	<p align="center"><b>SHIVA PHARMACHEM LIMITED,</b> 12th Floor "SHIVA" Opposite Tricolor Hospital, Sarabhai Compound, Vadiwadi, Vadodara 390023, INDIA</p>	<p align="center"><b>Prevention of Sexual Harassment at Workplace Policy</b></p>
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## POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

### 1. COMMITMENT:

Our Company is committed to provide such a work environment that ensures every employee is protected with respectful dignified manner and afforded equitable treatment.

In the Company premises any type of sexual harassment will not be accepted and is committed to take all necessary actions to ensure that the employees are not subjected to any form of harassment.

The Company is also committed to promoting a work environment and culture that is conducive to the professional growth of its employees and encourages equality of opportunity.

### 2. SCOPE:

This policy is applying to all categories of the employees of our Company at Luna, Dahej Sites and Head Office, Vadodara. Any type of Sexual Harassment will not be accepted.

### 3. DEFINITION OF SEXUAL HARASSMENT:

Sexual Harassment may be one or a series of incidents involving unsolicited with requests for sexual favors or any other physical or verbal sexual behavior in its nature.

Sexual Harassment at the workplace can be as follows:

1. Any type of Physical, verbal or written sexual advances
2. Request or demand for sexual favors
3. Verbal loose talks reflecting sex chats
4. Any type of the sexual behavior

### 4. Sexual Harassment related Responsibilities

Employees are to make aware about this policy and encouraged to make sexual Harassment free culture.

### 5. Complaint Committee:

Date: 10<sup>th</sup> November 2023

Rev. 02

Signature: 

Name: JAYKUMAR DIWAKAR

Designation: GENERAL MANAGER



SHIVA PHARMACHEM LIMITED,  
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SPL has constituted a Complaint Committee for redressal of the complaints raised by the victim.

The Complaint will be resolved with the following committee members:

1. Presiding Officer: A female employee of staff roll preferably at the senior level or the Management may appoint any senior official feel appropriate fit for the same purpose
2. A female member from staff
3. Vice President - Operations / GM-HR
4. The Company Lawyer

The Committee is responsible for:

1. It will investigate each written complaint of the said harassment.
2. It will take appropriate actions to any raised allegations of Sexual Harassment.

Further how to resolve the complaint, its settlement or legal action to be initiated for the complaint of the Sexual Harassment:

**1. By way of informal settlement:**

When any such incident occurs, the victim will oppose for the behavior of the person harassing her and will show her disagreement upon unaccepted behavior.

In case if the victim wants to put her case in front of the committee, she can put her complaint in written form and the committee members will morally support and investigate the allegations till resolution of the matter in a transparent manner.

2. The victim will directly approach to the committee and put her complaint in the writing to them or directly to the VP -Operations /G.M.-HR within a period of one month from the last incident happened. The victim can also directly email to the VP- Operations /G.M. -HR. The matter will be discussed for the strategy to be adopted within the TOP management for further transparent investigation.
3. In case, reviewing the whole incident, the investigator concludes that the allegation is genuine and falling under the said act of the Sexual Harassment then the investigator will proceed the matter as per the law by making a complaint with the appropriate authority.

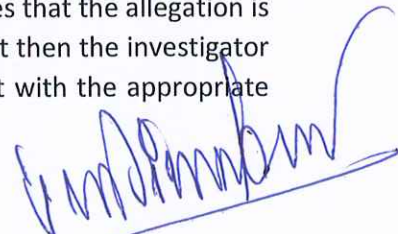
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4. The committee shall investigate the whole matter within a legitimate time period and shall submit a written report with the findings and the recommendations to the "Authority" to whom the company has delegate the power. The "authority" shall take appropriate actions as per the recommendations based on the findings of the investigation. The complainant will also be kept in the loop.
5. **The punishment may be forms like,**
  - a) An apology letter
  - b) Counselling
  - c) A written warning to the harasser
  - d) Suspension, to stop increment/promotion or termination of the employee found guilty of the offence
6. In case, if the committee finds the complaint false, the Management may initiate an appropriate action in a legal frame.
7. The reports and documents will be kept confidential during the formal/legal investigation process conducted and access will be limited only to those whom the committee feels to disclose the same.
8. The Management will ensure the protection to the Victim, Complainant or witnesses till end of the whole proceeding else disciplinary action may be initiated.

Thus, the Management of the Company will show its commitment for keeping a safe, dignified, respectful and harassment free culture within the company.

Date: 10<sup>th</sup> November 2023

Rev. 02

Signature:

Name: JAYKUMAR DIWAKAR

Designation: GENERAL MANAGER