	01
		Effective Date	01-04-2024
Title	POSH at Workplace	Review Date	31-03-2025
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Objective of the policy:

All employees are assured of a workplace free of harassment irrespective of their gender, race, social class, caste, creed, religion, place of origin, sexual orientation, disability, or economic status. Employees have the right to work in an environment free from any form of discrimination and conduct which can be considered harassing, coercive, or disruptive particularly behaviors that tantamount to sexual harassment as defined in this policy.

This policy therefore has been formulated to assist in the creation of such an environment and assist individuals who believe they have been subjected to sexual harassment seek support and remedial action.

Scope & Applicability

The policy is applicable to all the employees irrespective of their locations, designation, grade & department.

- All women, who are with the company including but not limited to permanent, contractual, or temporary employees (“Employee”)
- Anyone connected with business/ visiting the Premises of the Company for any purpose, including trainees, consultants, contractors, vendors, visitors or customers including restaurants.
- All employees irrespective of their gender, gender expression & gender orientation.
- It covers harassment of women by men, of men by women or between the same sexes. Harassment is unlawful irrespective of who is involved in the behavior.

Note: The policy is made in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

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What constitutes Sexual Harassment?

Sexual Harassment as defined under Sexual Harassment of women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 includes any of the following **unwelcome** acts or behavior (direct or implied) namely:

- Physical contact and advances.
- A demand or requests for sexual favors.
- Making sexually colored remarks.
- Showing pornography; or
- Any other unwelcome physical, verbal, non-verbal conduct of sexual nature.

A more elaborate list of behaviours that constitute Sexual Harassment is enclosed at **Appendix A**.

All such conduct becomes harassment when:

- the submission to the conduct is made a condition of employment
- the submission to, or rejection of, the conduct is used as the basis for an employment decision, or
- there is any explicit promise of preferential treatment, detrimental treatment, threat or any humiliating treatment that may affect a person's sense of health or safety while at work
- the conduct creates or could create or lead to an offensive, intimidating, or hostile working environment or could interfere with work performance.

Additionally, company hold the right to prohibit any conduct that may reasonably be interpreted as harassment whether or not such conduct is pervasive and severe enough to meet the technical legal requirements of harassment.

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Note: It is the impact or effect of the behavior on the recipient and not the intent of the offender that is critical in an assessment of such issues/cases.

Definition of Workplace:

Any place visited by the employee in connection with the employment.

Workplace Includes:

- HO/any other office or any work location.
- While travelling for official work
- Hotel accommodation while on work
- Training/conferences for official purpose at any location
- Any external location visited by an employee due to or during employment with the company, such as business locations of other organisations/entities/guest houses, office parties, offsite meetings, hotels etc.

Workplace does not include:

Any place visited by the employees for any purpose other than official purpose.

Reporting Sexual Harassment:

Any employee who is facing an unwelcome act or behaviour as described in the policy or is a witness to such harassment is expected to report such incidents at the earliest.

Complaints must be made in writing to enable a formal investigation and enquiry into the matter.

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You can mail the incident to email id: posh@sarvanisweets.co.in

The complaint needs to be reported within 90 calendar days from the last date of the alleged offence. Delay, if any, will be evaluated by the Complaints Committee provided the aggrieved person submits sufficient cause for such delay.

In case the employee communicates verbally to his/her reporting manager/HR/any other employee about any incident, they are encouraged to forward the complaint on the above-mentioned email ID.

Note: Disclosure/discussion of such incidents in public without following the reporting procedures will be treated as separate misconduct.

Resolution Process:

On a written request from the Aggrieved person, the Complaints Committee may initiate resolution through conciliation/mediation. If conciliation is successful between both parties, the settlement must be noted in writing.

If settlement is not arrived at through conciliation, the Complaints Committee will proceed with an inquiry. The inquiry will be done promptly, thoroughly and with utmost confidentiality as practically possible. The inquiry process and end result will be documented in writing.

Those found guilty will be subjected to appropriate disciplinary action. Disciplinary actions for cases of sexual harassment may range from oral/written warnings to extension of probation, demotion, withholding of /promotion, monetary compensation as appropriate, counselling sessions, termination from the services of the organisation.

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Protection against Retaliation:

Retaliation is a serious violation of this policy and any person found to have retaliated against an individual for reporting harassment will be subject to appropriate disciplinary procedures.

Company forbids any form of retaliation against anyone who has reported a suspected episode of harassment or has cooperated in any investigation involving a reported case.

If anyone feels that he/she is experiencing retaliation of the nature of intimidation, pressure to withdraw the case or threats for reporting, testifying or otherwise participating in the proceedings, should report the matter to the Complaints Committee.

As with complaints of harassment, this too will be treated as a misconduct and company will take appropriate action to prevent/rectify the retaliation. Retaliation will be treated as seriously as an alleged case of harassment and will apply if the original complaint is not proven.

Alternate Legal Remedies:

If an aggrieved person is not satisfied with prompt action/resolution given for the incident, then they could contact HR.

Email id: hr@sarvanisweets.co.in

Mala fide Complaint

If after inquiry, it is found that the complaint was raised with a mala fide intent, the company can treat the person found guilty of such mala fide complaint as a major misconduct and decide on appropriate disciplinary action including termination of services.

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Lack of evidence to support complaint does not indicate a mala fide intention. Wrongful allegations and breaching confidentiality in this regard will be viewed seriously at company.

Aggrieved Person/Supported/Witness is not penalized.

If a complaint of harassment is dismissed by the Complaints Committee under this Policy, no action whatsoever (including the recovery of any costs involved in investigating/enquiring into the complaint) may be taken regarding the same against the aggrieved person/witnesses/supporters.

Confidentiality:

It shall be the duty of all employees to ensure that all complaints lodged under this Policy is kept confidential. All incidents/grievances reported will be treated seriously and sensitively with utmost confidentiality and privacy of all parties concerned as is practically possible

Consensual Sexual Relationships:

Company discourages romantic or sexual relationships between a member of management or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person), because such relationships tend to create compromising conflicts of interest at work.

It is therefore mandatory, that if there is such a relationship, the involved parties notify management. It will be at the management's discretion to either change the reporting chain or take any other action that it deems fit.

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General

All employees at the company have a responsibility in contributing to a mature and respectful work environment. All employees are personally responsible for their actions and must ensure that their behavior does not constitute sexual harassment whether it happens deliberately or inadvertently.

Company reserves the right to modify and amend the provisions of this Policy, so as to comply with applicable legal requirements, internal policies, or with a view to fine tune or alter the provisions of this Policy to the extent deemed necessary by company from time to time.

Behavior that constitutes Sexual Harassment at the workplace (Appendix A)

Harassment includes unwelcome words, acts, or displays at the workplace. Any behavior that falls in this list or has the same impact as any of these, on an employee, will invite appropriate disciplinary action including separation from the organization.

Verbal harassment includes:

- Any taunting snide remarks based on sex (including pregnancy, childbirth, or related medical condition), sexual orientation, gender identity, marital status or personal appearance.
- Using abusive and offensive language or comments that put down people because of their sex or sexual orientation.
- Phone calls or messages on electronic mail or computer networks which are threatening, abusive or offensive to employees.
- Sexual messages, text, or images which may be perceived by the recipient as creating a hostile work environment.
- Suggesting or insisting that someone wear revealing clothing.
- Intrusive questions about sexual activity. Tales of sexual exploits. Comments

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about people's (women/men) bodies or intruding on the privacy of an employee.

- Repeated requests for sexual favors, sexual advances or repeated pressure for dates and social contact especially when person invited has refused/ignored similar invitations.
- Sexually suggestive comments, sexually colored propositions, insults or threats.
- Telling lewd jokes about sex or sexual orientation.
- Offensive language that insults/demeans including using terms of endearment.
- Singing or humming vulgar songs, ballads or words.

Nonverbal harassment includes:

- Graphic descriptions of pornography including graffiti in the office premises.
- Displaying of books, photographs, paintings, films, pamphlets, packages, etc. containing indecent representation of women/men.
- Material that is sexual in nature, sexist, sexually explicit is displayed in the workplace, circulated, or put in someone's workplace or belongings, or on a computer or fax machine or on the internet or any other public display system or public in the work premises.
- Offensive gestures, staring, leering or whistling with the intention to insult or discomfort another.
- Even if not directly done to a particular individual, uttering a word, making a gesture or exhibiting any object with the intention that such word, gesture, or object be heard or seen by an employee.
- Sounds, gestures or display of offensive books, pictures, cartoons, magazines, calendars, or derogatory written materials at one's desk or workplace.
- Viewing, showing or mailing pornographic posters, Internet sites, cartoons, drawings.

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Physical harassment includes:

- Intentional touching of the body, eg. Unwelcome hugs, kisses, brushing, fondling, pinching, patting etc.
- “Accidentally” brushing sexual parts of the body.
- Any displays of affection which can make others uncomfortable or are inappropriate at the workplace even if the recipient welcomes it.
- Sexual assault or using technology/force towards any person, intending to outrage, or knowing it that such action will outrage their modesty.
