

DISCRIMINATION, HARASSMENT & DIVERSITY POLICY

PREVENTION OF DISCRIMINATION

We shall not discriminate during recruitment, while promotion, while trainings or while providing any other benefits to employees.

No discrimination shall be done on the basis of race, caste, gender, ethnic origin, age etc. Recruitment shall be done based on credential verification and a robust interview process.

Promotion shall be done based on appraisal process and achievement of assigned goals and targets.

PREVENTION OF HARASSMENT

Sexually harassing behaviour in particular includes all of these prohibited actions as well As other unwelcome conduct such as: sexual advances, or requests for sexual favors or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual Harassment when it:

- a. Is made an explicit or implicit condition of employment.
- b. Is used as the basis for employment decisions.
- c. Unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment.
- d. The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favourable job treatment or a threat concerning employment.

Specifically, it includes sexual behaviour such as:

- a. Repeated sexual flirtations, advances or propositions
- b. Continued and repeated verbal abuse of a sexual nature,
- c. Sexually related comments and joking,
- d. Graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages
- e. Any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by non-employees conducting business with the Company, regardless of gender or sexual orientation.

HARASSMENT BY NON-EMPLOYEES

Technichem Organics Pvt. Ltd. will also endeavour to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

PROCESS TO HANDLE DISCRIMINATION & HARASSMENT CASES

Any discrimination / harassment cases shall be reported to HR Manager Proper counselling shall be given to employed / victims faced issue.

Incident investigation shall be done to evaluate root cause and identify corrective measures

Necessary disciplinary actions shall be taken on employee who is found guilty.

DIVERSITY

- a. We are a multi-location company whose employees come from many different countries, states of India, backgrounds and cultures.
- b. We believe that our diversity and the engagement of our employees are a source of strength and competitive advantage.
- c. Mutual respect and tolerance are fundamental to how we work and communicate with each other.
- d. We believe that competence; performance and potential should guide our employment-related decisions, such as hiring, retention, training opportunities and promotion.
- e. We follow the applicable employment and labor laws where we do business, including wage & hour, immigration, collective bargaining, anti-discrimination, and similar employment rules.
- f. Employment-related decisions are always based on relevant qualifications, merit, performance, and other job-related factors. Discrimination is not tolerated.
- g. Workplace bullying and harassment are never acceptable; examples of unacceptable behaviour include using force, threats or coercion – whether verbal, physical or social – to abuse, intimidate or dominate others. Bullying can be committed by individuals or by groups, in person or online, and it can be obvious or hidden.
- h. Employees shall demonstrate by example, treating colleagues with respect and living up to standards for fair treatment, diversity and inclusion.
- i. Employees shall not use offensive language or make offensive gestures. Likewise, do not make discriminatory remarks even if they are intended as a joke.

Approved By,



Director

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