

Anti-Harassment Policy

ETaxwala Business Solutions Pvt. Ltd.

1. Overview

At ETaxwala Business Solutions Pvt. Ltd, we are dedicated to providing a respectful, discrimination-free workplace. Harassment of any kind based on race, gender, age, religion, or any other characteristic will not be tolerated.

2. Scope

This policy applies to all employees, including full-time, part-time, and temporary staff, as well as job applicants. It covers all work-related activities, including meetings and business trips.

3. Harassment/Discrimination

Harassment or discrimination is any unwanted behaviour that makes someone feel Afraid, Insulted, or uncomfortable. This includes:

- Race, ethnic origin, nationality or skin colour
- Gender identity and/or sexual orientation
- Religious or political convictions
- Membership or no-membership of a trade union
- Disabilities, illness, sensory impairments or learning difficulties
- Age
- Pregnancy/maternity/paternity

Practical Examples in Context

- **Offensive Jokes:** A colleague makes a joke about another's cultural background, which embarrasses and offends the person.
- **Threats:** An employee is told they will be demoted if they don't meet unrealistic targets, creating an environment of fear.
- **Unwelcome Sexual Advances:** A manager continuously comments on an employee's appearance and suggests going out together, making the employee uncomfortable.
- **Displaying Inappropriate Material:** An employee shares explicit memes in a company group chat, which is unprofessional and offensive to many.

4. Responsibilities

- **Managers must:**

- Promote a respectful workplace.
- Address harassment complaints promptly.
- Ensure confidentiality in handling complaints.

- **Employees must:**

- Treat others with respect.
- Report harassment to their supervisor or HR.
- Cooperate in any investigation.

5. Reporting

If you experience or witness harassment, report it to your manager or HR. Complaints can be verbal or written, and should be detailed and timely.

6. Investigation and Resolution

All complaints will be investigated confidentially and promptly. Appropriate actions will be taken, and retaliation against anyone reporting harassment is prohibited.

ACCEPTANCE FORM OF ANTI HARASSMENT POLICY

I acknowledge that I have received a copy of the **ETaxwala Business Solutions Pvt.Ltd.** Anti-harassment policy. I have read and understand the policy. I understand that, if I violate the policy, I may be subject to disciplinary action, including termination. I further understand that I will contact my supervisor if I have any questions about any aspect of the policy.

Dated: _____

EMPLOYEE

COMPANY

Authorized Signature

Authorized Signature
