

Experts agree that most companies have, at best, taken only partial steps in all of these areas.

Members of Sexual Harassment Committee

| S.no | Name | Designation | Signatures |
|-------------|------------------------------|--------------------|-------------------|
| 1. | Ms. Sonal Malik | President | |
| 2. | Ms. Meenakshi Patidar | Secretary | |
| 3. | Ms. Shraddha Puranik | Member | |
| 4. | Ms. Urmila Yadav | Member | |
| 5. | Ms. Nazmabee | Member | |
| 6. | Mr. Anand Singh Bisht | Member | |
| 7. | Mr. Kiran Shastri | Member | |
| 8. | Annu Chouhan | Member | |
| 9. | Ramashish Yadav | Member | |

Sexual Harassment complain handling Mechanism

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|-------------------------------|--|
| Purpose & Meaning: | <p>Sexual harassment committee for females is being formulated with an intention to Provide all sort of security and assistance to female workers/employees/female visitors who work at Flexituff International Ltd. DTA Unit. The main duty of this committee is to resolve the complain/grievance of the female workers/employees/female visitors at Flexituff International Ltd. DTA Unit</p> <ul style="list-style-type: none">• Sexual Harassment complaint handling Mechanism is a process for receiving, investigating and responding of grievance/ complains of harassment in a timely and consistent manner. |
| Scope: | All Female employees/ Female Visitors/Vendors/Guests |
| Process: | <p><u>A. Receiving of Complain:</u></p> <p>Affected employee may complain against the accused person through writing (as per Annexure 01) in the complain box.</p> <p>Complaint box opening timing: 05:30 pm (every evening).</p> <p>The Secretary shall open the box and collect the complains.</p> <p>Emergency contact no. :</p> <p>Mr. K K Shastri: 09926905875</p> <p>Security:7292-421548/532</p> <p><u>B. Registration of Complain:</u></p> <p>All complain received through dedicated channel shall be lodged in sexual harassment Register kept under custody of President (Sexual Harassment Committee).</p> <p><u>C. Assess and Assign:</u></p> <p>Once logged, the sexual harassment committee President shall conduct a rapid assessment by internal agency to verify and classifies the complain with consent of Unit HR Head according to a risk as low/moderate and high.</p> <ol style="list-style-type: none">1. Low/Moderate Risk: Security head, HR Head with sexual harassment committee shall resolve immediately.2. High Risk: Committee Head & HR Head shall own the grievances and act immediately. <p>On discussion with the management on severity of the incident, the case could be referred for FIR lodge.</p> <p><u>D. Acknowledge:</u></p> <p>Upon registration, complainant shall receive a timely acknowledgment through dedicated channel that case is registered and communicated with information about the next steps in the process, time-line and contact details of the complain handling officer.</p> |

E. Investigation & Respond:

1. Investigation shall begin to understand the complainant’s perception on the issue and to look into the circumstances, speaking with the parties involved, and conferring with relevant stakeholders for best resolution.
2. A provisional proposal should be developed that is reasonable and proportional to the complaint based on the outcome of the investigation.
3. The complainant has the opportunity to accept the proposition, offer an alternative for further discussion, or reject it or consider another dispute resolution process.
4. The final agreement should be specific, time bound and agreed upon by both parties. If not self-executing, it should include a monitoring plan.
5. If, the complaint is found to be unsubstantiated, the AGM-IR and President (committee) should explain the reasons and may indicate other possible avenues of remedy.
6. The Penalty of punishment shall range from monetary Deduction/Suspension/Termination which will depend on severity of the case and the decision of the committee shall be final and binding.

F. Follow up and Close out :

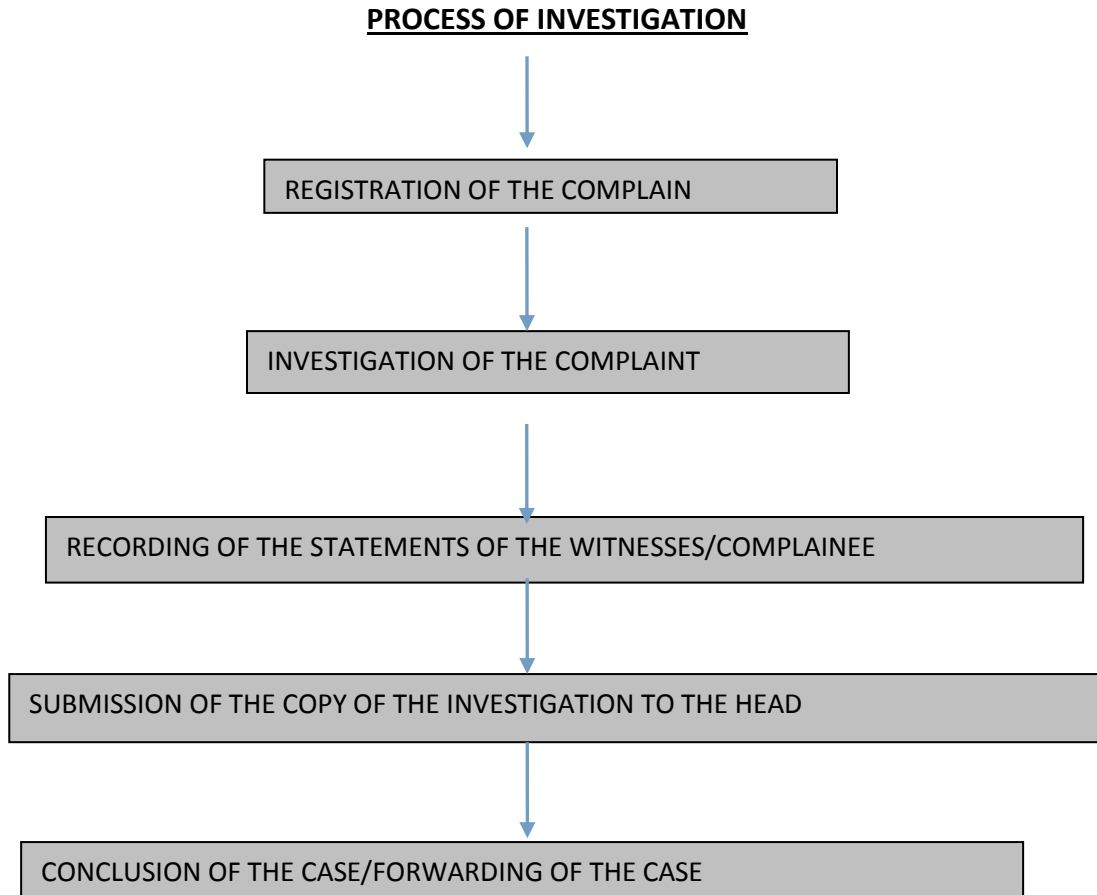
Once a resolution has been agreed or a decision made to close out, the final stage is to implement the resolution, monitor outcomes and close out the complain.

1. **Follow-up** also addresses problems that develop during implementation to ensure that root causes of complaints are addressed and outcomes are consistent with the spirit of the original agreement accordingly to further refine the complain handling process.
2. **Closing out** the complain occurs after the implementation of an agreed resolution has been verified. Complainant is requested to provide feedback about their level of satisfaction with the complaint handling process and the outcome. Even when an agreement is not reached, it is important to close the case, document the results, and request the parties’ evaluation of the process and its outcome.

Meeting

The meeting of the committee will be held once in every 6 months.
In case of emergency the meeting could be called upon as and when required.

Complain Handling Procedure



f'kdk;r i=

Registration No.....

| | |
|---|----------------------------------|
| Description of Complaints-f'kdk;r dk fooj.k | |
| | |
| Name of Complainant/f'kdk;rdrkZ dk uke : | Emp. Code/deZpkjh dk dksM |
| Deptt./Section/dk;ZLFky: | Date/fnukad : |
| Mobile No./eks0 u0: | Contact Add/irk: |
| Name of Accused & code no./ vkjksih dk uke ,oa dksM la0: | |
| Decision of committe/ lfevr dk fu.kZ;: | |
| | |
| Acknowledgement/ f'kdk;rdrkZ ikorh: | |
| | |

Please tear and handover to complainant:

d`i;k QkM+dj f'kdk;rdrkZ dks lkSisa rFkk iaftdj.k jftLVj ij ikorh izklr djsaA

Complaint Reg. No..... Date of Hearing..... Name & Signature of committee Head

f'kdk;r iathd`r la;k-----lquokbZ dh fnukad-----uke gLrk{kj lsy f'kdk;r
izca/kd