

Policy on Prevention of Sexual harassment at Work-Place

The Company's fundamental policy is, all employees of Magnum environment management PVT LTD will be treated with dignity and respect. Any act constituting a grievance or harassment of any employee, trainee, contractor, vendor, customer, contract employee on the basis of religion, gender, caste, community, physical disability or any other reason is strictly prohibited. Avoidance of acts of harassment is a precondition of employment.

Scope

Applicable to all employees of Magnum environment management PVT LTD.

Policy Guidelines

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

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

Examples of which may include but will not be limited to:

- Making unsavoury remarks,
- Cracking jokes that are likely to be considered as offensive and/or obscene and/or cause or are likely to cause awkwardness or embarrassment
- Making gender based insults or remarks or sexist remarks
- Have unwelcome sexual tone in any manner while dealing in person, email, telephone, etc.
- Touching or brushing against any part of the body
- Display pornographic or other offensive or derogatory pictures, cartoons or pamphlets or sayings,
- Forced physical touch or molestation and/or attempt to molest, or physically confine against one's will, or any other act likely to affect one's privacy.

Disciplinary Actions

The Disciplinary action than shall be taken with the nature of the gravity of the offence, shall include but not limited to.

- Warning
- Written Apology from Offender
- Bond of Good Behaviour
- Debarring from Supervisory Duties
- Denial of employee benefits like increments/Promotion/Salary corrections etc.
- Cancellation of Specific Work Assignment
- Suspension
- Dismissal

Internal Committee

Each complaint of Sexual Harassment will be dealt with utmost confidentiality and urgency by Internal Committee consisting of:

1. Presiding Officer : HR Head
2. 1 Member – Head of Department
3. 1 Member - Manager
4. 1 Lady Member
5. 1 Lady Member

A complaint shall be submitted in to Rinki Baghele (8788044418) in writing or by email at Rinki.baghele@magnumgroup.co.in within 1 month of occurrence of an act of Sexual Harassment.

Prepared By:

Authenticated By:

Vetted By:

Approved By:

HEAD- HR

COH

Commercial Head

CEO