

## **POSH POLICY (PREVENTION OF SEXUAL HARASSMENT)**

This policy complies with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**.

### **Objective**

To provide a workplace free from sexual harassment and ensure safety, dignity, and equality for all employees.

### **Definition of Sexual Harassment**

Sexual harassment includes:

- Unwelcome physical contact or advances
- Requests for sexual favours
- Sexually suggestive remarks
- Display of inappropriate material
- Any verbal, non-verbal, or physical conduct of a sexual nature

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

Paras Valves establish an **Internal Complaints Committee (ICC)** consisting of:

- Presiding Officer (senior female employee)
- Two employee members
- One external member

### **Complaint Process**

- Complaints must be submitted within **3 months** of the incident.
- ICC will conduct an impartial inquiry.
- Confidentiality will be maintained.

### **Disciplinary Action**

If misconduct is proven, disciplinary actions may include:

- Written warning
- Suspension
- Termination
- Legal action

**Aman Sharma**

**Managing Director**