

## Title: Prevention of Sexual Harassment Policy

### 1. Introduction

At Simpplr, we are committed to providing a safe, respectful, and discrimination-free work environment for all employees. This Prevention of Sexual Harassment Policy aims to outline our position against any form of sexual harassment and provide guidelines for preventing, addressing, and resolving any such incidents within our organization.

### 2. Scope

This policy applies to all employees of Simpplr, including full-time, part-time, temporary, and contract workers, as well as interns and volunteers. It also covers all locations where work-related activities take place, including onsite premises, remote workspaces, company-sponsored events, and business trips.

### 3. Definitions

To ensure clarity and consistency, the following key terms are defined within the context of this policy:

- a. Sexual Harassment: Any unwelcome conduct of a sexual nature, whether verbal, non-verbal, or physical, that creates an intimidating, hostile, or offensive work environment or unreasonably interferes with an individual's work performance.
- b. Complainant: The person who alleges to have experienced sexual harassment.
- c. Respondent: The person accused of engaging in sexual harassment.

### 4. Prohibited Behavior

Simpplr strictly prohibits all forms of sexual harassment, which may include but are not limited to:

- a. Unwanted or inappropriate sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- b. Displaying or distributing sexually explicit or offensive materials within the workplace, including electronic communication channels.
- c. Making derogatory comments, jokes, or gestures of a sexual nature.
- d. Engaging in any form of cyber-harassment or online sexual harassment through various communication mediums.

### 5. Responsibility & Reporting

Creating a harassment-free workplace is a shared responsibility among all employees at Simpplr. It is crucial for individuals who experience or witness any form of sexual harassment to

report it promptly to their supervisor, manager, or the designated Human Resources representative. The company ensures that all reports will be treated with confidentiality to the extent possible.

## 6. Complaint Process

Upon receiving a complaint, Simpplr will carry out a fair, thorough, and impartial investigation. The following steps will be taken:

- a. Initial Assessment: HR will conduct a preliminary assessment to determine if an investigation is necessary and identify the appropriate investigator.
- b. Investigation: The designated investigator will interview relevant parties, gather evidence, and document findings. Confidentiality will be maintained throughout the investigation process.
- c. Resolution: Based on the investigation findings, appropriate disciplinary actions will be taken, ranging from counseling and additional training to suspension or termination, depending on the severity of the offense.
- d. Appeals: Both the complainant and respondent will have the opportunity to appeal the decision if they deem it necessary.

## 7. Non-Retaliation

Simpplr strictly prohibits retaliation against anyone who has reported sexual harassment or provided information related to a sexual harassment complaint. Retaliatory acts will be promptly investigated, and appropriate disciplinary action will be taken against those found responsible for such actions.

## 8. Training and Awareness

Simpplr is committed to conducting regular training programs for all employees, focused on preventing and addressing sexual harassment. This includes awareness training, which educates employees on recognizing and reporting sexual harassment, as well as periodic refresher courses.

## 9. Compliance and Consequences

Failure to comply with this policy could result in disciplinary actions, up to and including termination of employment or contract. Simpplr will also take appropriate action to prevent future incidents, including implementing corrective measures and continuously reviewing and updating this policy.

## 10. Conclusion

Creating and maintaining a work environment free from sexual harassment is of paramount importance to Simpplr. This policy reflects our commitment to fostering a safe, respectful, and inclusive workplace culture. All employees are expected to familiarize themselves with, comply with, and adhere to this policy in their day-to-day work activities.

By adhering to this Prevention of Sexual Harassment Policy, Simpplr aims to create a supportive and harassment-free environment for everyone.