

	CROWNTech SURFACE FINISHINGS P. LTD	DOC: CT/HR/P/01
	Prevention of Sexual Harassment (POSH) Policy	Rev : 00
		Date: 10.05.2025

Prevention of Sexual Harassment (POSH) Policy

1. Policy Statement

Crowntech is committed to providing a safe, respectful, and dignified workplace for all employees. The company strictly prohibits any form of sexual harassment and is dedicated to ensuring a work environment free from discrimination, intimidation, or misconduct of a sexual nature.

2. Objective - The objective of this policy is to:

- Prevent sexual harassment at the workplace.
- Provide a mechanism for redressal of complaints.
- Promote a culture of respect, equality, and dignity among all employees.

3. Scope

This policy applies to all employees of Crowntech. Including permanent, temporary, contractual, trainees, interns, and consultants, and extends to all workplaces, whether within the office premises, client sites, or work-related travel and events.

4. Definition of Sexual Harassment - As per the Act, "sexual harassment" includes any unwelcome act or behavior (whether directly or by implication) such as:

- Physical contact and advances.
- A demand or request for sexual favors.
- Making sexually colored remarks.
- Showing pornography or sexually explicit material.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

5. Internal Complaints Committee (ICC) - An Internal Complaints Committee (ICC) has been constituted as per the Act. The ICC will:

- Receive and address complaints of sexual harassment.
- Conduct a fair, unbiased, and confidential inquiry.
- Recommend appropriate action based on the findings.

The ICC shall include:

- **Presiding Officer:** A senior woman employee.
- **Two Members:** Employees committed to women's welfare or with legal/social work experience.
- **External Member:** From an NGO or association familiar with issues of sexual harassment.
- **Contact Number's :**





Prepared By : Human Resource	Approved By : Director
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6. Complaint Mechanism

- Complaints must be made in writing within **3 months** of the incident.
- The ICC will acknowledge and initiate inquiry proceedings.
- Both parties will be given an equal opportunity to present their case.
- Confidentiality shall be maintained throughout the process.

7. Disciplinary Action

If the complaint is proved, disciplinary action will be taken in accordance with company policy, which may include:

- Written apology
- Warning or reprimand
- Withholding promotion/increment
- Suspension or termination

8. False or Malicious Complaints

While genuine complaints are encouraged, false or malicious allegations will attract disciplinary action.

9. Awareness and Training

The company will organize regular POSH awareness programs and training sessions to ensure employees are aware of their rights and responsibilities.

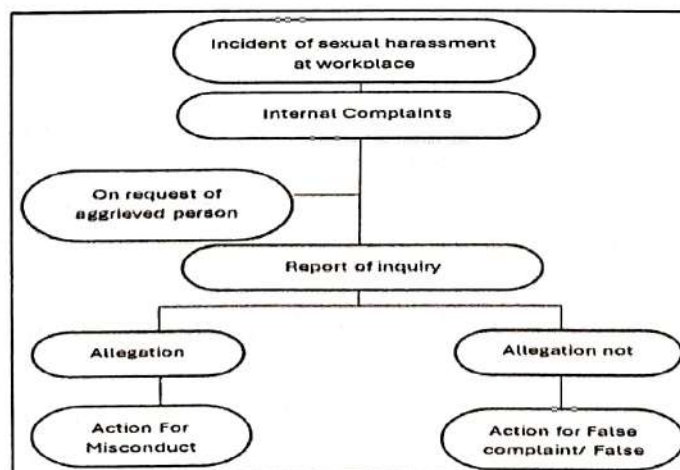
10. Confidentiality

All complaints, investigations, and outcomes will be treated as strictly confidential to protect the privacy of all parties involved.

11. Conclusion

Crowtech upholds a zero-tolerance approach toward sexual harassment and is committed to fostering a culture of equality, respect, and safety for every individual in the workplace.

Process Flow





Sexual Harassment Complaint Form

1. Complainant Details

- Name: _____
- Employee ID / Token No.: _____
- Designation: _____
- Department: _____
- Contact Number: _____
- Email ID: _____

2. Details of the Respondent (Person against Whom Complaint is Made)

- Name: _____
- Designation: _____
- Department: _____
- Contact Number (if known): _____

3. Details of the Incident

- Date(s) of Incident: _____
- Time(s) of Incident: _____
- Place of Incident: _____

Nature of Sexual Harassment (tick applicable)

- ☐ Physical contact or advances
- ☐ Demand or request for sexual favours
- ☐ Sexually coloured remarks
- ☐ Showing pornography
- ☐ Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
(Specify): _____

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4. Detailed Description of Complaint

(Provide a clear description of the incident(s). Attach additional sheets if required.)

5. Witnesses (if any)

Name Department Contact Number

6. Supporting Documents (if any)

(List copies of emails, messages, photos, screenshots, documents, etc.)

7. Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I request the Internal Complaints Committee (ICC) to inquire into my complaint as per the POSH Act and company policy.

Signature of Complainant: _____

Date: _____

For ICC Use Only

- Date of Receipt: _____
- Complaint Serial No.: _____
- Received by (ICC Member Name & Signature): _____

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Approved By : Director