Policy: Prevention of Workplace Harassment, Discrimination, and Bullying

# PREAMBLE

This document outlines the policy on Prevention of workplace harassment, discrimination, and bullying to be followed by employees of Protechsoft Systems Pvt Ltd (referred to as "Company") both within and outside the organization.

# Objective

At Protech, we are committed to creating a welcoming and inclusive environment for all. We believe in treating each other with respect, fairness, and dignity. We value everyone's unique contributions and aim to promote diversity in our teams. We want our workplace to be a space where everyone can be their authentic selves and feel a sense of belonging.

To fulfill this goal, this policy outlines our shared responsibility to collaborate and establish a work environment that is free from any actions that may be considered as harassment, discrimination, or bullying.

# Scope and application

All Protech associates, including directors, officers, and employees, are required to follow this Policy. Its purpose is to ensure compliance with our Code of Ethics and local laws in all aspects of our operations. This Policy applies to all Protech entities, subsidiaries, and joint ventures that are under the operational control of Protech. It applies to Associates whether they are working remotely or in-person. Protech also expects suppliers, business partners, contract workforce, and other visitors to adhere to the same high standards of behavior. If there are any concerns, they will be referred to the respective employer for appropriate action.

# GUIDELINES ON Discrimination, Harrassment and WorkPlace Bullying

## Discrimination

### Protech strictly prohibits any actions that go against this policy, including Discrimination, Harassment, retaliation, Bullying, and any unlawful behavior related to legally protected characteristics in the countries or regions where we operate.

### In addition to following the guidelines outlined in this policy, Associates are expected to align their behavior with Protech's policies on Ethics, Code of Conduct, Human Rights Policy, and External Communication & Social Media.

### They should also adhere to regional and country-specific policies regarding Harassment, Discrimination, and Bullying, as well as local laws and regulations. In cases where local laws have stricter requirements than what is stated in this policy, we must comply with the local requirements.

### We uphold a strict policy of non-discrimination based on Legally Protected Characteristics, including race, color, religion, gender identity, pregnancy, age, national origin, sexual orientation, marital status, disability status, veteran status, and freedom of association (including political affiliations and union memberships). This commitment extends to all aspects of employment, including recruitment, hiring, training, promotion, termination, and the provision of employment terms and conditions.

### We have a zero-tolerance policy towards any actions or behavior that may be seen as discriminatory. This includes, but is not limited to, the following examples:

* Discouraging individuals from applying for a role based on their gender, gender identity, marital status, or parental status.
* Making promotion decisions based on an Associate's gender or race.
* Assigning work tasks to individuals based on their gender or religious caste.

### We are committed to creating a fair and inclusive environment where everyone is treated with respect and equal opportunities are provided to all.

## Harassment

### Harassment, including Sexual Harassment, is defined as unwanted behavior that violates a person's dignity or creates a harmful environment based on a protected characteristic, such as race, gender, or religion. The specific legal definition may vary depending on local laws.

### We have a strict policy against any actions or behavior that could be seen as harassing. This includes, but is not limited to, the following examples:

### Threatening or intimidating behavior in any form.

### Participating in hostile acts that make others feel uncomfortable or unsafe.

### Engaging in offensive communications, such as derogatory remarks or hurtful language.

### Using jokes, comments, slurs, stories, questions, or stereotypes that target or belittle individuals or groups.

### Displaying or sharing offensive material, whether it's written, visual, or verbal.

### We do not tolerate any form of harassment and are committed to maintaining a respectful and inclusive environment for everyone.

### Sexual harassment can occur when someone is treated inappropriately based on their gender, gender identity, or sexual orientation. It can involve unwanted behaviors of a sexual nature or actions that make someone feel uncomfortable because of their gender.

### We have a zero-tolerance policy for any actions or behaviors that could be seen as sexual harassment. This includes, but is not limited to:

### Engaging in offensive communications, like using inappropriate jokes or comments.

### Making unwanted physical contact or invading someone's personal space.

### Persistently pursuing or flirting with someone against their will.

### Behaviors like whistling, leering, or making improper gestures.

### Making offensive or degrading remarks about someone's appearance or body.

### Engaging in gender or sex-based pranks.

### Demanding sexual favors in exchange for job benefits or favorable treatment.

### We are committed to creating a safe and respectful environment where everyone is treated with dignity and respect. Sexual harassment will not be tolerated in any form.

## Workplace Bullying

### Workplace bullying refers to repetitive and targeted behavior that is harmful and mean-spirited. It doesn't have to be based on a legally protected characteristic, but it is behavior that objectively intimidates, threatens, or humiliates the target.

### Actions or behaviors that can be seen as workplace bullying include, but are not limited to:

* + - * + Engaging in public ridicule, whether through spoken or written words.
        + Deliberately sabotaging someone else's work.
        + Shouting, yelling, or using aggressive and hostile communication, both in written and verbal form.
        + Imposing arbitrary deadlines and insulting employees for not meeting those deadlines
        + Publicly shaming or humiliating someone.
        + Using offensive nicknames to belittle or demean someone.
        + Physically attacking or threatening to harm someone, such as pushing, shoving, kicking, poking, or tripping.
        + Intimidating or making threatening gestures towards others.
        + Deliberately causing or threatening to cause damage to someone's personal belongings or their workspace.

### We are committed to creating a respectful and supportive work environment where bullying is not tolerated. Everyone deserves to be treated with dignity and fairness.

### Supervisors, managers, and others representing the company have a responsibility to act professionally and respectfully, following company policies and procedures. It's important to note that the following actions are not considered Harassment or Workplace Bullying when done respectfully and professionally:

* + - * + Providing constructive feedback, guidance, and performance evaluations to improve work performance.
        + Participating in respectful and professional discussions to resolve disagreements, conflicts, or misunderstandings.
        + Engaging in mutually agreed-upon interactions that have no negative impact on the work environment or other colleagues.
        + Working towards customer or project specified deadlines, even if they are difficult to accomplish or meet.

These actions are considered a normal part of work and contribute to maintaining a positive and productive work environment.

### Supervisors and managers need to be aware of how their words and statements can affect others. This is also relevant during online meetings and when other colleagues are present.

### Supervisors and Managers should promote respectful and professional interactions in all forms of communication, including remote conversations. Being mindful of tone and behavior in virtual meetings, emails, chats, and other remote communications is crucial.

### Supervisors and Managers must choose appropriate channels for communication. E.g., when providing critique on performance, it's best to do so in recorded one-to-one sessions rather than in group conversations. This helps ensure privacy and creates a more supportive and constructive environment for the individual.

# Consequences of misconduct

### If you break this policy, you may face disciplinary action, which can include being fired, depending on the laws and rules in your area. It is important to report any acts of violence, intimidation, threats, abuse, retaliation, or any other harmful behavior to the company. Protech is required to protect individuals who report violations in good faith. Retaliation against whistleblowers is not tolerated.

### To report a violation of this policy, you can use Protech intranet's "ShoutBox", a secure and confidential reporting system.

### In India, under the Sexual Harassment of Women at Workplace Act (POSH), Protech associates can report instances of sexual harassment through the POSH Committee. For more details, please refer to the Prevention of Sexual Harassment Policy.

# Exceptions

There are no exceptions to this Policy.

# EFFECTIVE DATE

This Policy shall be effective immediately until further notice.