

**CERTIFIED TRUE COPY OF THE BOARD RESOLUTION PASSED IN THEIR MEETING BY THE BOARD OF DIRECTORS OF PANSARI DEVELOPERS LIMITED DULY HELD ON MONDAY, FEBRUARY 12<sup>TH</sup> 2024 AT 2.00 P.M AND CONCLUDED AT 5.30 P.M AT THE REGISTERED OFFICE OF THE COMPANY AT 14 N.S ROAD 4<sup>TH</sup> FLOOR, KOLKATA WEST BENGAL -700001.**

### INTERNAL-COMPLAINT-COMMITTEE-POLICY

**“RESOLVED THAT** as per the provisions of Section 4 of Sexual Harassment of Women at Workplace Prevention, Prohibition and Redressal Act, 2013, we hereby constitute the Internal Complaint Committee on Sexual Harassment in our organization with the following members:

| Name of the Member     | Status in the Committee | Nature of member                                      | Signature                 |
|------------------------|-------------------------|---|---------------------------|
| Miss Shreya Agarwal    | Member                  | Senior Business Head                                  | <i>Shreya Agarwal</i>     |
| Mrs. Priyanka Singh    | Member                  | Compliance Officer                                    | <i>Priyanka Singh</i>     |
| Mrs. Nisha G Roy       | Member & Chairman       | Head of HR Department                                 | <i>Nisha Roy</i>          |
| Mr. Pranab Kumar Mitra | Member                  | External Executive from Non Governmental Organisation | <i>Pranab Kumar Mitra</i> |

**RESOLVED FURTHER THAT** the Internal Complaint Committee on Sexual Harassment Committee's Members are hereby authorized to do the following:

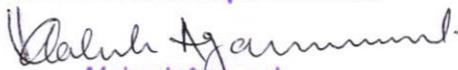
- To draft the Sexual Harassment Policy for our organization
- To work towards providing a safe and respectful working environment
- To conduct meetings:
  - When there is a complaint received in writing from any of the women employees,
  - To settle grievances and
  - To make sure there is appropriate Compensation for any case of misconduct and Sexual harassment.

**RESOLVED FURTHER THAT** the Scope and Function of the Internal Complaint Committee and its terms of reference shall include the following:

### Pansari Developers Limited

- A. Objective of Committee:** The Company has formulated the Policy on Prevention of Sexual Harassment. The Objective of the Policy are as follows:
- To Provide a Work Environment free from harassment of any kind and in Particular, a work environment that does not tolerate Sexual harassment.
  - To provide a mechanism for redressal of any grievance and compliant relating to any act of sexual harassment.
  - To Uphold mutual respect and positive regard towards other individuals.
  - Any other unwelcome Physical, Verbal or non-verbal Conduct of sexual nature , Unwelcome Whistling.
- B. Role and Power of Committee:** The Role of Internal Compliant Committee together With its power shall be as under:
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
  - Prevent discrimination and sexual harassment, by promoting gender amity among employees.
  - Empowered to initiate the inquiry on the complaint filed against sexual harassment.
  - It has the power to collect the evidence and summon the witnesses.
  - It can also recommend the measures and actions to be taken to try another such case in the future.
  - Receive the complaints of sexual harassment.
  - Direct the employer to undertake required actions.
- C. Meeting of the Committee:** The member shall meet at least once in a Year as and when necessary.

**CERTIFIED TRUE COPY**  
**FOR PANSARI DEVELOPERS LIMITED**  
**For Pansari Developers Limited**

  
Mahesh Agarwal  
Chairman & Managing Director  
(DIN: 00480731)

**Mahesh Kumar Agarwal**  
**Managing Director**  
**DIN: 00480731**  
**Date: 12.02.2024**  
**Place: Kolkata**

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**POLICY ON PREVENTION OF SEXUAL HARASSMENT (POSH) OF WOMEN AT WORKPLACE FOR PANSARI DEVELOPERS LIMITED (PDL)**

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**INTRODUCTION:**

This policy has been framed in accordance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and rules framed there under (hereinafter "the Act"). Accordingly, while the policy covers most of the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.

**Definitions**

1. **Sexual harassment** may occur not only where a person uses sexual behavior to control, influence or affect the career, salary or job of another person, but also between co-workers. It may also occur between a PDL employee and someone that employee deals with in the course of his/her work who is not employed by the Company. "Sexual Harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication):

a) Any unwelcome sexually determined behavior, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behavior or conduct was directed namely:

- i. Physical contact and advances;
- ii. Demand or request for sexual favors;
- iii. Sexually colored remarks or remarks of a sexual nature about a person's clothing or body;
- iv. Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS, Whatsapp, and/or via any form of Social Media etc.;
- v. Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes;
- vi. Giving gifts or leaving objects that are sexually suggestive;
- vii. Eve teasing, innuendos and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy;
- viii. Persistent watching, following, contacting of a person; and
- ix. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

b) The following circumstances if it occurs or is present in relation to any sexually determined act or behavior amount to sexual harassment:

- Implied or explicit promise of preferential treatment in employment;
- Implied or explicit threat of detrimental treatment in employment
- Implied or explicit threat about the present or future employment status

- Interference with the person's work or creating an intimidating or offensive or hostile work environment; or
- Humiliating treatment likely to affect her health or safety.

2. **Aggrieved woman:** In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.

3. **Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman.

4. **Employee:** A person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or by any other such name.

5. **Workplace:** In addition to the place of work [Head office / site offices] it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with Pansari Developers Limited, including transportation provided for undertaking such a journey.

6. **Employer:** A person responsible for management, supervision and control of the workplace.

#### **Internal Complaints Committee (Henceforth known as 'committee')**

To prevent instances of sexual harassment and to receive and effectively deal with complaints pertaining to the same, an "Internal Complaints Committee" is constituted. The committee comprises of:

- A Business Head
- Presiding Officer: A woman employed at a senior level in the organization or workplace
- An employee having the knowledge of compliances
- One external member, familiar with the issues relating to sexual harassment
- At least one half of the total members is women

The committee is responsible for:

- Receiving complaints of sexual harassment at the workplace
- Initiating and conducting inquiry as per the established procedure
- Submitting findings and recommendations of inquiries
- Coordinating with the employer in implementing appropriate action
- Maintaining strict confidentiality throughout the process as per established guidelines
- Submitting annual reports in the prescribed format.

Currently nominated members of the committee are as mentioned in Annexure A

### Lodging a Complaint

The complainant needs to submit a detailed complaint, along with any documentary evidence available or names of witnesses, to any of the committee members at the workplace.

The complaint must be lodged within 3 months from the date of incident/ last incident. The Committee can extend the timeline by another 3 months for reasons recorded in writing, if satisfied that these reasons prevented the lodging of the complaint.

Provided that where such a complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaint Committee shall render all reasonable assistance to the women for making the complaint in writing.

If the aggrieved woman is unable to lodge the complaint in account of her incapacity, the following may do so on her behalf, with her written consent.

- Legal heir, relative or friend
- Co-worker
- Any person having the knowledge of the incident

If the initial complaint is made to a person other than a committee member, upon receiving such a complaint, it will be the responsibility of the complaint receiver to report the same to the committee immediately.

### Guidelines for Receiving a Complaint

The following points are kept in mind by the receiver of the complaint:

- Complaints are listened to and the complainant informed that the Company takes the concerns seriously. Complainant is informed that these concerns will be reported to the appropriate committee and follow up will be done speedily.
- Situations are not to be pre-judged. Written notes are taken while listening to the person. While taking accurate notes, complainants own words, where possible, is used. Clear description of the incident in simple and direct terms is prepared and details are confirmed with the complainant.
- All notes are kept strictly confidential. Complainant's agreement is taken to allow proceeding with the matter, which involves a formal investigation.
- The complainant is advised that although the process is confidential, the respondent needs to be informed and any witnesses and persons directly involved in the complaint process will also learn of the complainant's identity.

### Resolution procedure through conciliation

Once the complaint is received, before initiating the inquiry the committee may take steps to conciliate the complaint between the complainant and the respondent. **This is only if requested by the aggrieved woman.**

It is made clear to all parties that conciliation in itself doesn't necessarily mean acceptance of complaint by the respondent. It is a practical mechanism through which issues are resolved or misunderstandings cleared.

In case a settlement is arrived at, the committee records & reports the same to the employer for taking appropriate action. Resolution through conciliation happens within 2 weeks of receipt of complaint. The committee provides copies of the settlement to complainant & respondent. Once the action is implemented, no further inquiry is conducted.

### Resolution procedure through formal inquiry

The committee initiates inquiry in the following cases:

- No conciliation is requested by aggrieved woman
- Conciliation has not resulted in any settlement
- Complainant informs the committee that any term or condition of the settlement arrived through conciliation, has not been complied with by respondent.

The Committee proceeds to make an inquiry into the complaint within a period of **1 week** of its receipt of the original complaint/closure of conciliation/repeat complaint.

### Manner of inquiry into complaint:

Complainant should submit the complaint along with supporting documents and the names of the witnesses

- Upon receipt of the complaint, the committee sends 1 copy of the complaint to respondent within 7 working days
- Respondent replies with all supporting documents within 10 working days of receiving the copy of the complaint
- No legal practitioner can represent any party at any stage of the inquiry procedure.
- The Complaints Committee makes inquiry into the complaint in accordance with the principles of natural justice.
- In conducting the inquiry, a minimum of three committee members including the Presiding Officer is present.

### Interim relief:

During pendency of the inquiry, on a written request made by the complainant, the committee may recommend to the employer to –

- Transfer the complainant or the respondent to any other workplace.
- Prevent the respondent from assessing complainant's work performance

- Grant such other relief as may be appropriate. Once the recommendations of interim relief are implemented, the employer will inform the committee regarding the same.

**Inquiry procedure:**

All proceedings of the inquiry is documented. The Committee interviews the respondent separately and impartially. Committee states exactly what the allegation is and who has made the allegation. The respondent is given full opportunity to respond and provide any evidence etc. Detailed notes of the meetings are prepared which may be shared with the respondent and complainant upon request. Any witnesses produced by the respondent are also interviewed & statements are taken. If the complainant or respondent desires to cross examine any witnesses, the Committee facilitates the same and records the statements.

In case complainant or respondent seeks to ask questions to the other party, they may give them to the Committee which asks them and records the statement of the other party. Any such inquiry is completed, including the submission of the Inquiry Report, within 90 days from the date on which the inquiry is commenced. The inquiry procedure ensures absolute fairness to all parties. A copy of the final findings is shared with the complainant and the respondent to give them an opportunity to make a representation on the findings to the committee.

**Action to be taken after inquiry:**

Post the inquiry the committee submits its report containing the findings and recommendations to the employer, within 10 days of completion of the inquiry.

**Complaint Substantiated:**

Where the committee arrives at the conclusion that the allegation against the respondent has been proved, it recommends to the employer to take necessary action for sexual harassment as misconduct, in accordance with the applicable service rules and policies, and this may include:

- i. Counseling
- ii. Censure or reprimand
- iii. Apology to be tendered by respondent
- iv. Written warning
- v. Withholding promotion and/or increments
- vi. Suspension
- vii. Termination
- viii. Or any other action that the Management may deem fit.

**Confidentiality:**

The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential materials, and not published or made known to public or media. Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act.

Annexure A

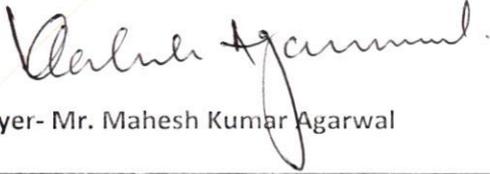
**Internal Complaints Committee at Head Office of Pansari Developers Limited**

**Ms. Shreya Agarwal- Sr. Business Head**

**Mrs. Priyanka Singh- Compliance Officer**

**Mrs. Nisha G Roy – Head of Human Resource Department**

**Mr. Pranab Kumar Mitra – External Executive from NGO**



**Employer- Mr. Mahesh Kumar Agarwal**