

Corporate Policies Manual	
Policy Title	Prevention of Sexual Harassment (POSH) Policy
Policy Code	HR/Policy/PS01



Policy Statement

Chembond Chemicals Limited ("the Company") is committed to maintaining a safe and respectful workplace for all employees. We strictly prohibit any form of sexual harassment and are dedicated to preventing such behavior within our organization.

Scope

This policy applies to all employees, contractors, vendors, clients, and visitors associated with Company.

Definitions

1. Sexual harassment: Any unwelcome conduct of a sexual nature, that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. It includes but is not limited to:
 - Unwanted sexual advances
 - Requests for sexual favors
 - Verbal or written comments of a sexual nature
 - Sexually suggestive gestures or actions
 - Display of sexually suggestive material
2. Complainant: The person who reports an incident of sexual harassment.
3. Respondent: The person against whom the complaint of sexual harassment is made.

Reporting Procedure

Reporting Channels

- Employees can report incidents of sexual harassment to their immediate supervisor, the Human Resources Department, or the designated Internal Complaints Committee (ICC).
- The Internal Complaints Committee consists of:

SN	Position in the Committee	Name of the Members	Designation	Mobile Number	Email
1	Presiding Officer	Dipti Bhargava	Head - Administration	09321925351	Dipti.bhargava@chembondindia.com
2	Member	Poonam Malhotra	GM - Product Technology & Equipment Support	02265753000	Poonam.malhotra@chembondwater.com
3	Member	Kiran Mukadam	Company Secretary and Compliance Officer	02265753000	kiran.mukadam@chembondindia.com
4	Member	Harshlata Rewaskar	External Committee Member	08237498536	arkaence@gmail.com

- Complaints can be made in writing or verbally.

Confidentiality

- All complaints will be treated with utmost confidentiality.
- The identity of the complainant and respondent will be protected during the investigation.

Redressal Process

- The ICC will promptly investigate all complaints.
- The complainant and respondent will be given an opportunity to present their case.
- The ICC will recommend appropriate action based on the findings.

Disciplinary Action

If sexual harassment is proven, disciplinary action will be taken against the respondent, which may include counselling, warnings, suspension, or termination.

Awareness and Training

Regular awareness programs and training sessions will be conducted to educate employees about their rights and responsibilities under this policy.

Policy Review

This policy will be reviewed periodically to ensure its effectiveness and currency with the changing and evolving professional landscape and its alignment with legal requirements.

Note: This policy is in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 of India.