

TOSHVIN ANALYTICAL PVT LTD

PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

INTRODUCTION

In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Toshvin Analytical Pvt Ltd (the Company) has framed a policy for Prevention of Sexual Harassment at Workplace. The objective of the policy is to provide its women employees a workplace free from harassment / discrimination and that every employee is treated with dignity and respect.

I. COMMITMENT:

The Company is committed to provide a work environment that ensures every woman employee is treated with dignity and respect and afforded equitable treatment. The Company is also committed to promote a work environment that is conducive to the professional growth of its women employees and encourages equality of opportunity.

The Company does not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its women employees are not subjected to any form of harassment.

II. SCOPE:

This policy applies to all categories of employees of the Company, including permanent management and workmen, temporaries, trainees and employees on contract at its workplace or at client sites. The Company does not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates.

The workplace includes:

1. All offices or other premises where the Company's business is conducted.
2. All company-related activities performed at any other site away from the Company's premises.
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

III. DEFINITION OF SEXUAL HARASSMENT:

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment.

- i. implied or explicit promise of preferential treatment in her employment; or
- ii. implied or explicit threat of detrimental treatment in her employment; or

- iii. implied or explicit threat about her present or future employment status; or
- iv. interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- v. humiliating treatment likely to affect her health or safety.

V. COMPLAINT MECHANISM:

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism in the form of “**Internal Complaints Committee**” has been created in the Company for time-bound redressal of the complaint made by the victim.

VI. INTERNAL COMPLAINTS COMMITTEE (ICC):

The Company has instituted an Internal Complaints Committee for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

The Internal Committee consists of the following Members namely:

- (a) a Presiding Officer who is a woman employee at a senior level;
- (b) not less than two Members from amongst employees;
- (c) one member from amongst non-governmental organizations or associations committed to the cause of women

The Presiding Officer and every Member of the ICC hold office for a period not exceeding (3) three years from the date of nomination. While re-constituting the ICC, the Company nominates either new members or existing members, as deemed fit.

The Internal Complaints Committee is responsible for:

- (a) Investigating every formal written complaint of sexual harassment.
- (b) Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.
- (c) Discouraging and preventing employment-related sexual harassment.

Any affected female employee of the Company can lodge a written complaint with the ICC on sh@toshvin.com. The authenticity of such a complaint will be examined and requisite investigation made by the ICC and redressal provided, wherever necessary, within the framework of the law governing the ICC.

In conclusion, the Company reiterates its commitment to providing its women employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.