

RUSHABH PRECISION BEARINGS LIMITED

CIN: L99999MH1989PTC053093

**Regd. Office: Vijay industrial gala No 214, 2nd floor, Chincholi Bunder, Link Road, Malad,
Mumbai, Malad West, Maharashtra, India, 400064**

Email: compliance.rushabh@gmail.com

Phone (0): +91 9818148490

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

COMMITMENT

Our Company believes that all employees of the Company have the right to be treated with dignity and respect. Our Company is committed to create a healthy working environment that enables employees to work without fear of prejudice, gender bias and a harassment free workplace to all employees without regard to race, caste, religion, color, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability. The Company is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. Sexual Harassment of Women at work place or other than work place is a grave offence and is punishable.

SCOPE

The Supreme Court has directed Companies to lay down guidelines and a forum for redressal of grievances related to sexual harassment. The Government of India has notified "The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013" along with the Rules on December 09, 2013.

This Act is to provide protection against sexual harassment of women at workplace and for prevention and redressal of complaints of sexual harassment and for matters connected therewith and incidental thereto. This Policy is framed in line with the Act and extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees of the Company.

The Workplace includes:

1. All offices or other premises where the Company's business is conducted
2. All Company related activities performed at any other site away from the Company's premises.

SEXUAL HARASSMENT

'Sexual Harassment' includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely :-

- (i) physical contact and advances; or
- (ii) a demand or request for sexual favours; or
- (iii) making sexually coloured remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

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In addition, the following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment :-

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

INTERNAL COMPLAINTS COMMITTEE

Any complaint regarding sexual harassment should be reported to the 'Internal Complaints Committee' (the Committee) within three months. The members of the Committee shall hold office for a period of three years.

REDRESSAL MECHANISM

Upon receipt of complaint, the Committee shall conduct an inquiry into the complaint and give an opportunity of being heard to the accused employee.

It shall have the power to summon & enforce attendance of any person & examine on oath, require discovery & production of documents.

If requested by the aggrieved woman, the Committee shall take steps to settle the matter through conciliation. However, such conciliation shall not be made on the basis of monetary settlement.

If conciliation is not requested, or if the settlement conditions are not satisfied, the Committee shall complete the inquiry and share copy of its findings with both the parties for them to make representations against the findings. The inquiry should be completed within 90 days and the final report shall be submitted to the Managing Director & the concerned parties within next 10 days.

During pendency of inquiry, on written request of the aggrieved woman, the Committee may recommend transfer of the aggrieved woman or the accused to any other work place or grant of leave to the aggrieved woman upto a period of three months.

DISCIPLINARY ACTION

In case of confirmation of the allegations by the Committee, it shall be treated as misconduct under the service agreement and the Committee shall recommend appropriate disciplinary action against the accused. Disciplinary action may include monetary compensation to the aggrieved woman by deducting the same from the salary of the accused.

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In addition, the Committee may also recommend transfer to another department or location, withholding of increment and / or promotion, suspension or even dismissal of the accused. This action shall be in addition to any legal recourse sought by the complainant.

The recommendations of the Committee shall be implemented within 60 days of its receipt.

CONFIDENTIALITY

All information received including the nature of complaint, identity & details of the complainant, respondent and witnesses, recommendations of the Committee etc., shall be kept confidential.

MALICIOUS INTENT

This policy has been formulated to prevent, prohibit & provide fast redressal of any complaint of sexual harassment of women within the work place. However, if upon inquiry it is found that the complaint was made with malicious intent or forged / misleading documents were produced or any witness has given false evidence, the same shall be taken seriously and strict disciplinary action will be taken against the complainant / witness.

CONCLUSION:

In conclusion, the Company reiterates its commitment to providing women, a workplace free from harassment/ discrimination and where every woman is treated with dignity and respect.

January 21, 2025

**UCHITA B ADHYARU
PRESIDING OFFICER**