

	<i>CORPORATE POLICIES</i>	Doc. No : CPL/PPOSH
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ISO 9001:2015	PREVENTION OF SEXUAL HARASSMENT OF EMPLOYEES	Title :
FSSC 22000 V6		
ISO 14001:2015		
ISO 45001 : 2018		

Purpose

CAPOVITEZ PVT. LTD. provides an equal employment opportunity to all its employees and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment.

Scope

This policy applies to all the divisions of CAPOVITEZ PVT. LTD. This policy covers all employees of the organisation and persons employed through contract labour or agent and includes Apprentices.

Policy

Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable. Sexual harassment would mean and include any of the following:

- i) Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
- ii) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance;
- iii) Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- iv) Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;
- v) Conduct of such an act at work place or outside in relation to any business associate during the course of employment; and
- vi) Any unwelcome gesture by an employee having sexual overtones

"Employee" means any person on the rolls of the Company including those on deputation, contract, temporary, part time or working as Consultants.

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Complaint Redressal Committee and redressal procedure

A Committee has been constituted by the Management to consider and redress complaints of Sexual Harassment. The complaint may be addressed to complaint.cpl@gmail.com or can be put in the complaint box. The complaint box will be checked by the HR coordinator once every month and report to HR Head who will forward it to the Internal committee.

The procedures as laid down by the The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("**POSH Act**") will be towards the redressal of the complaints.

Monitoring

Monthly meetings of the Internal Committee formed under the 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013'.

Responsibility: The HR Head/HR Manager

Review frequency: Whenever any change in legal or corporate requirements or at least once in three years.