HIGH TENSILE FASTNUTS (I) PVT. LTD.
PUNE

NON-HARASSMENT POLICY

1. Purpose -
High Tensile Fastnuts (I) Pvt Ltd is committed to providing a safe, respectful and harassment-free workplace for all employees, workers, trainees, contractors and visitors.

2. Policy -
The company does not tolerate any form of harassment, bullying, intimidation, discrimination, abuse or inappropriate behaviour at the workplace.

Harassment includes, but is not limited to:
Verbal abuse, insulting or humiliating behaviour
Threats, intimidation or bullying
Physical harassment or aggressive behaviour
Unwanted or offensive comments, gestures or behaviour
Discrimination based on gender, caste, religion, age, disability, nationality or other personal characteristics
Sexual harassment
Retaliation against any person who raises a genuine complaint

3. Employee Responsibility-
All employees and workers shall:
Treat colleagues and other persons with dignity and respect.
Maintain professional behaviour at the workplace.
Report harassment or inappropriate behaviour to the management/HR department.
Cooperate with any investigation conducted by the company.

4. Complaint and Investigation
Any employee or worker who experiences or observes harassment may report the matter to HR/Management.
All complaints will be handled seriously and, as far as practicable, confidentially. The company will investigate complaints fairly and take appropriate corrective or disciplinary action where harassment is established.
For complaints relating to sexual harassment of women, the company will follow the applicable requirements of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, including the applicable Internal Committee requirements.

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5. Non-Retaliation
No employee shall be punished, threatened or subjected to retaliation for making a genuine complaint or participating in an investigation.

6. Management Commitment
Management is committed to maintaining a workplace where every person is treated with dignity, fairness and respect.
We do not tolerate discrimination based on characteristics such as race, color, religion, gender, sex, sexual orientation, gender identity, age, disability, marital status, nationality, ethnic origin, or any other status protected by applicable law.

All employment and organizational decisions, including recruitment, hiring, promotion, compensation, training, assignment of responsibilities, and termination, will be made based on legitimate qualifications, performance, business requirements, and applicable law.

We are committed to maintaining a workplace free from discrimination, harassment, bullying, and retaliation. Anyone who believes they have experienced or witnessed discrimination is encouraged to report the matter through the appropriate organizational reporting channel.

All complaints will be handled seriously, fairly, and as confidentially as reasonably possible. Retaliation against anyone who raises a concern or participates in an investigation is prohibited.

We will review and update this policy as necessary to ensure compliance with applicable laws and to promote a fair, respectful, and inclusive environment.