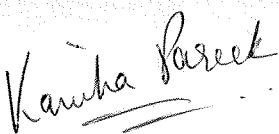
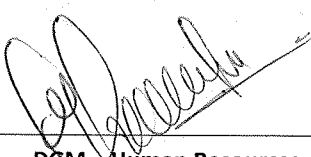
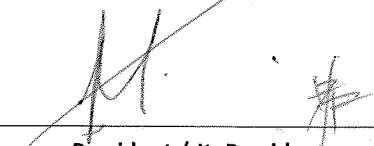
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SEXUAL HARASSMENT (PREVENTION, PROHIBITION AND REDRESSAL) POLICY

- 1) Purpose
- 2) Scope
- 3) Coverage of Policy
- 4) Internal Complaint Committee
- 5) Policy Administration and Procedure for Redressal
- 6) Protection against Retaliation
- 7) Complaints made with malicious intents
- 8) Disciplinary Action
- 9) Confidentiality
- 10) Amendments
- 11) Revision History

Prepared by	Verified by	Approved by
		
DM – Company Secretary	DGM – Human Resources	President / Jt. President



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1. Purpose / Objective

Furukawa Minda Electric Private Limited (FME) believes in equal employment opportunity without gender bias and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment.

2. Scope

Unless otherwise stated, this policy is applicable to all unit of Furukawa Minda Electric Private Limited.

3. Coverage

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- (a) Physical contact and advances;
- (b) A demand or request for sexual favors;
- (c) Sexually coloured remarks;
- (d) Showing pornography;
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Sexual harassment is emotionally abusive and creates an unhealthy, unproductive atmosphere at the workplace. Sexual harassment cases can be classified into two categories - quid pro quo and creation of a hostile working environment.

(a) Under the quid pro quo (meaning this for that) form of harassment, a person or authority, usually the superior of the victim, demands sexual favors for getting or keeping a job benefit and threatens to fire the employee if the conditions are not met. It will also include implied / explicit promise for preferential or detrimental treatment in employment, threat to present or future employment status, etc.

(b) A hostile work environment arises when a co-employee or supervisor creates a work environment through verbal or physical conduct that interferes with another co-employee's job performance or creates the workplace atmosphere which is intimidating, hostile, offensive or humiliating and



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experienced as an attack on personal dignity. For example an employee tells offensive jokes. No person shall indulge or caused to be indulged under instructions from superior in sexual harassment of co-employees.

4. Internal Committee (IC)

The Company shall constitute an Internal Committee as per **Annexure A**.

5. Policy administration and Procedure:

The employee will have option to either to resolve the concern through informal resolution or through IC.

5.1. Informal Resolution Option:

5.1.1 When an incident of sexual harassment occurs, the victim of such conduct can communicate the concern to the Departmental Head / HR Head.

5.1.2 The concerned authority will take appropriate action within 60 days of such grievance.

5.1.3 If the victim is not comfortable with the action taken, the victim can bring the concern to ICC for redressal of grievances.

5.2. Resolution through the IC


5.2.1 It is the obligation of the employee to report sexual harassment experienced by him / her personally or a concerned co-employee may also inform to IC for any instance or behavior of sexual harassment by a co-employee towards another employee.

5.2.2 The concerned employee shall give the complaint in writing to the Presiding Officer of the IC giving details of the incident as soon as possible or preferable within a period of 05 days of such occurrence as per **Annexure – B**.

5.2.3 Once the complaint is received, it will be kept strictly confidential.

5.2.4 The employee accused will be informed that a complaint has been filed against him/her and no unfair acts of retaliation or unethical action will be tolerated against the victim.

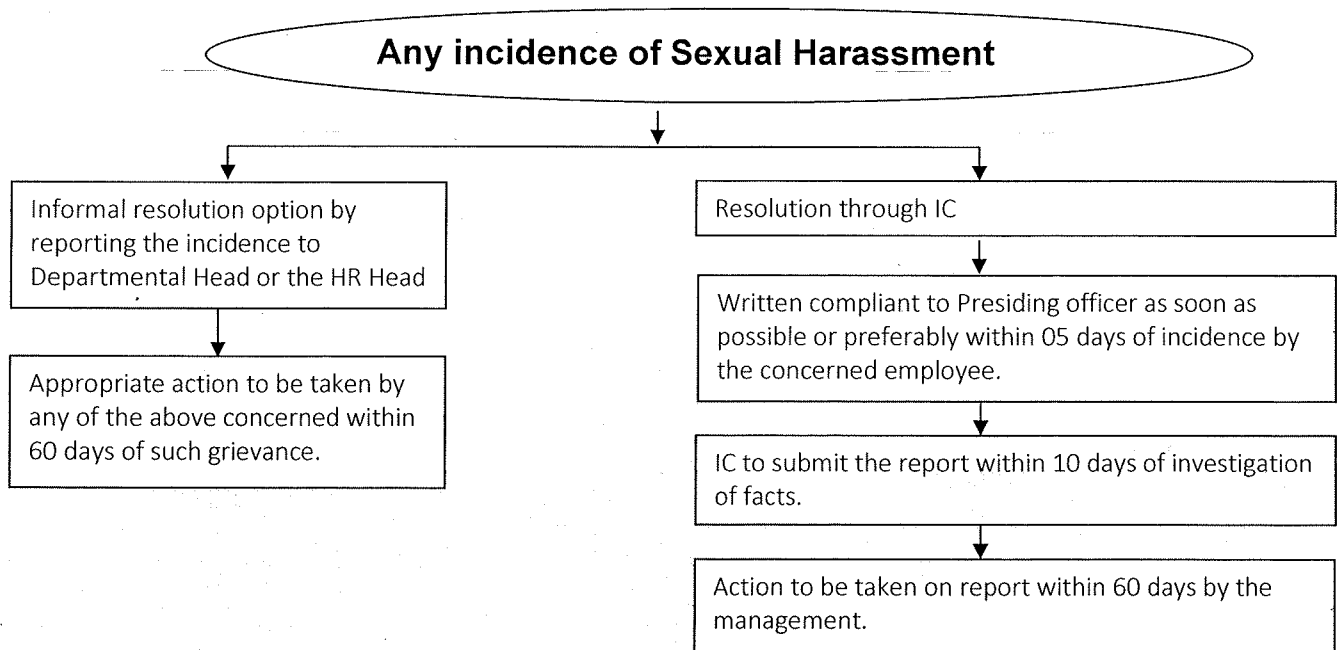
5.2.5 The IC shall ensure that a fair and just investigation is undertaken immediately.

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5.2.6 Both the complainant and the alleged accused initially will be questioned separately with a view to ascertain the authenticity of their contentions. If required, the employee who has been named as a witness will need to provide the necessary information to assist in resolving the matter satisfactorily.


5.2.7 The complainant and the accused shall be informed of the outcome of the investigation. The investigation shall be completed on urgent basis however not exceeding 10 days from the receipt of the complaint and submit the same to the Unit Head.

5.2.8 If the investigation reveals that the complainant has been sexually harassed as claimed, Unit Head will take necessary disciplinary action against the accused within 60 days of receiving the enquiry report.



6. Protection against retaliation

Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the IC shall ensure that the Complainant or the witness are not victimized or discriminated against by the accused. Any unwarranted pressures, retaliatory or any other type of unethical behavior from the accused against

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the complainant while the investigation is in progress should be reported by the complainant to the IC as soon as possible. Disciplinary action will be taken by the IC against any such complaints which are found genuine.

7. Complaints made with malicious intents

This policy has been evolved as a tool to ensure that in the interest of justice and fair play, our employees have a forum to approach in the event of instances of sexual harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual / tarnishing his/her image in the company and to settle personal/professional scores, strict action will be taken against the complainant. The employees who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under the various laws for the time being in force.


8. Disciplinary Action

Where any misconduct is found by the ICC, appropriate disciplinary action shall be taken against the accused.

9. Confidentiality

The committee under the policy understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.

To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout any investigatory process to the extent practicable and appropriate under the circumstances.


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10. Amendments

The Company reserves its right to amend or modify this Policy in whole or in part, at any time without assigning any reason whatsoever.

11. Revision History

DCN NO.	EFFECTIVE DATE	REV. NO.	DETAILS OF CHANGE	Prepared by	Verified by	Approved by
POL-HR-013	04/01/2023	01	Reconstitution of Internal Committee members	Deputy Manager- Company Secretary	DGM Corporate- Human Resource	Jt. President/ President

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Annexure-A**INTERNAL COMMITTEE****OF****FURUKAWA MINDA ELECTRIC PRIVATE LIMITED**

Sr. No	Name	Designation	Contact Details (Phone Nos.)	Contact Details (Email ID)
1	Ms. Hukheli S Sohe	Presiding Officer	7015077090	Hukheli.sohel@furukawaminda.com
2	Ms. Kanika Pareek	Member	7015997181	Kanika.pareek@furukawaminda.com
3	Ms. Simran Naag	Member	7015077034	Simran.naag@furukawaminda.com
4	Mr. Praveen Yadav	Member	9729501010	Praveen.dutt@furukawaminda.com
5	Dr. Aditi Kaushal	External Member	9891474370	Aditi.kaushal@hotmail.com



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Annexure – B

Compliant Form for Sexual Harassment			
Business:		Unit / Location:	
Name of the complainant:		Name of accused:	
Victim:		Department of accused:	
Date of incidence:			
Incidence details:			
Witnesses; if any:			
Date of report:		Signature:	