



ARROWHEAD SEPERATION ENGINEERING LIMITED

CIN: U74210MH1991PLC062643
Email ID: info@arrowhead-dryers.co.in Ph: +91 8422 82 9060
Website: www.arrowhead-dryers.com GST Number: 27AAACA6711D1Z6

POLICY ON PREVENTION OF SEXUAL HARASSMENT

1. PURPOSE

To create and maintain a safe work environment, free from sexual harassment & discrimination for all its employees. Establish guidelines as per the guidelines of “The Sexual harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

2. SCOPE

ARROWHEAD SEPERATION ENGINEERING LIMITED (“Company”) aims to adopt a zero-tolerance attitude against any kind of Sexual Harassment or discrimination caused by any employee during their tenure in the company towards any other person, being an employee of the company, Client, Vendor, or Contractor in the Company premises or elsewhere in India or abroad.

3. APPLICABILITY:

All employees of the company.

4. DEFINITION:

I. Employee of Company – Includes a person carrying out any work on behalf of the company and may have been hired as Permanent, Temporary, Contracted, or on Retainer Ship Basis, part-time basis, etc., either directly or indirectly or through a vendor organization.

II. Sexual Harassment – Harassment of a Female/Male employee consisting of any unwelcome sexually determined behavior, whether directly, indirectly, by any male/female in charge of the management or a male/female co-employee either individually or in association with other persons to exploit the sexuality of co-employee to harass him/her in a manner which prevents or impairs his/her full utilization of full benefits, facilities or opportunities or any other behavior which is generally considered to be derogatory.

III. Aggrieved Women - In relation to the workplace, a woman of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent.

IV. Respondent- Employees against whom the complaint has been filed.

5. POLICY GUIDELINES: Sexual Harassment shall include, but not be limited to: -

- Physical Contact & Sexual advances
- Demand or request for sexual favors;
- Sexually- colored remarks; • Showing pornography;
- Any other unwelcome physical, verbal or non-verbal, or written conduct of a sexual nature.

6. GRIEVANCE MECHANISM: PROCEDURE TO REGISTER COMPLAINTS:

A complaint shall be submitted through email to info@arrowhead-dryers.co.in or can be discussed during the meeting with any member of the Internal Committee mentioned herein, within 3 months of the occurrence of an act



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of Sexual Harassment. If the respondent is a direct supervisor of the complainant or person influencing the career growth of the complainant, the reporting structure will be changed till the time the enquiry is completed.

7. INTERNAL COMMITTEE:

a. Each complaint of Sexual Harassment shall be dealt with utmost confidentiality and urgency by an Internal committee consisting of:

- Presiding Officer - 1 member
- Internal Member - 3 members
- External Member - 1 member (NGO / Legal expert)

b. Within 3 working days, the internal committee shall commence an official Internal Enquiry by:

- by informing the said complaint to the respondent.
- by instructing to stop the alleged act of Sexual Harassment immediately
- by informing not to reach out to the complainant directly or indirectly
- by asking an immediate explanation from him/her to the same

c. Within 5 working days from the receipt of the original complaint, the designated person shall respond in writing to the complainant, informing him/her about the initial steps taken by the company in order to stop the alleged act(s).

d. Within 15 days from receipt of the complaint, the Internal committee shall record and accordingly communicate in writing to the complainant and the Respondent, its prima facie findings, upon giving the concerned parties a fair and due opportunity to represent themselves and upon conducting fact finding, truth verification and counseling sessions with persons involved in alleged act(s).

e. A complaint will be closed no later than one month from receipt of the complaint by recording the decisions of the internal committee, accordingly informing the complainant and the Respondent of the same.

f. Employees are duty-bound to assist in investigative steps; employees' wholehearted participation shall be mandatory in this regard. Whistleblowers shall be protected from exposure, retaliation, or hostility.

g. Within 2 working days from receipt of prima facie findings or the charges, if the complainant or the Respondent is dissatisfied with the decision of the internal committee, she or he may appeal specifying the reasons in writing to the Whole Time Director. Within 5 working days from the receipt, the appeal shall be finally disposed of by written communication to the said party. The decision of the Whole Time Director shall be final and cannot be appealed.

8. REDRESSAL:

a. An amicable resolution of the complaint is possible only with the written consent of the complainant.

b. Within 24 hours of closing the case file, the internal committee shall present the same to and inform its decision to the Whole Time Director.

c. In case of a decision establishing the offence of Sexual Harassment of the complainant, within 3 working days, the internal committee shall recommend Disciplinary action against the offender, considering the nature and extent of injury caused to the complainant, prior complaints or repetition of offence, etc. and the impact of the offence on the company profile as a whole.



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d. The position of the offender and the criticality of the position occupied by the offender shall not be any hindrance to the disciplinary action taken against the offender.

e. The disciplinary action that shall be commensurate with the nature the gravity of the offence, shall include, but not be limited to,

- Warning
- Written apology from offender,
- Bond of good behavior
- Transfer
- Debarring from supervisory duties
- Denial of employee benefits like increments/promotion/salary correction, etc.
- Cancellation of specific work Assignment
- Suspension

Dismissal An annual report summarizing complaints and the Redressal of Sexual harassment shall be prepared by a designated person. The said report, as well as all documents regarding Sexual Harassment complaints, shall be in the custody of the designated person and will be termed as 'Strictly Confidential'.

9. MONITORING AND REVIEW

This Policy and Procedure will be reviewed whenever required from the date of implementation. Reviews will be initiated by the HR Head. Where changes in employment legislation occur that directly affect this Policy, these will be reflected with immediate effect and communicated through the HR Head.

By order of the Board

For ARROWHEAD SEPERATION ENGINEERING LIMITED

(Formerly known as Arrowhead Separation Engineering Private Limited)

Sd/-

Ajit Mundle

Managing Director

DIN: 01745577