

## 1. Introduction

Infonative is committed to creating and maintaining a work environment that is free from sexual harassment. We recognize that a respectful workplace enhances productivity, innovation, and mutual trust among all employees, clients, and visitors. This policy reflects our zero-tolerance stance towards any form of sexual harassment and sets forth clear guidelines for its prevention, reporting, investigation, and redressal.

## 2. Purpose and Scope

### Purpose:

- To provide a safe and dignified workplace for all employees, irrespective of gender, and especially to protect women against sexual harassment.
- To establish a mechanism for prompt and fair investigation and redressal of complaints.
- To raise awareness among all employees about the forms, implications, and prevention of sexual harassment.

### Scope:

- This policy applies to all employees (full-time, part-time, contractual, interns), trainees, clients, visitors, and any other person engaged with Infonative in the course of work-related activities.
- The policy covers behavior within the workplace, during work-related travel, at company-sponsored events, and while representing Infonative in any capacity.

## 3. Definitions

- **Sexual Harassment:** Any unwelcome act or behavior (whether directly or by implication) of a sexual nature that creates an intimidating, hostile, or offensive work environment. This includes:
  - Physical advances, demands for sexual favors, or any other verbal, non-verbal, or physical conduct of a sexual nature.
  - Unwanted comments, jokes, gestures, or any other conduct that undermines the dignity of an individual.
- **Employee:** Any person employed by Infonative including temporary, contractual, or part-time staff.
- **Internal Complaints Committee (ICC):** A designated body established as per the guidelines of the POSH Act to receive and address complaints of sexual harassment.

## **4. Policy Statement**

Infonative has a zero-tolerance policy towards sexual harassment. We are committed to:

- Ensuring that no employee or any other individual experiences sexual harassment in any form.
- Encouraging employees to report any incidents without fear of reprisal.
- Providing immediate and effective redressal mechanisms.
- Taking appropriate disciplinary action against any employee found guilty of such behavior.

## **5. Responsibilities**

### **Employer/Management:**

- Create and disseminate this policy.
- Ensure a safe work environment and that employees are aware of their rights and responsibilities.
- Promptly address any reported incidents and ensure that investigations are fair and impartial.
- Ensure the proper functioning of the Internal Complaints Committee (ICC).

### **Employees:**

- Maintain decorum and respect for fellow employees.
- Refrain from any behavior that may be perceived as sexual harassment.
- Report any incidents of sexual harassment to the ICC or designated authorities without delay.

### **Internal Complaints Committee (ICC):**

- Receive and confidentially address complaints of sexual harassment.
- Conduct prompt and unbiased inquiries.
- Recommend appropriate remedial actions or disciplinary measures based on the investigation findings.

- Maintain records of all complaints and their outcomes.

## 6. Reporting Procedure

### 1. Filing a Complaint:

- Any individual who experiences or witnesses sexual harassment should submit a written complaint to the ICC.
- Complaints may be submitted in person, via email, or through the designated HR portal.
- All complaints will be acknowledged within a specified timeframe.

### 2. Assistance and Support:

- Employees can seek support from HR or designated support persons during the reporting process.
- Confidentiality will be maintained to the fullest extent possible.

## 7. Investigation Process

### • Preliminary Assessment:

The ICC will assess the complaint to determine if the allegations fall within the scope of this policy.

### • Inquiry:

A fair and impartial inquiry will be initiated. Both the complainant and the alleged harasser will be given an opportunity to present their version of events.

### • Findings and Recommendations:

After a thorough investigation, the ICC will document its findings and recommend appropriate remedial measures.

### • Timelines:

The entire process will be conducted promptly, with interim measures taken to protect the complainant if required.

## 8. Confidentiality

- All information regarding complaints, investigations, and outcomes will be treated with strict confidentiality.
- Disclosure of details to unauthorized persons will be strictly prohibited.
- Both the complainant and the respondent will have their identities protected as far as possible during and after the investigation.

## **9. Disciplinary Action**

- If the ICC substantiates a complaint of sexual harassment, Infonative will take appropriate disciplinary action against the offender, which may include:
  - Counseling and training.
  - Written warnings.
  - Suspension or termination of employment.
- In serious cases, the company may also initiate legal action as deemed necessary.

## **10. Training and Awareness**

- Infonative will conduct regular training sessions and workshops to educate employees about sexual harassment and the procedures for reporting and redressal.
- Awareness programs will be designed to ensure that every employee understands their rights, responsibilities, and the company's commitment to a safe workplace.

## **11. Grievance Redressal and Monitoring**

- A periodic review of the policy's effectiveness will be undertaken.
- Feedback from employees will be sought to improve processes and ensure compliance.
- The ICC will maintain records of all complaints and their resolution, and this data will be used to monitor the workplace environment.

## **12. Policy Review**

- This policy will be reviewed annually or as needed to ensure its continued relevance and effectiveness in addressing and preventing sexual harassment.
- Any amendments will be communicated to all employees.