

Disclosure in relation to Prevention of Sexual Harassment (POSH)

The Company is bound to provide a safe working environment and discourage any form of sexual harassment activity in the workplace. Discrimination and harassment of any employees, clients, visitors, trainees etc of any type are strictly prohibited. Hence any act of sexual harassment or related retaliation against or by any person is unacceptable. Therefore, with an aim to prevent such occurrences, please be informed of the procedure to follow when person, if at any time feel being a victim of Sexual harassment by anyone in the workplace.

Victim can lodge a complaint against that person/group without hesitating of their identity being disclosed to anyone. A legible action will be taken against that person/group, if found guilty. Employee can write the instance via **Employee Desk >> HR Tile >> Grievance and Suspicious Activity**.

Applicability

This encompasses all the employees of the Company including contractual staff and trainees. This also extends to those who are not associated with the Company, such as visitors, partners etc. but are subjected to sexual harassment at premises of the company including all the branches.

Internal Complaints Committee (ICC)

1	Varsha Saraf	Presiding Officer
2	Sonal Shah	External Member from NGO
3	Labhchand Sethia	Member (Employee)
4	Hemanshu Mevawala	Member (Employee)

In case aggrieved person is not a company's employee or not having access of Employee Desk one can post Grievance regarding Sexual Harassment on posh@njgroup.in

