

**BLAZECLAN TECHNOLOGIES PVT. LTD.**



POSH Policy  
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## POLICY STATEMENT

Our company is committed to providing a work environment that ensures every clanmate is treated with dignity and respect and given equitable treatment. The company is also committed to provide all clanmates with equal opportunity and a harassment-free workplace regardless of race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, or disability.

While this Policy sets forth the Company's goals of promoting a workplace that is free of harassment, the Policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct, which the Company deems unacceptable, regardless of whether such conduct satisfies the definition of sexual harassment.

This policy is in accordance with the POSH Act 2013.

## SCOPE

This policy is applicable to all Blazeclan's clanmates or contractors, public visitors, clients and anyone else whom the clanmates meet during the discharge of their professional duties.

The workplace includes:

- Subsidiaries of Blazeclan in Singapore, Malaysia, ANZ, USA, Canada, and Belgium.
- All company-related activities performed at any other site away from the Company's premises in India.
- Any social, business, or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

## DEFINITION OF SEXUAL HARASSMENT

"Sexual Harassment" shall include but not limit to any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- Physical Contact and Sexual advances.
- Demand or request for sexual favors.
- Making Sexually Colored remarks; jokes, emails, phone calls, gestures
- Showing pornography; or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- In addition to the above, any of the following circumstances, if it occurs in relation to any act or behavior of sexual harassment may amount to sexual harassment:
  - Implied or explicit promise of preferential treatment in the employment; or
  - Implied or explicit threat of detrimental treatment in the employment; or
  - Implied or explicit threat about current or future employment status; or
  - Interference with the work or creating an intimidating or offensive or hostile work environment for anyone; or humiliating treatment likely to affect anyone's health or safety.

## IMPORTANT DEFINITIONS

- "Clanmates" shall include any person employed in the Company for any work on regular,

temporary, ad hoc basis either directly or through an agent, including contractors, consultants, trainees, apprentice, probationer or called by any other such name.

- “Complainant” shall mean any employee of any age whether employed or not, who makes a Complaint of alleged Harassment.
- “Respondent” shall mean a person against whom the Complainant has made a Complaint of Sexual Harassment.
- “Workplace” - Any place where working relationships and/or employer-employee relationships between the company and the person exists. This includes remote working, company premises (including transit houses and guest houses) or any place visited by the employee arising out of or during the course of employment including travel / transportation provided by the employer for undertaking such a journey.
- Physical or Digital space when an employee is connected to work, even if it is from home, coffee shop or hotel room
- Office provided Telecom or Communication channels – Phone, Internet, Chat, Email, Video/Audio Conference tools, Collaboration tools etc.,
- Publicly available social media or other electronic tools if used to communicate between employees for both official and personal purposes. Eg WhatsApp, LinkedIn, Facebook

## Applicability –

All Employees of Blazeclan (including employees on internship, contract, part-time or 3rd (third) party rolls)

- All customers, suppliers and contractors of Blazeclan
- The complainant as well as the respondent may be a man or a woman
- The complainant needn't be of the opposite sex

## THE CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

As per guidelines set out in the Act, an Internal Committee (“IC”) for the Company has been appointed for all the administrative units/offices of the Company in India.

- The IC will be constituted at Pune location of the Company in India and will be responsible to carry out the functions and obligations under this Policy at its respective location.
- The present constitution of the IC for the period of One year (1st July 2022 to 30th June 2023) is as follows:

## The Internal Committee (IC)



## REPORTING AN INCIDENT OF SEXUAL HARASSMENT:

- The Complainant who believes that he/she has experienced or subjected to or observed Harassment shall report the incident immediately to the IC or to the Management of the Company [hrms@blazeclan.com](mailto:hrms@blazeclan.com) not later than three (3) months of the incident and in case of series of incident, within a period of three (3) months from the date of last incident, in the prescribed format ("Exhibit A").
- If any complaint is filed after these given timelines, the IC may refuse to entertain the same.
- The IC upon a written application made to it and if it is satisfied that the circumstances were such which prevented the woman from filing a Complaint within the prescribed period, may extend the time limit for making the Complaint for further three (3) months.
- The Complainant shall submit six (6) copies of the Complaint along with supporting documents and the names and addresses of the witnesses while submitting any Complaint to the IC.
- Where such Complaint cannot be made in writing, the Presiding Officer or any Member of the IC or shall render all reasonable assistance to the woman for making the Complaint in writing.
- If the Complainant is unable to make a complaint because of any physical or mental incapacity, a Complaint may be filed by the below state person(s):
  - The legal heir
  - A relative or friend; or
  - A co-worker; or
  - An officer of the National Commission for Women or State's Women Commission;

- A special educator; or
- A qualified psychiatrist or psychologist; or
- The guardian or authority under whose care the Complainant is receiving treatment or care; or
- Any person who has knowledge of the incident, with a written consent of the Complainant.
- In case the Complainant is dead, a Complaint may be filed by a legal heir or any person who has knowledge of the incident, with the written consent of legal heir

## ENQUIRY/INVESTIGATION INTO THE COMPLAINT

- The Company promises to investigate all reports of Sexual Harassment as discreetly, promptly and thoroughly and confidentially as possible. However, investigation of such Complaint will generally require disclosure to the accused individual.
- The objective of the Policy is to conduct a thorough investigation, to determine whether Sexual Harassment has occurred and to eliminate any hostile or offensive working condition and decide actions to take against the offending individual(s).
- The IC shall make inquiry into the complaint in accordance with the principles of natural justice.
- On receipt of the Complaint, the IC shall send one copy of the Complaint to the Respondent within a period of seven (7) working days.
- The Respondent shall then file his reply to the Complaint along with the list of documents and names and addresses of the witnesses within a period of ten (10) working days from the date of receipt.
- The IC shall make an inquiry into the Complaint in accordance with principles of natural justice. The IC shall have right to terminate the inquiry proceedings or to give an ex-parte decision if the Complainant or Respondent fails to present himself or herself for three (3) consecutive proceedings after giving fifteen (15) days of written notice to the concerned party.
- The Complainant or Respondent shall not be allowed to bring in any legal practitioner to represent them in the proceedings before the IC.
- A complaint will be closed no later than three (3) month from receipt of original complaint by recording the decisions of the IC as per the format given under Annexure B, accordingly informing to the Complainant and the Respondent of the same.
- For making an inquiry under this Act, the IC shall have the same powers as are vested in a Civil Court under the Code of Civil Procedure, 1908, namely:
  - Summoning and enforcing the attendance of any person and examining him on oath;
  - Requiring the discovery and production of documents; and
  - Any other matter which may be necessary.



## RESOLUTION

### Informal Resolution

- If the matter is not serious enough to require a formal resolution; it may be brought to an informal resolution.
- Informal resolution of Complaints is aimed at stopping the discriminatory action(s) in a mutually agreed manner. It is more educational than legal in intent, for both the Complainant and the Respondent. Very often the Respondent may agree to actions such as apologies, reprimands or voluntary resignations, without going through the formal disciplinary procedures. In case the Complainant and the Respondent have arrived at a resolution, the IC shall prepare the report of such informal resolution. The report shall be signed by the Chairperson of the IC, the Complainant and the Respondent. The report shall be submitted to the Chairperson of the Company within ten (10) days of such settlement.

### Conciliation

- Upon a request made by the Complainant, the IC may, before initiating a formal inquiry, take steps to settle the matter between such Complainant and the Respondent through conciliation. It is to be noted that no Complaint of harassment shall and will be resolved by way of monetary settlement.
- Where a settlement has been arrived by conciliation, the IC shall record the settlement and forward the same to the Company to act as specified in the recommendation.
- The IC shall also provide the copies of the settlement to the Complainant and the Respondent.

### Formal Resolution

- If the grievance cannot be resolved informally, the grievant will fill up the
- Complaint form (Exhibit A) and submit six copies of the same to Chairperson of the IC along with supporting documents and the names and addresses of the witnesses.
- Formal Complaints must set out specific facts of the case and be signed by the Complainant. A signed Complaint constitutes personal verification that the Complaint is accurate and complete.
- The Chairperson of the IC will discuss the case with the members of the IC. As per the decision of the IC, the Chairperson will communicate the decision to the Complainant, and the Respondent as early as possible, but not later than two (2) weeks from the date of submitting the written Complaint.
- The Chairperson shall also submit a written report (As per the suggested format in Exhibit B) to the Management.
- The Management shall act upon the recommendations of the IC immediately but not later than sixty (60) days of its receipt.
- The Respondent shall have a right to submit a written response to the Complaint, to the Chairperson within a week from having received it. He / she shall also have a right to be heard personally by the Chairperson.

## DISCIPLINARY ACTION

- Based on the conclusions of the investigation, the IC will suggest (as a part of the written report in case of formal resolution) appropriate disciplinary action to the Management of the Company; which can include written apology, counselling, carrying out community

service, warning, reprimand or censure, suspension, transfer from project / location (of Complainant or the Respondent), withholding of promotion, deducting the salary or any such sum as it may deem necessary, withholding of pay rise or increment, direct the Respondent to pay to the Complainant such sum considering the trauma suffered, loss in career, medical expenses incurred, income or financial status of the Complainant or any action up to and including termination of employment. The Management of the Company will implement the action under the patronage of the ICC Committee.

## OTHER RELIEF TO COMPLAINANT DURING PENDENCY OF INQUIRY:

The IC at the written request of the Complainant may recommend to the Company-

- To either transfer the Complainant or the Respondent to any other location; or
- Grant leave to the Complainant up to a period of three (3) months or grant such other relief to the Complainant as the IC deems appropriate; or
- Recommend to the manager of upward hierarchy of the Company to restrain the Respondent from reporting on the work performance of the Complainant or writing her any confidential report or assign the same to another officer.

## APPEAL

- Any person aggrieved from the recommendations of the IC, may prefer an appeal to the Labor Commissioner within ninety (90) days of the recommendations given by the IC.

## CONFIDENTIALITY

- Cases that involve allegations of Harassment are especially sensitive, and special attention will be given to the issue of privacy for all individuals.
- The contents of the Complaint, the identity and addresses of the Complainant, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the IC and the action taken by the Company shall not be published, communicated or made known to the public, press and media in any manner. Information will be released only on need-to-know basis.
- Investigation at times may compromise total confidentiality.

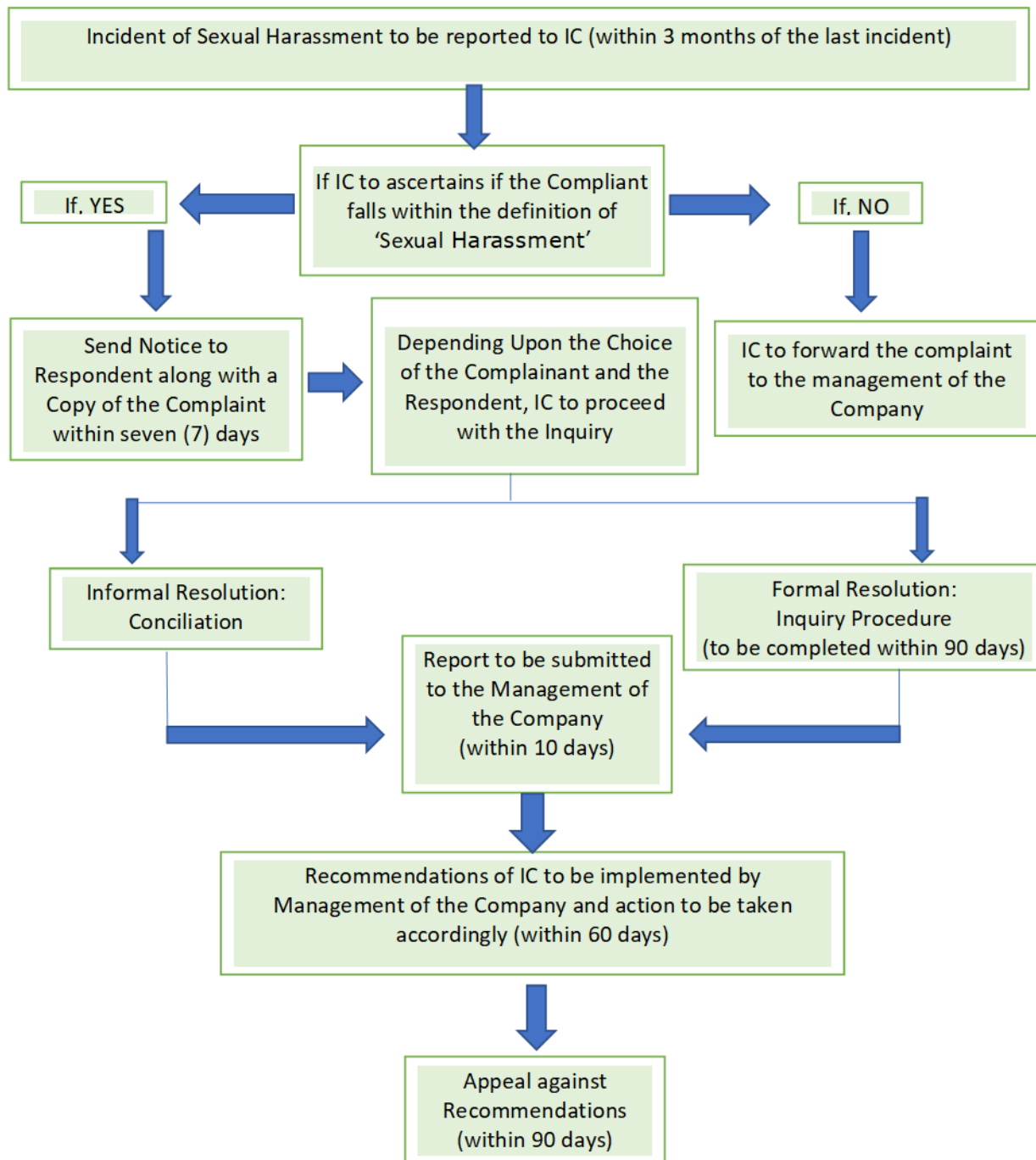
## RETALIATION

- This Policy strictly prohibits any kind of intimidation or harassment of individuals who have filed Complaints, instituted proceedings, assisted in investigations, or formally or informally objected to discriminatory practices, irrespective of the outcome. The Company will take strict action against those Clanmates who would indulge in such retaliatory actions. The Company will ensure that the Complainant or witnesses are not victimized or discriminated against while dealing with any complaint of any harassment.

## FRIVOLOUS OR FALSE CHARGES

- This Policy shall not be misused to bring frivolous or malicious charges against fellow clanmates.
- If the Complaints Committee arrives at the conclusion that the allegation against the

Respondent is malicious or the Complainant has made the Complaint knowing it to be false or the Complainant has produced any forged or misleading document, it may recommend the Company to take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the Respondent from service or undergoing a counselling session or carrying out community service.



# EXHIBIT A: FORM FOR SEXUAL HARASSMENT COMPLAINT

Details of the Complainant: Name:  
Clanmate ID:

Complaint Details:

Date and Venue of occurrence of the incidence:

Name of the Accused:

Witness, if any:

Description of the Complaint:

Declaration:

I acknowledge that the above information provided by me is true. I am aware that any malicious, frivolous charges made by me, will result in a strict disciplinary action leading up to but not limited to termination.

Clanmate

Signature

Date

## EXHIBIT B: FORMAT OF REPORT BY INTERNAL COMMITTEE

Detailed Description of the Complaint:	
Details of the Complainant	
Name:	
Clanmate ID:	
Date and Venue of occurrence of the incidence:	
Date of submitting the Complaint:	
Details of the indicted Clanmate	
Name:	
Clanmate ID:	
Witness, if any:	
Name:	
Clanmate ID:	
Investigation Report	
Investigation Conducted By:	
Dates of the Investigation meetings held:	
Statement by the Complainant:	
Statement by the Indicted Person:	

Statement by the witness (if any):			
Analysis and Inference			
Disciplinary Action Recommended			
Name of the Investigating ICMember		Signature	
Name of the Complainant		Signature	
Name of the Indicted Clanmate		Signature	