



## **PREVENTION OF SEXUAL HARASSMENT (POSH) AT WORK-PLACE POLICY**

### **1. Purpose**

Stallion India Fluorochemicals Limited is committed to providing a workplace that is respectful and free from sexual harassment, ensuring dignity and equality for women. This Policy is in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013].

### **2. Scope**

This Policy applies to all women working in the Company, whether in a full-time, part-time, contractual, or temporary capacity.

### **3. Definitions of Key Terms**

**Aggrieved Woman:** A woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent.

**Respondent:** A person against whom the aggrieved woman has made a complaint.

**Sexual Harassment:** Unwelcome sexually determined behaviour, whether directly or by implication, as defined under [relevant statute].

### **4. Internal Complaints Committee (ICC)**

The Company shall constitute an Internal Complaints Committee ("ICC") that will include a Senior Woman Employee as the Presiding Officer, not less than two members from amongst employees preferably committed to the cause of women, and an external member from an NGO or association committed to the cause of women or a person familiar with issues relating to sexual harassment.

### **5. Redressal Process**

**I. Complaint Filing:** The aggrieved woman shall submit a written complaint to the ICC within three months from the date of the incident.

**II. Inquiry Procedure:** The ICC shall, upon receipt of the complaint, proceed with the inquiry in accordance with the service rules applicable or in the manner prescribed by the Act.

**III. Time Frame for Inquiry:** The ICC shall complete the inquiry within 90 days and submit the report to the Company.



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**IV. Action on Report:** The Company shall act upon the recommendations of the ICC within 60 days of receipt.

### **6. Responsibilities of the Employer**

The Company shall:

- Ensure a safe working environment free from sexual harassment.
- Prominently display the Policy and the consequences of sexual harassment at the workplace.
- Conduct workshops and training programs for sensitization.
- Provide necessary support to the ICC for conducting inquiries.

### **7. Conciliation**

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to settle the matter through conciliation.

### **8. Confidentiality**

The identity of the aggrieved woman, the respondents, and the witnesses shall be kept confidential to the extent possible.

### **9. Protection against Malicious Complaints**

If an inquiry reveals that the complaint was made with malicious intent, disciplinary action may be taken against the complainant. However, a mere inability to substantiate a complaint or provide adequate proof will not be considered malicious intent.

### **10. Disciplinary Actions**

The disciplinary action may include a formal apology, warning, reprimand, or any other action as recommended by the ICC, including termination.

### **11. Miscellaneous**



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- This Policy shall be read in conjunction with the relevant statutory provisions.
- The Company shall include information about the sexual harassment complaints and redressal in its annual report.



## **PREVENTION OF SEXUAL HARASSMENT (POSH) AT WORK- PLACE POLICY**

### **Annexure: Reporting Form**

**Stallion India Fluorochemicals Limited**

**Sexual Harassment Incident Report Form**

### **Confidential**

To be completed by the individual reporting an incident of sexual harassment or by a witness. This form is designed to provide a structured way for employees to report incidents of sexual harassment. All information provided will be treated with the utmost confidentiality. \_

**Date of Report:** \_\_\_\_\_

#### **Section 1: Personal Information**

**1. Name of Complainant/Reporter:** \_\_\_\_\_

**2. Job Title/Position:** \_\_\_\_\_

**3. Department/Unit:** \_\_\_\_\_

**4. Contact Information (Phone/Email):** \_\_\_\_\_

#### **Section 2: Incident Details**

**1. Date and Time of Incident:** \_\_\_\_\_

**2. Location of Incident:** \_\_\_\_\_

**3. Description of Incident:**

(Please provide a detailed account of the incident(s), including the nature of the behavior, the context in which it occurred, and any other relevant details. Attach additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_



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### **4. Name(s) of Alleged Harasser(s):**

(If known, please provide the name and position/title of the person(s) who engaged in the alleged harassment.)

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### **5. Witness(es) to Incident:**

(If applicable, list names and contact information of any witnesses to the incident.)

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### **Section 3: Impact and Response**

#### **1. Immediate Response to Incident:**

(Describe any action taken immediately following the incident, such as reporting to a supervisor, leaving the area, etc.)

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#### **2. Effect of Incident on Complainant:**

(Describe any physical, emotional, or professional impact the incident has had on you.)

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### **Section 4: Desired Outcome/Resolution**

#### **1. Requested Action:**

(Describe what outcome or resolution you are seeking with this report.)

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### **Section 5: Declaration and Signature**

I, \_\_\_\_\_ [Name of Complainant/Reporter], declare that the information provided above is accurate and truthful to the best of my knowledge and belief. I understand that this report will be handled with sensitivity and confidentiality and that retaliation against anyone who reports an incident of sexual harassment is strictly prohibited by Stallion India Fluorochemicals Limited.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **For Office Use Only**

- **Received By (Name & Position):** \_\_\_\_\_

- **Date Received:** \_\_\_\_\_

- **Initial Assessment and Action Taken:** \_\_\_\_\_

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- **Follow-up Required: Yes / No (Circle one)**

- **Assigned to (Name & Position):** \_\_\_\_\_

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### **Instructions for Submission:**

**This form should be submitted to the designated Human Resources representative or the appointed member of the Sexual Harassment Committee. If you are uncomfortable reporting the incident in this manner, please reach out to [designated contact person or department] for assistance.**

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