

## POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("POSH Act") is enforceable across the entirety of India, ensuring all workplaces are legally required to provide a safe and secure environment free from sexual harassment for women.

### **Objective**

The core objective of the POSH Act is encapsulated in three key principles:

#### **1. Prevention**

Establishing measures to prevent instances of sexual harassment.

#### **2. Prohibition**

Enforcing strict prohibitions against sexual harassment at the workplace.

#### **3. Redressal**

Facilitating a mechanism for the redressal of complaints related to sexual harassment.

### **What is Sexual Harassment?**

Sexual harassment includes any unwelcome behavior of a sexual nature that creates a hostile or intimidating environment.

### **Types of Sexual Harassment**

#### **1. Verbal Harassment**

Offensive comments, jokes, or remarks of a sexual nature. Sexual innuendos or suggestive comments. Unwanted sexual advances or requests for sexual favors.

#### **2. Non-Verbal Harassment**

Inappropriate gestures or facial expressions. Displaying sexually suggestive images or materials. Unwanted staring or leering.

#### **3. Physical Harassment**

Unwanted touching, fondling, or groping. Blocking someone's path or intentionally brushing against them sexually.

#### **4. Visual Harassment**

Exhibitionism or exposing one's private parts. Sending explicit images or videos without consent.

#### **5. Cyber Harassment**

Unwanted sexual advances, comments, or messages through digital communication channels such as email, social media, or messaging apps. Online stalking or sharing intimate images without consent.

### **Who is Covered?**

#### **Employees**

Regular, temporary, ad hoc employees, including those engaged directly or through an agent, with or without remuneration.



### **Aggrieved Woman**

The Act recognizes the right of every woman to a safe and secure workplace environment, irrespective of her age or employment/work status.

### **What Constitutes a Workplace?**

Government establishments, hospitals, vocational institutions, sports institutes, and private sector organizations, among others.

### **How to Deal with Sexual Harassment?**

Immediately inform the alleged harasser that the behavior is unwelcome. Do not pretend it did not happen. Demand that the harassment be stopped. Reinforce your statements with a firm tone and professional body language. Report to the Internal Complaints Committee (ICC) within 3 months.

### **Responsibilities of the Internal Committee (IC)**

Be thoroughly prepared. Know the Act, Policy, and relevant Service Rules. Gather and record all relevant information. Ensure parties are made aware of the process and their rights/responsibilities within it. Prepare the report with findings and recommendations.

### **Complaints Committee Contact**

#### **Presiding Officer**

**\*\*\*Niharika Jajoo**, Company Secretary – niharika.jajoo@prakharsoftwares.com, 9289258125

#### **Internal Members**

**\*\*Mr. Sahil Chandhok** - Tender Manager, sahil.chandhok@prakharsoftwares.com, 8368220350  
**\*\*\*Mr. Shailesh Singh Rathore** - Manager, shailesh.singh@prakharsoftwares.com, 8826660324  
**Littil Kumari** - Manager – HR, littil.kumari@prakharsoftwares.com, 8789566314

#### **External Member**

**\*Ms. Akshita Sodhi**, Advocate, Vakilgyan, info@vakilgyan.com, Reg. No. UP04573/2022

- \* Amended in Board Meeting held on 28.03.2025 of Prakhar Software Solutions Limited
- \*\* Amended in Board Meeting held on 08.04.2025 of Prakhar Software Solutions Limited
- \*\*\* Amended in Board Meeting held on 02.06.2025 of Prakhar Software Solutions Limited

