HIGH TENSILE FASTNUTS (I) PVT. LTD.
PUNE

PREVENTION OF SEXUAL HARASSMENT POLICY

1. Purpose
High Tensile Fastnuts (I) Pvt Ltd is committed to providing a safe, respectful and harassment-free workplace. The company has zero tolerance for sexual harassment at the workplace.

2. Scope
This policy applies to all employees, workers, trainees, apprentices, contract workers, visitors and other persons associated with the company.

3. Sexual Harassment
Sexual harassment includes unwelcome behaviour of a sexual nature, including:
Unwelcome physical contact or advances
Unwelcome requests or demands for sexual favours
Sexually coloured remarks or jokes
Showing or sharing sexually explicit material
Unwelcome messages, gestures or communication of a sexual nature
Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

4. Prevention
The company shall:
Maintain a workplace free from sexual harassment.
Communicate this policy to employees and workers.
Provide awareness/training as applicable.
Display information regarding the complaint mechanism.
Take appropriate action against established misconduct.

5. Complaint Mechanism
Any woman employee who experiences or faces sexual harassment may submit a complaint through the company's designated complaint mechanism/Internal Committee.
Complaints shall be handled fairly and confidentially in accordance with applicable law.

6. Confidentiality
Information relating to a complaint, inquiry and proceedings shall be kept confidential as required by applicable law.

7. Protection Against Retaliation
No person shall be subjected to retaliation for making a genuine complaint or participating in an inquiry.

8. Action
Where sexual harassment is established, appropriate disciplinary and corrective action shall be taken in accordance with applicable law and company procedures.

9. Commitment
Management is committed to maintaining a workplace where everyone is treated with dignity, respect and fairness.

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