

POSH POLICY

1. Objective

To provide a safe, secure, and enabling environment free from sexual harassment for every woman employee.

2. Scope

This policy is applicable to all employees (permanent, temporary, ad hoc, consultants, interns, etc.) of RMC Switchgears Limited across all locations.

3. Definition of Sexual Harassment

As per Section 2(n) of the POSH Act, sexual harassment includes:

- Physical contact and advances
- A demand or request for sexual favours
- Making sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature

Also includes:

- Implied or explicit promise of preferential treatment
- Implied or explicit threat of detrimental treatment
- Humiliating treatment likely to affect health and safety

4. Workplace Definition

Includes:

- Office premises
- Any place visited during employment (offsite, client location, training, etc.)
- Virtual work environments (emails, chats, video calls, etc.)

5. Preventive Measures

- Sensitization workshops & training
- Display of POSH policy and ICC details on notice boards
- Regular orientation of ICC members

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CIN : L25111RJ1994PLC008698

Corp. Office : B-11 (B&C), Malviya Industrial Area, Jaipur-302017 (Rajasthan)

Regd. Office & Factory : Khasra No. 163, 164, Village-Badodiya, Tehsil-Kotkhawada, District- Jaipur, Rajasthan-303908

6. Internal Complaints Committee (ICC)

Constituted as per Section 4 of the POSH Act. (See format below)

7. Complaint Procedure

- Complaints to be submitted in writing (email or letter) to ICC within 3 months from the date of the incident.
- ICC may extend this time by another 3 months if sufficient cause is shown.
- Complaint should include:
 - Details of the incident(s)
 - Names of witnesses (if any)
 - Supporting evidence (if any)

8. Inquiry Process

- Initiated within 7 days of receiving the complaint
- Completed within 90 days
- Principles of natural justice to be followed
- Report to be submitted within 10 days of completion to employer and both parties

9. Action on Findings

- If allegations are proved:
 - Disciplinary action (warning, suspension, termination, etc.)
 - Deduction from salary for compensation
- If allegations are found to be malicious, appropriate action will be taken against the complainant.

10. Confidentiality

All proceedings, identities, and information are to be kept confidential under Section 16 of the Act.

K. Anand



ICC COMMITTEE CONSTITUTION FORMAT

As per Section 4 of the POSH Act:

| S. No | Member Name | Designation | Gender | Role in ICC |
|-------|----------------------|-----------------------|--------|-----------------------------|
| 1 | Ms. Shivani Bairathi | CS | Female | Presiding Officer (Chair) |
| 2 | Ms. Swadha Saxena | Sr. HR Executive | Female | Member |
| 3 | Ms. Palak Varlani | Legal Officer | Female | Member |
| 4 | Prerit Goyal | External Legal Expert | Male | External Member (Mandatory) |

K. Goyal

