

Policy on Prevention of Sexual Harassment (POSH) at workplace

1. Aragen aims at prevention, prohibition & redressal of sexual harassment at workplace.
2. This policy extends to all employees (including contract & temporary) of the company and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.
3. Definition of Sexual Harassment at workplace which can cause physical and psychological harm is clearly outlined in the POSH policy.
4. An internal complaints committee is constituted for redressal of sexual harassment complaint.
5. Contact details of ICC members is published on the intranet for easy access to complainants.
6. Any women (Complainant) employee, who feels subjected / alleges to any act of sexual harassment, can handle the issue in an Informal and or formal Procedure.
7. Informal procedure: Employee may approach someone whom she feels confident and comfortable to approach such as own Manager, or the Manager of the person or HR to resolve the issue.
8. Formal procedure: Reporting the matter to Internal Complaints Committee (ICC) at the workplace. There would be an enquiry process, or ICC can go for dispute resolution prior to enquiry based on complainant's request for a possible resolution.
9. ICC shall proceed to conduct a full enquiry into the allegation of sexual harassment.
10. Recommendations of ICC is based on the enquiry and as necessary appropriate disciplinary action is initiated.
11. The appeal can be made on the recommendation of the ICC to the Management Committee by the complainant or the respondent.
12. At all stages of the procedures, informal and formal, right from discussions, confidentiality is maintained.
13. It is prohibited to discuss, publish the matter known internally (with other employees) or externally (with public, press, media).

This policy will be communicated within Aragen, made available to the relevant interested parties, periodically reviewed and updated, as necessary.

Date: 23rd July 2024



Suresh Anubolu
Chief Human Resources Officer