

POLICY ON THE PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

SIGMAVIZIN ELECTRONICS PRIVATE LIMITED

1. Introduction:

Sigmavizin Electronics Private Limited (hereinafter referred to as "**the Company**") is committed to providing a work environment that ensures every person at the workplace is treated with dignity. Respect and is free from any form of harassment, including sexual harassment.

This policy on Prevention of Sexual Harassment of Women at Workplace (hereinafter referred to as "POSH Policy") has been framed in accordance with the provision of "**The Sexual Harassment of Women at Workplace (Prevention, prohibition, Redressal) Act, 2013**" (hereinafter referred to as Act). This Policy aims to:

- Prevent Sexual harassment at the workplace.
- Provide a mechanism for redressal of complaints.
- Provide a safe and secure work environment.

2. Scope:

This Policy is applicable to all persons engaged with Company for any work regular, temporary, contractual probationer, trainee, apprentice, Visitors, Consultants, clients, service providers and third parties and any place visited by the employee arising out of or during employment.

3. Definition:

- **Employee** means a person employed at a workplace for any work on regular, temporary ad- hoc or daily wage basis, either daily or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are expressed or implied, and includes a co-worker a contract worker, probationer, trainee, apprentice or called by any other such name.

• **Sexual Harassment** includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:
(Formerly Known as VIZIN INDIA PVT LTD)

- a. Physical contact and advances; or
 - b. Demand or request for sexual favour; or
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- c. Making sexually coloured remarks; or
- d. Showing pornography; or
- e. Any other unwelcomed physical, verbal or non-verbal conduct of sexual nature.

Section 3 of the Act has further widened the definition of sexual harassment by providing that any of the following circumstances related to sexual harassment, may also amount to Sexual Harassment:

- a. Implied or explicit promise of preferential treatment in the victim's employment.
 - b. Implied or explicit threat of detrimental treatment in the victim's employment.
 - c. Implied or explicit threat about the victim's present or future employment status.
 - d. Interferes with the victim's work or creating an intimidating or offensive or hostile work environment for her; and
 - e. Humiliating treatment likely to affect the victim's health or safety.
- **Aggrieved Women:** means 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 and in relation to a dwelling place or house or women of any age who is employed in such a dwelling place or house.
 - **Respondent:** means a person against whom the aggrieved women has made a complaint.
 - **Workplace:** has been defined as private sector organisation/ private venture/ undertaking/ enterprises/ institution/ establishment/ society/ trust/ non-governmental organisation/ unit or service provider and places or visited by employee (arising out of or during the course of employment, including transportation provided by employer for undertaking journey).
 - **Employer:** A person responsible for managing, supervision and control of the workplace.

4. Internal Complaints Committee (ICC)

The Company has constituted an Internal Complaints Committee (ICC) as per the provisions of the Act. The ICC Comprises:

- **Presiding Officer:** A senior women of the Company.
- **Two Employee Members:** Preferably with knowledge/ experience in social work or legal issues.
- **One External Members:** From an NGO or associations committed to the cause of women or a person familiar with the issue relating to sexual harassment.



Details of ICC Members:

Name	Designation	Role	Contact
Ms. Lovleen Yadav	Executive Assistant to BOD	Presiding Officer	7496973709
Ms. Sheetal	Senior HR Executive	Member	7496973719
Mr. Santosh Prasad Dash	HOD-Human Resource	Member	7496973710
Ms. Saloni Trivedi	NGO Representative	External Member	8920153817

5. Compliant of Sexual Harassment:

Any aggrieved women may make a compliant of sexual harassment at work place in writing to the Internal Committee within a period of three months of the incident. In case aggrieved women is unable to make a compliant on account of her physical or mental incapacity or death or otherwise her legal heir or such other person may make a compliant.

The written complaint should contain a description of each incident(s). It should include relevant dates (timings and locations): name of the respondent(s) and the working relationship between the parties.

6. Resolution procedure through Conciliation:

ICC before initiating an inquiry may take steps to conciliate the Compliant between the compliant and the respondent. This is only if requested by the aggrieved women.

Where a settlement has been arrived, the ICC shall record the settlement and forward the same to the employer for taking appropriate action. Resolution through conciliation happens within 2 weeks of receipt of the Compliant.

No further inquiry shall be conducted by the ICC, if the case where such settlement is arrived.

7. Redressal Process:

The ICC will initiate an inquiry within 7 days from the date of receiving of the Compliant and complete it within a period of 90 days. Where the ICC is of opinion that the allegation against the respondent has been proved, it recommends to the employer to take necessary action for sexual harassment which are as follows:

- Warning;
- Written apology;
- Suspension;



- Termination;
- Withholding Promotion and/ or increments;
- Deduction from Salary for compensation;
- Transfer.

8. Confidentiality:

The identity of the Complainant, respondent, witnesses, statements reports, and other evidence during the course of inquiry process, recommendation of the committees, action taken by the employer is considered as confidential information and not published or made known to public or media.

9. Punishment for false or malicious complaints and false evidence:

If the ICC arrives at the conclusion that the compliant is malicious or knowingly false or the aggrieved women or any other person making the compliant has produced any forged or misleading document, it may recommend to the employer to take action against the women or the person making the complaint.

9. Appeal:

In case any party is not satisfied or aggrieved by the implementation or non-implementation of recommendation made under section 13 of the Act may prefer an appeal within 90 days to the appellate authority.

10. Responsibilities of the Employer

- Provide a safe working environment at the work place.
- Display at any conspicuous place in the workplace, the penal consequences of sexual harassment.
- Organize orientation and training programs for employees and ICC members.
- Assist in securing attendance of the respondent and witnesses during inquiry.
- Provide necessary facilities to the ICC, as the case may be, for dealing with the complaints and conducting an inquiry.

11. Review and Amendments

This policy may be amended or updated by the Board of Directors of the Company from time to time to comply with applicable laws and internal best practices.

Updated on: 29th June, 2024

[Handwritten Signature]

Signed By: _____

