

SHREE GANESH BIO-TECH (INDIA) LIMITED

CIN: L70101WB1982PLC121196

PREVENTION OF SEXUAL HARASSMENT AGREEMENT SAFETY & SKILL UP-GRADATION TRAINING POLICY

OBJECTIVE:

The Prevention of Sexual Harassment Agreement Safety & skill up-gradation training is applicable for all job applicants and employees.

POLICY FRAMEWORK:

The Shree Ganesh Bio-Tech(India) Limited is committed to providing equal opportunities without any discrimination on the grounds of age, color, disability, origin, nationality, religion, race, gender, or sexual orientation and will not engage in any kind of verbal or physical harassment based on any of the above or any other reason.

To this end:

- Our employees are personally responsible for treating each other with respect and dignity, which includes respecting the rights and differences of others.
- Employment with us will be based on merit and not on any irrelevant attributes or characteristics that an individual may possess.
- Women will get six months maternity leave and also extend the leaves with prior approval of management.
- Developmental and promotional opportunities will be based on performance, ability and potential, and will be consistent with the needs of the business.
- Shree Ganesh Bio-Tech (India) Limited will not tolerate harassment, behaviour that is discriminatory or behaviour that victimizes any individual or group in our workplaces. Appropriate action basis investigation will be taken if employees breach this policy either through discrimination, harassment, bullying or victimizing other employees or by making false claims. If an employee feels he or she is being subjected to discrimination, harassment, bullying or victimization, he or she can raise the same with the HR department or use the existing grievance redress mechanisms like Whistleblower on a confidential basis either by telephone, email or by letter. All grievances and complaints will be taken seriously and treated with sensitivity and fairness.

In lieu of the Rights of Persons with Disabilities Act 2016 and Rules, We the company as per specific requirement, shall ensure that proper infrastructure and reasonable accommodation is provided to persons with disability to enable them to effectively discharge their duties at the establishment. The company has a designated Diversity & Inclusion Council that shall oversee the provision of the infrastructure and facilities required for the process of recruitment for Persons with Disabilities.

Roles & Responsibilities

- **Employee Responsibilities:** All employees have the following responsibilities:
To comply with this policy and all applicable laws and regulations. Compliance is required whenever an employee is acting in their capacity as a representative of the Company.
- **Responsibilities of Managers and supervisors:** Managers and supervisors have the following additional responsibilities:
To take reasonable steps to resolve complaints that are brought to their attention and to maintain confidentiality as far as practicable.
- **Human Resources Responsibilities:** Human Resources representatives have the following additional responsibilities:
To provide advice and address grievances relating to the employment of persons with disabilities and/or any other complaints regarding discrimination in any other form against any job applicant/employee.

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COMPLAINT PROCESS AND PROCEDURES

1. We encourage our employees, customers, suppliers, and other stakeholders to raise concerns or make disclosures when they become aware of any actual or potential violation of policy.

2. All suspected violations can be reported anonymously through

a. Email - shreeganeshbiotechindia@gmail.com

3. Avenues available for raising concerns or queries or reporting cases could include: a. Immediate line manager or the human resources department

a. The confidential reporting third party ethics helpline

b. Any other reporting channel set out in our company's 'Whistle blower Policy'.

REVIEW TIMELINES:

The policy will be reviewed basis changes in legal and market guidelines.

COMMUNICATION OF POLICY:

Policy will be available on intranet to all employees and our corporate website. It will also be available at all conspicuous places in factories and Corporate Office.

All employees will undergo a training on Code of Conduct which form a basis of this policy, through e-modules and/or classroom sessions.