

PREVENTION OF SEXUAL HARASSMENT (POSH) & GRIEVANCE POLICY

1. POSH Policy (Sexual Harassment)

- Scope: Protects all women employees at the workplace.
- Definition: Unwelcome physical contact, sexual overtones, pornography, unwelcome remarks.
- Internal Complaints Committee (ICC): Presiding Officer + 2 Internal Members + 1 NGO Member.
- Complaint Procedure: Submit written complaint to ICC (icc@company.com) within 3 months.
- Inquiry: Completed within 90 days. Confidentiality maintained.
- Redressal: Disciplinary action ranges from warning to termination.

2. General Grievance Redressal

- Level 1: Discuss with immediate Manager.
- Level 2: Escalate to Dept Head if unresolved in 7 days.
- Level 3: Contact HR Head.
- Topics: Salary issues, inter-personal conflict, infrastructure, etc.

3. Safety

- Emergency Response Team (ERT) available on each floor.
- Fire Drills conducted bi-annually.
- Late Night Transport: Cabs provided for female employees leaving after 8 PM effective security guard escort.