



Policy on Prevention of Sexual Harassment (POSH)

Introduction:

Vardaan Group of companies or their sister concerns are committed to fostering a workplace free from any form of sexual harassment, where all individuals, regardless of their gender identity, gender expression, or sexual orientation, can work with dignity and respect. This policy outlines our commitment to preventing and addressing sexual harassment and provides a framework for creating a safe and inclusive workplace.

1. Applicability:

1.1 This policy applies to all employees, including full-time, part-time, temporary, and contract workers, as well as interns, volunteers, visitors, and any other individuals associated with Vardaan group.

2. Definitions:

2.1 Sexual Harassment: Sexual harassment includes any unwelcome behavior, whether verbal, non-verbal, physical, or visual, of a sexual nature that creates an offensive, hostile, or intimidating work environment.

2.2 The POSH (Prevention of Sexual Harassment) policy clearly addresses and prohibits any form of unwelcome physical contact, regardless of the gender of those involved. This policy underscores the principle that respect and consent are paramount in all workplace interactions. An unwelcome touch, defined as any physical contact that is not consented to or is found to be uncomfortable, offensive, or intimidating by the recipient, is considered a violation of the POSH policy. This includes, but is not limited to, gestures, patting, pinching, or any other physical behavior that invades an individual's personal space without their explicit consent. The policy emphasizes the organization's commitment to providing a safe and respectful environment for all employees, free from harassment or discrimination. It underscores the importance of respecting personal boundaries and the subjective experience of discomfort that such unwelcome touch can cause.

3. Inclusivity:

3.1 Vardaan is committed to ensuring that no individual, regardless of their gender, gender identity, gender expression, sexual orientation, or any other characteristic, is offended or harassed by the actions of others within the organization.

4. Reporting and Confidentiality:



4.1 The organization encourages individuals to report any incidents of unwelcome touch, ensuring confidentiality and a thorough investigation process, followed by appropriate actions to address and rectify the situation, thereby maintaining a workplace culture of respect and dignity for everyone.

Any employee who experiences or witnesses sexual harassment is encouraged to immediately report it to Internal Complaints Committee (ICC) or any senior leader or the HR department.

4.2 All complaints will be handled confidentially, and efforts will be made to protect the privacy of all parties involved.

5. Investigation and Fairness:

5.1 Vardaan Group or its sister concerns will conduct a fair and impartial investigation into all complaints of sexual harassment.

5.2 All parties involved will be given an opportunity to present their case and provide any relevant evidence or witnesses.

6. Consequences:

6.1 Sexual harassment is a serious violation of company policy and can lead to severe consequences, including but not limited to disciplinary action, suspension, or immediate termination of employment.

6.2 The severity of the consequences will depend on the nature and gravity of the offense.

7. Dispute Resolution:

7.1 Any disputes or issues arising from this policy will be subject to the jurisdiction of the courts in Hyderabad, India, or the jurisdiction of the location where the base office of Vardaan Group or its sister concerns is situated.

8. Unwelcome Gestures, Inappropriate Messages, and Physical Contact:

8.1 This policy also covers unwelcome gestures, forwarding lewd and obscene messages, and inappropriate physical contact as forms of sexual harassment.

8.2 Such behavior is strictly prohibited and will be treated with the same seriousness as other forms of sexual harassment.

Conclusion:

Vardaan Group or its sister concerns are committed to maintaining a respectful, inclusive, and safe workplace environment. We encourage all employees to uphold these principles, promptly report any violations of this policy, and ensure the prevention of sexual harassment.



This policy is effective from 27th March, 2024 and will be reviewed periodically to ensure its effectiveness and relevance. Compliance with this policy is mandatory, and any failure to comply may result in disciplinary action, up to and including termination of employment.

Vardaan Group or its sister concerns will provide necessary training, support, and resources to ensure the effective implementation of this policy.

POSH Compliance Checklist

Organization Name: **Vardaan Group of Companies.**

Date: **27th March 2024**

As part of our commitment to providing a safe and respectful work environment, all team members are required to understand and comply with the Prevention of Sexual Harassment (POSH) guidelines. Please review the checklist below and sign at the bottom to acknowledge your understanding and agreement.

Awareness of POSH Policy

I have read, understood, and received a copy of the POSH policy of our organization.

Understanding of Sexual Harassment

I understand what constitutes sexual harassment, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Awareness of the Complaint Mechanism

I am aware of the process to report sexual harassment, including the identities and contact details of the Internal Complaints Committee (ICC) members.

**Commitment to Respectful Behaviour**

I commit to maintaining a professional and respectful work environment, free from sexual harassment.

Acknowledgement of Legal Implications

I understand the legal implications of engaging in sexual harassment and the organizational repercussions of such actions.

Awareness of Confidentiality

I acknowledge the importance of confidentiality in the handling of sexual harassment complaints and investigations.

Engagement in Prevention Training

I commit to participate in sexual harassment prevention training sessions as required by the organization.

Please provide your signature below to indicate that you have read, understood, and agree to comply with the above POSH compliance checklist.

Name: _____

Signature: _____

Date: _____

Contact for POSH Matters

Should you have any questions or require further clarification on POSH matters, please do not hesitate to contact the designated person below:



Name: ____R Susheel_____

Role: ____Head, Internal Complaints Committee _____

Email: ____susheel.r@vardaanglobal.com_____

This checklist is intended to ensure that all team members are informed about and committed to preventing sexual harassment in the workplace. By signing this document, you contribute to creating a safer, respectful, and inclusive work environment for everyone.

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