

POSH Policy

Guideline and Purpose / Objective:

1. Qualigy Tech is committed to providing to all its employees an environment free of gender-based discrimination. In furtherance of this commitment, Qualigy Tech strives to provide all its employees with equal opportunity conditions of employment, free from gender-based oppression, intimidation, or exploitation. Qualigy Tech is dedicated to ensure enactment, observance and adherence of guidelines and best practices that prevent and prosecute commission of acts of sexual harassment.

2. Qualigy Tech believes that all individuals have the right to be treated with dignity. Sexual harassment by or towards any employee in the workplace will not be condoned.

3. This POSH Policy applies to all allegations of sexual harassment made by any employee of Qualigy Tech against another employee irrespective of whether sexual harassment is alleged to have taken place within or outside Company premises. All actions prohibited by this Policy are also applicable to all individuals who are on Company premises or on any other property where the Company conducts its business. If an individual commits an act in violation of this Policy, whether an employee of Qualigy Tech or a third party interacting with Qualigy Tech, the Company will take appropriate remedial measures under the circumstances, including measures to mitigate against the potential for repetition, and to discipline any of its employees who may have participated in such conduct, or may have failed to stop such conduct when he or she had the authority to do so.

A. Obligations of Qualigy Tech POSH Policy:

1. Qualigy Tech shall be responsible for
 - a. To provide a safe working environment; prohibit, prevent and deter commission of acts of sexual harassment
 - b. Implement the policy by providing 'discrimination and hostility free work environment
 - c. Constituting and implementing Internal Complaints Committee - ICC
 - d. Organize orientation programs for members of the ICC
 - e. Spread awareness of the Policy amongst employees, including by publication, notification and circulation of the Policy

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- f. Sensitize employees by awareness workshops and programs for employees at periodic intervals
 - g. Displaying at the workplace, details of the penal consequences of indulging in acts of sexual harassment composition of the ICC the grievance redressal mechanism available to aggrieved employees
2. Include in company Annual Report the number of cases file, if any, and their disposal under this Act
 3. Upon becoming aware of the commission of an act(s) of sexual harassment, Qualigy Tech shall have the right to initiate action of its own accord, even in the absence of a formal complaint being filed by any employee

B. Definition:

Sexual harassment includes any unwelcome, sexually determined behavior, direct or indirect, physical contact and advances, a demand or request for sexual favors, sexually colored remarks, showing pornography, any other unwelcome physical, verbal or non-verbal conduct of a sexual nature. When any of these acts are committed in circumstances where the victim of such conduct has a reasonable apprehension that in relation to the victim’s employment or work, such conduct can be humiliating or may constitute a health and safety problem, it will amount to sexual harassment

C. Constitution of Internal Complaints Committee (ICC) & Procedure:

1. Internal Complaints Committee (ICC): Every employer is obliged **to constitute an ICC through a written order. Register IC with district bodies**

The ICC will be composed of the following members:

No.	Member	Eligibility	Current Nomination
1.	Chairperson	Women working at senior level as employee; if not available then nominated from another office/units/ department/ workplace of the same employer	Tanvi Trivedi

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2.	3 Members (minimum)	From amongst employees committed to the cause of women/ having legal knowledge/experience in social work	Prasanta Mishra Lenna Ummar
3.	Ex Officio member	From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment	Neeth D'Souza

1. Disqualifications: A person shall be disqualified from being appointed, elected, nominated or designated, or for continuing, as a member of the **Internal Complaints Committee**, if there is any complaint concerning sexual harassment pending against him/her or if he/she is found guilty of sexual harassment.
2. Confidentiality: To the fullest extent practicable and consistent with the **Internal Complaints Committee's** need to investigate and ensure that corrective action is taken, complaint of sexual harassment by employees will be processed confidentially.
3. Annual Report: The **Internal Complaints Committee** shall make and submit an annual report on complaints and action taken by it, in accordance with the Policy, to the appropriate Government authority

Scope of **Internal Complaints Committee (ICC)**:

1. If the event occurred on the workplace, office premises and both are Qualigy Tech employees and – ICC take up the proceedings
2. If the event occurred outside the workplace and both are Qualigy Tech Employees – ICC will provide guidance
3. If the incident occurred in a customer premises and the respondent is Qualigy Tech employee – ICC will provide guidance with the external authorities, district office complaints committee, Police
4. Whatever the case may be, employees are encouraged to contact the ICC for any grievances at grievance_india@qualigytech.com

Proceedings of the Internal Complaints Committee (ICC)

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- a) The ICC shall prepare the statement of allegation and shall hand over the same to the Accused;
- b) If the Accused desires to tender any written explanation to the statement of allegation, he or she shall submit the same to the Grievance Handling Committee;
- c) The ICC shall give every reasonable opportunity to the Complainant and the Accused, for putting forward and defending their respective case and to ensure that the Complainant and Accused have full opportunity to present their claims, witnesses and evidence which may establish their claims;
- d) Both the Complainant and the Accused shall have the right to submit supporting evidence and shall have the right to cross-examine witnesses examined by the Grievance Handling Committee;
- e) All the proceedings of the Grievance Handling Committee will be recorded and the same shall be made available to the Complainant and the Accused;
- f) The **Internal Complaints Committee** (ICC) shall complete the enquiry and make a report of its findings on the charges against the Accused and its decision to the management of the Company (“Management”) within a maximum period of sixty (60) days from the date of filing of the Complaint by the Complainant. The report of the **Internal Complaints Committee** (ICC) shall also include recommendations to the Management for imposition of penalty and the reasons for such recommendations.

Implementation of Recommendations of the Internal Complaints Committee (ICC):

The Management shall consider the recommendations and findings of the Internal Complaints Committee and make a decision in relation to action to be taken against the Accused within sixty (60) days of the submission of the inquiry report by **Internal Complaints Committee** (ICC). The Management may issue such order and, or, directions as it deems fit. The Management shall also endorse a copy of its order to the Complainant, Accused and to the **Internal Complaints Committee** (ICC).

Punishment for Sexual Harassment:

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The Management can impose the following penalties on an employee held to be guilty of sexual harassment. These penalties shall be classified as minor and major penalties:

a) Minor penalties

Verbal or Written Warning

Counselling and feedback

b) Major penalties

Suspension or

Termination

Provided however, that in addition to these penalties, the employee can also be required to give a written apology to the Complainant and upon his/her failure to do so, the punishment can be enhanced.

Criminal Proceedings:

Where sexual harassment amounts to a specific offence under the Indian Penal Code, 1860 or under any other applicable law in India, the Management shall initiate appropriate action, in accordance with law in India, by making a complaint with the appropriate authority.

Modification and Review of POSH Policy:

Qualigy Tech reserves the right to modify and, or, review the provisions of this POSH Policy, so as to comply with applicable legal requirements in India, internal policies, or with a view to fine tune or alter the provisions of this Policy to the extent deemed necessary by Qualigy Tech from time to time.

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