

DOCUMENT CONTROL NUMBER	VERSION	DOCUMENT TYPE	DISTRIBUTION	RELEASE DATE	EFFECTIVE DATE
BFDL-GHR-PL-100	004	PL	ALL EMPLOYEES	01-JUL-2025	01-JUL-2025

POLICY
PREVENTION OF SEXUAL HARASSMENT
(POSH) AT WORKPLACE
(Prevention, Prohibition & Redressal)

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1. PURPOSE & BACKGROUND

Bajaj Finserv Direct Ltd. (“BFDL” / “We” / “Company”) is committed to create a healthy working environment that enables employees to work without fear of prejudice, gender discrimination and harassment. We believe that all employees have the right to be treated with fairness and dignity. We recruit competent and motivated people who respect our values, provide equal opportunities for their development and advancement, protect their privacy, and do not tolerate any form of harassment or discrimination. Sexual harassment at the workplace or any other place than workplace, is a grave offence and is punishable under law.

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 thereunder (hereafter referred to as ‘the Act’). Accordingly, while the Policy covers all the key aspects of the Act, for any further clarification, reference shall always be made to the Act. In case of any inconsistency, the provisions of the Act shall prevail. Also, considering the fact that sexual harassment is a serious offence under law, for your reference, the provisions of law dealing with Offences involving sexual harassment and the punishment applicable for such offences are detailed as part of ‘Annexure B’ annexed to this Policy.

The law in India is aimed to protect women at the workplace, however, as an equal opportunity employer, the Company’s Policy extends to all employees, staff and third party employees irrespective of gender. The Internal Complaints Committee (“ICC”) while conducting enquiries from all parties not envisaged under the Act and rules shall rely on the Company’s Code of Ethics and Personal Conduct (CoEPC) Policy while recommending action to the management.

The Policy does not limit its scope to the definition of aggrieved women as per the statute, our Policy extends to aggrieved person and extends to all employees, third parties, vendors, visitors, customers, consultants, irrespective of gender of complainant and respondent. Accordingly, this Policy is deemed to be incorporated in the employment rules or terms of employment /agreement of all staff. Sexual harassment is to be considered a misconduct and attracts penal consequences as envisaged in the Act and CoEPC Policy

2. SCOPE & APPLICABILITY

All employees of BFDL, are governed under this Policy, including trainees, management trainees, those on deputation/secondment, apprentices, interns, staff, full time employees both permanent and on probation and temporary employees who are appointed at any office of the Company in India and for whom the Company discharge its role as a ‘Principal Employer’.

In addition to the above, this Policy shall also cover any and all situations where any of the aforementioned person(s) may be subject to any kind of sexual harassment as a result of an act by:

2.1 A third party

2.2 Independent contractor and/ or outsider while on official duty

It also covers any kind of sexual harassment that any third party, independent contractor and/ or outsider may suffer as a result of any act by any of the aforementioned person(s) within the workplace.

3. DEFINITIONS

Sexual harassment may occur not only where a person uses sexual behaviour to control, influence or affect the career, salary, or job of another person, but also between co-workers. It may also occur between a BFDL employee and a third party that employee deals with, in the course of her work who is not employed by the Company.

- 3.1 The definition of 'Sexual Harassment' under the Act would be the guiding principle to include any one or more of the following unwelcome acts or behaviour whether directly or indirectly but is not limited to:
- 3.1.1 Physical contact and advances; or
 - 3.1.2 A demand or request for sexual favours; or
 - 3.1.3 Making sexually coloured remarks; or
 - 3.1.4 Showing pornography; or any other unwelcome physical, verbal, or non-verbal conduct of sexual nature
- 3.2 Sexual harassment also includes any of the following:
- 3.2.1 Making unwelcome sexual advances or requests for sexual favours
 - 3.2.2 Using any communication method or social networking sites viz. E-mail, SMS, WhatsApp, etc. for transmitting messages or pictures that are not conducive to work environment or are deemed to be offensive by the recipient
- 3.3 Creating an intimidating, hostile or offensive working environment or atmosphere either by:
- 3.3.1 Verbal conduct such as epithets, derogatory comments, or remarks of a sexual nature about person's clothing or body, eve teasing, taunts, slurs, unwanted sexual advances, or propositions, offers of employment or promotion benefits in exchange for sexual favors, graphic commentary about a person's physical attributes, use of profane, threatening, or intimidating language; including calling employees by terms of endearment; using vulgar, or demeaning language
 - 3.3.2 Any unwanted physical contact of a sexual nature including sexually suggestive or offensive touching or deliberate brushing against another's body. Also conduct against women, which tantamount to physical assault with intent to disrobe, hitting, kicking pushing, blocking normal movement or intentional interference with work
 - 3.3.3 Visual conduct such as leering or the display of derogatory or sexually suggestive/explicit posters, photography, graffiti, drawings, gestures, inappropriate text messages with sexual contour or objects, sexually suggestive or obscene notes, letters, email, internet information, voyeurism
 - 3.3.4 Making, publishing, transmitting, or posting obscene or sexual pranks, sexual teasing
 - 3.3.5 Sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS, WhatsApp, etc
 - 3.3.6 Threats and insinuation that a person's employment, wages, promotional opportunities, job or shift assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances or demands for sexual favors and /or enhanced if submitting to sexual advances or demands for sexual favors
 - 3.3.7 Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes
 - 3.3.8 Without any nexus to official work, the act of persistent watching, stalking, repeated contacting of a person despite objecting such conduct. Offering and/or giving gifts or leaving objects that are sexually suggestive
 - 3.3.9 Any other act behaviour which may be physical or otherwise or conduct which in the opinion of judicial authorities is adjudicated as covered by the act as sexual harassment.

3.4 The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

- 3.4.1 Implied or explicit promise of preferential treatment in employment; or
- 3.4.2 Implied or explicit threat of detrimental treatment in employment; or
- 3.4.3 Implied or explicit threat about present or future employment status; or
- 3.4.4 Interference with work or creating an intimidating or offensive or hostile work environment; or
- 3.4.5 Humiliating treatment likely to affect health or safety.

3.5 “Aggrieved person/Complainant”

In relation to a workplace, a person of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent/s and includes contractual, temporary, visitors, customers and those on deputation at BFDL Workplace and covered in the scope of the policy.

3.6 “Respondent”

Any person against whom a complaint of sexual harassment has been made by the Aggrieved Person.

3.7 “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 co-worker, a contract worker, probationer, trainee, apprentice or by any other such name.

3.8 “Workplace”

In addition to the place of work [Head office / Branch offices / Client Location / any other office / place of business / Work From Home] it shall also include any place where the aggrieved person or the respondent visits in connection with her work, during the course of and/or arising out of employment/ contract/ engagement with BFDL, including transportation provided for undertaking such a journey.

3.9 “Principal Employer”

An organization or person responsible for management, supervision and control of the workplace. It also covers person discharging contractual obligations with respect to his or her employment.

3.10 “Management”

It refers to individuals holding key leadership and decision-making roles within the Company, which are, the Chief Executive Officer (CEO), Chief Human Resources Officer (CHRO), Head of HR and Legal Head.

4. POLICY GUIDELINES

4.1 ROLES AND RESPONSIBILITIES OF EMPLOYEES

- 4.1.1 It is mandatory for all employees, including trainees, management trainees, apprentices, interns, staff, full time employees both permanent and on probation and temporary employees who are appointed at any office of the Company in India and for whom Company discharge its role as a ‘Principal Employer’ to undergo training on POSH policy at the time of joining/deputation at the Company.
- 4.1.2 It is the responsibility of all Employees to respect the rights of all employees and to never encourage harassment against employees. It can be done by:

- 4.1.2.1 Refusing to participate in any activity which constitutes harassment against employee.
 - 4.1.2.2 Supporting the person to reject unwelcome behaviour.
 - 4.1.2.3 Acting as a witness if the employee being harassed decides to lodge a complaint with the Internal Complaints Committee ("ICC").
 - 4.1.2.4 Employees who observe inappropriate or unwelcome behaviour in the workplace are encouraged to speak up and, where appropriate, advise the individual to stop the behaviour. While such conduct may not always be intentional, it remains unacceptable and should be addressed to promote awareness and maintain a respectful work environment
- 4.1.3 Responsibilities of Managers: All managers at BFDL are responsible for ensuring a workplace free from sexual harassment, and must take all necessary steps to prevent any such behaviour. They must also ensure that their reportees are apprised that BFDL has zero tolerance against offence of sexual harassment at the workplace and that the Complainant, Respondent/s, or witnesses are not victimized in any manner.
- 4.1.4 Awareness sessions shall be organized at regular intervals to:
- 4.1.4.1 Disseminate this policy to all Employees along with the penal consequences of acts of sexual harassments.
 - 4.1.4.2 Carry out orientation program for the members of the IC.
 - 4.1.4.3 Publish the names of IC members.

4.2 SEXUAL HARASSMENT BY ANY THIRD PARTY

Where sexual harassment occurs as a result of an act or omission by any contractor employee/third party or outsider at their workplace, the Employer and person in charge of such contractor employee/third party or outsider shall have to take all steps necessary and reasonable to assist the Aggrieved Person in terms of making a Complain and inform BFDL of the same. It is choice of the Aggrieved Person to pursue the Complain, either at the Contractor workplace or BFDL.

4.3 CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE ("ICC")

In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (commonly known as the POSH Act), every employer with 10 or more employees is legally required to constitute an Internal Complaints Committee (ICC) to address complaints of sexual harassment at the workplace.

4.4 COMPOSITION OF ICC

- 4.4.1 To prevent instances of sexual harassment and to effectively receive and address related complaints, an Internal Complaints Committee (ICC) is constituted at the workplace in accordance with applicable laws.
- 4.4.2 The Company has published the list of members of the 'ICC' which will receive complaints and manage the redressal process in accordance to the provisions of law. Details of members including their names and contact information are displayed at the office notice board and have also been published on the official website and will be updated on a periodic basis
- 4.4.3 ICC shall consist of the following members nominated by the management
 - 4.4.3.1 the Presiding Officer
 - 4.4.3.2 the External Member and
 - 4.4.3.3 at least two (02) members from the list of nominated 'ICC' members who will address the complaint in the manner prescribed by the law

- 4.4.4 At least one - half of the members of the ICC shall be women including the presiding officer
- 4.4.5 A minimum quorum of three (03) members is required for investigating the complaints including the external member

4.5 FEES OR ALLOWANCES FOR MEMBER OF THE EXTERNAL MEMBER

The member appointed from amongst non-government organizations shall be entitled to an allowance as agreed upon for holding the proceedings of the ICC and also the reimbursement of travel cost incurred in travelling by any mode of transportation. The actual amount spent shall be reimbursed.

4.6 ACTION AGAINST ICC

Where the Presiding Officer or any Member of the ICC acts in any manner as set out below:

- 4.6.1 Contravenes the provisions of this Policy; or
- 4.6.2 Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him/her; or
- 4.6.3 Has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against them; or
- 4.6.4 Has abused their position as to render their continuance in office prejudicial to the public interest.
- 4.6.5 Such Presiding Officer or Member as may be the case, may be removed from the ICC and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the selection process set out in this policy.

4.7 COMPLAINT AGAINST SEXUAL HARASSMENT

Following procedure will be adhered to for resolution of grievances related to sexual harassment:

- 4.7.1 Any Aggrieved Person who has sufficient reasons to believe that they are being sexually harassed directly or indirectly can submit a written complaint of the alleged incident to any representative of the ICC along with any documentary evidence available or names of witnesses to initiate the enquiry.
- 4.7.2 An Aggrieved Person can also address the complaint to their reporting manager or business unit head or human resource partners through various mediums including email, calls or in person.
- 4.7.3 The Complaints of sexual harassment may also be reported via e-mail at bfdlposh@bajajfinservmarkets.in or bfdlwhistleblower@bajajfinservmarkets.in
- 4.7.4 The complaint must be made within three (03) months from the date of the incident or last incident.
- 4.7.5 The internal committee can extend the timeline by another three (03) months for reasons recorded in writing if it is satisfied that there are bonafide reasons that prevented the Aggrieved Person from lodging the complaint.
- 4.7.6 In case of a Complaint filed by another person on behalf of the Complainant (where the Complainant is in confidence) the facts of the Complaint will be assessed in order to determine whether a prima facie case of sexual harassment exists and whether intervention or some other assistance is required.
- 4.7.7 Any employee who has knowledge of sexual harassment or retaliation against a person who has reported sexual harassment is required to report it to the Chief of Human Resource Officer / Head of HR, failure to report will result in appropriate disciplinary action.

- 4.7.8 If the aggrieved employee is unable to submit a complaint in writing, the Chairperson/Presiding Officer or any member of the Internal Complaints Committee (ICC) shall provide all reasonable assistance to the employee in documenting the complaint in writing
- 4.7.9 Indiscipline conduct: Care must be taken to ensure that complaints submitted to the Internal Complaints Committee (ICC) are genuine. Filing malicious complaints with false allegations, or misusing the ICC to harass any individual, is strictly prohibited. If the Committee is reasonably satisfied that a complaint is unfounded or made with malicious intent, such conduct will be treated as an act of indiscipline and may invite appropriate disciplinary action. Accordingly, the ICC shall refer the case to the Employer for being referred to Disciplinary Action Committee (DAC) for appropriate action in accordance with Disciplinary Action Policy.
- 4.7.10 The frequency of the ICC meeting shall be within ten (10) working days of receiving the Complaint.
- 4.7.11 The ICC is responsible for:
 - 4.7.11.1 Receiving Complaints of sexual harassment at the workplace.
 - 4.7.11.2 Initiating and conducting inquiry as per the established procedure.
 - 4.7.11.3 Submitting findings and recommendations of inquiries.
 - 4.7.11.4 Coordinating with the Employer in implementing appropriate action.
 - 4.7.11.5 Maintaining strict confidentiality throughout the process as per established guidelines.
 - 4.7.11.6 Submitting quarterly reports in the prescribed format.

5. RECEIVING A COMPLAINT (GUIDELINES)

- 5.1 Upon receipt of the Complaint under this Policy, a minimum quorum of three (03) members of ICC - comprising of at least two (02) women representatives with one of them being the external woman representative are required to be present for the meeting of the ICC to take place.
- 5.2 The Complainant should be advised that:
 - 5.2.1 Although the investigation 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.
 - 5.2.2 The concerns stated by the Complainant are listened to and the Complainant is informed that the ICC handles them with utmost seriousness. Complainant is informed that the concerns will be reported to the ICC and follow up will be done expeditiously. The situations are not to be pre - judged by the recipient of the complaint.
 - 5.2.3 Written notes and audio / video recordings shall be taken with the consent of the Complainant and the witnesses.
 - 5.2.4 All notes and records shall be maintained in strict confidentiality. As a prerequisite, the complainant's consent must be obtained before the matter is formally taken up by the Internal Complaints Committee (ICC)
 - 5.2.5 Care is taken to prevent any disadvantage to or victimization of either the Complainant or the Respondent.

6. RESOLUTION PROCESS THROUGH CONCILIATION

- 6.1 Upon receipt of the complaint, and before initiating a formal inquiry, the Internal Complaints Committee (ICC) may, at the request of the aggrieved person/complainant, take steps to conciliate the matter between the complainant and the respondent
- 6.2 No monetary settlement shall be made as a basis of conciliation.

- 6.3 It is made clear to all parties that conciliation in itself does not necessarily mean acceptance of offence by the Respondent. It is a practical mechanism through which issues are resolved or misunderstandings may get clarified, if the Complainant, suo motu, opts for doing so.
- 6.4 In case a settlement is arrived at, the ICC shall record the settlement in writing and forward the same to BFDL for taking appropriate action as specified in the recommendation. Copies of the Settlement report shall be provided to the Complainant and Respondent.
- 6.5 Where the Settlement is arrived at vide Conciliation, no further inquiry is conducted by the ICC.

7. RESOLUTION PROCEDURE THROUGH FORMAL INQUIRY

7.1 THE ICC INITIATES INQUIRY IN THE FOLLOWING CASES:

- 7.1.1 No conciliation is requested by Aggrieved Person/Complainant.
- 7.1.2 Conciliation has not resulted in any settlement.
- 7.1.3 An inquiry may be initiated if the Complainant informs ICC that any term or condition of the settlement arrived through conciliation, has not been complied with by the Respondent.

7.2 MANNER OF INQUIRY INTO THE COMPLAINT

- 7.2.1 Subject to the provisions at the time of filing the Complaint for the offence of sexual harassment, the Complainant shall submit to the ICC, a copy of the Complaint along with supporting documents and the names and addresses of the witnesses.
- 7.2.2 On receipt of the Complaint, the ICC shall send one copy to the respondent within a period of ten (10) days.
- 7.2.3 ICC shall communicate to the Complainant and Respondent about the initiation of inquiry.
- 7.2.4 The Respondent shall be required to file their reply to the Complaint along with the list of evidence and names and addresses of witnesses within a period not exceeding ten (10) working days from the date of the receipt of the Complaint from the ICC. The Respondent shall be provided with full opportunity to respond and submit evidence if any.
- 7.2.5 Both the Complainant and the Respondent may be called upon by the ICC for explanation and deposition, based on the which the inquiry shall be conducted and concluded. If the Complainant or Respondent against whom Complaint is made desires any witness (es) to be called, the same shall be communicated in writing to the ICC along with the names of the proposed witness(es).
- 7.2.6 The ICC is required to review the authenticity of the documents/evidence provided to them by either of the parties. They are also required to meet with the witnesses and record their statements.
- 7.2.7 No legal practitioner is permitted to represent any party in their case at any stage of the proceedings before the ICC.
- 7.2.8 The ICC shall make inquiry into the Complaint in accordance with the principles of natural justice and for this purpose the ICC shall have the same powers as are vested in a Civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of matters namely:
 - 7.2.8.1 Summoning and enforcing the attendance of any person and examining them on oath
 - 7.2.8.2 Requiring the discovery and production of evidence; and
 - 7.2.8.3 Any other matter which may be prescribed

7.2.9 Under no circumstances, can the confidentiality of the information be compromised in any manner whatsoever with any person who is not associated with the inquiry, except with the ICC and related senior management team. Breach of confidentiality shall be treated as misconduct which will be dealt with in accordance with Disciplinary Actions Policy.

7.2.10 Within thirty (30) days from the completion of the inquiry, the ICC shall provide the findings of the inquiry to BFDL and copy of the report shall also be provided to the Complainant and the Respondent.

7.3 INTERIM RELIEF TO COMPLAINANT DURING THE PENDENCY OF INQUIRY BY THE ICC

Based on a written request made by the Complainant due to pendency, the ICC may recommend the Chief Human Resource Officer / Head of HR to:

7.3.1 Transfer the Complainant or the Respondent to any other workplace, if requested and feasible or

7.3.2 Grant leave to the Complainant up to a period of three months, in addition to the leave she would be otherwise entitled.

7.3.3 Grant such other relief to the Complainant as may be appropriate

7.3.4 Prevent the Respondent from assessing Complainant's work performance

7.3.5 Once the recommendations of interim relief are implemented, BFDL will inform the ICC regarding the same.

7.4 TERMINATION OF INQUIRY

The ICC shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the Complaint, if the Complainant or the Respondent fails without sufficient reason to present themselves for three (03) consecutive hearings convened by Presiding officer, as the case may be. Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen (15) days in advance to the Respondent.

7.5 INQUIRY PROCEDURE

7.5.1 Proceedings of the inquiry shall be documented and the first meeting the internal committee members shall hear the Complaint and record the Complainants' allegations. The Complainant can also submit any corroborative material with a documentary which can be physical or electronic proof, oral or written material etc., to substantiate the complaint.

7.5.2 If the Complainant does not wish to divulge personally due to embarrassment of narration of event any officer as representative of the Complainant may act on the Complainants behalf for the purpose of recording the statement.

7.5.3 The ICC shall prepare and hand over the statement of allegations / show cause notice to the person / Respondent against whom the complaint is made and given them and opportunity to submit a return explanation if they so desire within ten (10) working days from the receipt of statement the respondent shall be provided with full opportunity to respond and submit evidence if any.

7.5.4 The Internal Complaints Committee (ICC) conducts a separate and impartial interview with the respondent, clearly stating the specific allegations and the identity of the complainant

7.5.5 If the Complainant or Respondent against whom complaint is made desires any witness(es) to be called the same shall be communicated to the ICC along with the names of the proposed witness(es).

- 7.5.6 If the Complainant desires to tender any documents by way of evidence before the ICC, they shall supply original copies of such documents. Both shall affix their signatures on the respective documents to certify these to be original copies.
- 7.5.7 The ICC is required to review the authenticity of the documents and evidences provided to them by either of the parties they are also required to meet with the witnesses and record their statements.
- 7.5.8 If the Complainant or respondent desires to cross examine any witnesses the ICC shall facilitate the same and record the statements. In case Complainant or Respondent seeks to ask questions to the other party, they may give the questions to the ICC shall ask and record the statement of the other party
- 7.5.9 The Internal Complaints Committee (ICC) may request any documents or materials, whether physical or electronic, including but not limited to video or audio recordings, photographs, emails, text messages, WhatsApp chats, mobile phone data, bank statements, credit card statements, or any other relevant evidence to assist in the inquiry
- 7.5.10 The Internal Complaints Committee (ICC) shall review the inquiry and thereafter draw conclusions on whether disciplinary or corrective action is warranted. The entire inquiry process should normally be completed within 90 working days from the date the ICC receives the complaint. However, the timeline may be extended depending on the complexity of the case.

7.6 CONSIDERATIONS WHILE PREPARING INQUIRY REPORT

While preparing the findings and recommendations following are considered:

- 7.6.1 Whether the language used written or spoken visual material or physical behaviour was of sexual or derogatory nature
- 7.6.2 Whether the allegations or events follow logically and reasonably from the evidence
- 7.6.3 Credibility of Complainant and / or Respondent witnesses and evidence
- 7.6.4 Other similar facts evidence for example if there have been any previous accounts of harassment pertaining to the Respondent
- 7.6.5 Both parties have been given an opportunity of being heard
- 7.6.6 A copy of the proceedings was made available to both parties enabling them to make representation against the findings
- 7.6.7 A hardcopy of the final findings is shared with the Complainant and the Respondent to give them an opportunity to make a presentation on the findings to the ICC.

8. ACTIONS TO BE TAKEN AFTER INQUIRY

The documents pertaining to the inquiry shall be maintained by the Human Resource Department and will be securely stored for future reference; if any:

8.1 COMPLAINT SUBSTANTIATED:

Upon completion of inquiry, a detailed report with recommendation shall be prepared and submitted to the concerned person(s) by the Chief Human Resources Officer / Head of HR.

Any disciplinary action initiated against a respondent found guilty of sexual harassment, along with the decision thereof, shall be final and binding

Where the ICC arrives at the conclusion that the allegation against the Responses has been proved, the ICC shall provide its recommendations to the Chief Human Resources Officer /

Head of HR to take necessary action for sexual harassment as misconduct, in accordance with the applicable laws, rules and policies, and this may include:

- 8.1.1 Counselling
 - 8.1.2 Written apology to be tendered by the Accused (Respondent)
 - 8.1.3 Termination
 - 8.1.4 Change of location/duty/demotion.
 - 8.1.5 Withholding of benefits and perks, and/or promotion.
 - 8.1.6 Written warning
 - 8.1.7 Criminal proceedings
 - 8.1.8 Any other appropriate action as may deem fit under the policy
 - 8.1.9 The Chief Human Resources Officer / Head of HR at BFDL acts upon the recommendations within sixty (60) days and confirm to the ICC.
- 8.2 Action in terms of monetary punishment: If the ICC deems it suitable for any sum to be paid to the Complainant, by the Respondent, the sum shall be decided based on the following and after due ratification by the Chief Human Resources Officer / Head of HR / CEO:
- 8.2.1 The mental trauma, pain, suffering, and emotional distress caused to the Aggrieved Person.
 - 8.2.2 The loss in the career opportunity due to the incident of sexual harassment.
 - 8.2.3 Medical expenses incurred by the victim for physical or psychiatric treatment.
 - 8.2.4 The income and financial status of the accused party.
 - 8.2.5 Feasibility of such payment in lump sum or in instalments.
- 8.3 Where sexual harassment occurs as a result of an act or omission by any third party or outsider, BFDL shall take necessary and reasonable steps to assist the affected person in terms of psychological legal and financial support
- 8.4 In case the ICC finds the degree of offence within the scope of the Bharitya Nyay Sanhita, 2023; then this fact shall be mentioned in its report and appropriate legal recourse shall be sought by the Management in such cases.
- 8.5 **MALICIOUS ALLEGATIONS**
- Where the ICC arrives at the conclusion that the allegation against the Respondent is malicious or the Complainant or any other person making the Complaint has made the Complaint knowing it to be false or the Complainant or any other person making the Complaint has produced any forged or misleading document, it may recommend to the Chief of Human Resources Officer/ Head of HR / CEO as the case may be, to take actions against the woman or person making the Complaint as per the Disciplinary Actions Policy applicable to false evidence.

9. APPEAL

Any party aggrieved by the implementation or non-implementation of the recommendations made by the IC may appeal to the Appellate Authority in accordance with the provisions of the Acts and rules, within ninety (90) days of the recommendations being communicated.

10. PROHIBITION OF RETALIATION

Retaliation of any kind against anyone who is involved in the inquiry of or in making an allegation of sexual harassment is prohibited and will result in disciplinary action against the retaliator, including termination of employment.

11. CONFIDENTIALITY- NON-DISCLOSURE OF THE COMPLAINT

- 11.1 The identity and address of the Aggrieved Person, Respondent and witness, any information relating to conciliation, enquiry and proceedings or recommendations of the ICC as the case may be and the action taken by BFDL shall not be disclosed, published, communicated or made known to the public, press and media or to any other employees in any manner, except the Company may decide to communicate the broader guidelines of the incident on “no names” basis in order to prevent recurrence of such issues within the Company.
- 11.2 Penalty for Contravention: If any person contravenes by disclosure of the Complaint or recommendations as may be the case, BFDL shall recover a sum of ₹5,000/-, clause 12 of the revised notification issued in the gazette published on December 9, 2013, by the 'Ministry of Women & Child Development'. Further, such violation would be construed as “breach of trust” and BFDL shall have the discretion to initiate civil / criminal action against such person.

12. MISCELLANEOUS

- 12.1 Reporting of ICC: the committee carrying out the inquiry will report to the ICC. If required, they may seek assistance any other department other than the department from where the Complaint has been received, the Company will make appropriate arrangement to facilitate the inquiry by the ICC.
- 12.2 Grievance against any member of ICC should be addressed to the Chief Human Resource Officer / Head of HR / CEO of the Company.
- 12.3 The company will make appropriate arrangement to facilitate the enquiry by the internal complaints committee

13. MIS & REPORTING GUIDELINES

All inquiries will be tracked and reported via a quarterly dashboard to the management team and all sensitivity with regards to investigations shall be adhered to and reasonable judgment shall be exercised on the disclosure of facts in each case.

All cases which are not resolved through the internal governance mechanism due to the need for legal recourse shall also be tracked and reported by the Legal department as per the progress made at regular intervals. This would be shared with the CEO and board periodically.

14. PREPARATION OF ANNUAL REPORT

The Annual Report shall be submitted for each calendar year to the District Officer and the CEO by the HR Department. The quarterly report shall contain the details as below:

- 14.1 Number of Complaints of sexual harassment received in the year
- 14.2 Number of Complaints disposed of during the year
- 14.3 Number of cases pending for more than ninety (90) days
- 14.4 Number of workshops or awareness programs against sexual harassment carried out
- 14.5 Nature of action taken by the Company

15. REVIEW

BFDL reserves the right to review this policy annually or on need basis. Additionally, in case of any amendment required pursuant to change in laws/regulations or any other circumstances, such amendments to the policy shall be made with approval from the Board of Directors.

16. ANNEXURE - A (ICC MEMBERS)

#	EMPLOYEE ID	EMPLOYEE NAME	JOB LEVEL	CURRENT DESIGNATION	GENDER	BUSINESS UNIT	ROLE/ POSITION IN INTERNAL COMPLAINTS COMMITTEE FOR POSH	MEMBER TYPE	OFFICE LOCATION	OFFICIAL EMAIL ID
1	1001562	Jolly Ramtri	GB08A	National Head	Female	Human Resources	Chairperson	Permanent	Pune - Cerebrum B2	jolly.ramtri@bajajfinservdirect.in
2	1004005	Manish Jain	GB08B	Legal Head	Male	Legal and Compliance	Legal Advisor	Permanent	Pune - Cerebrum B2	manish.jain6@bajajfinservdirect.in
3	1002555	Deepak Nayar	GB08B	Head of HR	Male	Human Resources	Head of HR	Permanent	Pune - Cerebrum B2	deepak.nayar@bajajfinservdirect.in
4	72238	Anshuman Mishra	GB09A	Chief Financial Officer	Male	Finance and Accounts	Nominated Member	Permanent	Pune - Cerebrum B2	anshuman.mishra@bajajfinservdirect.in
5	1001590	Komal Kapoor	GB04B	Manager	Female	Legal and Compliance	Nominated Member	Rotational	Pune - Cerebrum B2	komal.kapoor@bajajfinservdirect.in
6	1000791	Harshada Dhomse	GB04B	Manager	Female	Human Resources	Nominated Member	Rotational	Pune - Cerebrum B2	harshada.dhomse@bajajfinservdirect.in
7	1000746	Suma Shetty	GB04B	Manager	Female	Human Resources	Nominated Member	Rotational	Pune - Cerebrum B1	suma.shetty@bajajfinservdirect.in
8	1000285	Amita Vyas	GB06A	Senior Manager	Female	Human Resources	Nominated Member	Rotational	Pune - Cerebrum B1	amita.vyas@bajajfinservdirect.in
9	1004851	Rishika Chakraborty	GB06A	Senior Manager	Female	Legal and Compliance	Nominated Member	Rotational	Pune - Cerebrum B2	rishika.chakraborty@bajajfinservdirect.in
10	1001665	Priyanka Khinvasara	GB06B	Senior Manager	Female	Human Resources	Nominated Member	Rotational	Pune - Cerebrum B3	priyanka.khinvasara@bajajfinservdirect.in
11	950142	Vedvati Kulkarni	GB07A	Principal	Female	Internal Audit	Nominated Member	Rotational	Pune - Cerebrum B2	vedvati.kulkarni@bajajfinservdirect.in
12	957175	Krishnan Ganeshan	GB07B	Senior Principal	Male	BFSI	Nominated Member	Rotational	Pune - Cerebrum B2	krishnan.ganeshan@bajajfinservdirect.in
13	1005300	Parul Uppal	GB08A	Delivery Head	Female	Technology - BTS	Nominated Member	Rotational	Pune - Cerebrum B3	parul.uppal@bajajtechnologyservices.com
14	1005692	Shivadeep Panjwani	GB08A	National Head	Male	Human Resources	Nominated Member	Rotational	Pune - Cerebrum B2	shivadeep.panjwani@bajajfinservdirect.in
15	960087	Priti Agarwal	GB08B	Head	Female	BFSI	Nominated Member	Rotational	Pune - Cerebrum B2	priti.agarwal@bajajfinservdirect.in
16	1005555	Ronak Kumar	GB08B	Head	Male	BFSI	Nominated Member	Rotational	Pune - Cerebrum B2	ronak.kumar@bajajfinservdirect.in
17	1004773	Amit Joshi	GB09A	Senior Delivery Officer	Male	Technology - BTS	Nominated Member	Rotational	Pune - Cerebrum B1	amit.joshi1@bajajtechnologyservices.com
18	1004460	Krishnan Subramanian	GB09A	Head	Male	Technology - BTS	Nominated Member	Rotational	Pune - Cerebrum B3	krishnan.s@bajajtechnologyservices.com
19	1002377	Manish Kalyani	GB09B	Head	Male	BFSI	Nominated Member	Rotational	Pune - Cerebrum B2	manish.kalyani@bajajfinservdirect.in
20	1005385	Arun Daswani	GB10A	Chief Delivery Officer	Male	Technology - BTS	Nominated Member	Rotational	Pune - Cerebrum B1	arun.daswani@bajajtechnologyservices.com
21	1004001	Narayan Iyer	GB12A	President	Male	Technology - BTS	Nominated Member	Rotational	Pune - Cerebrum B1	narayan.iyer@bajajtechnologyservices.com
22	External Member	Sneha Khandekar	External Member	External Member	Female	External Member	External Member	Permanent	NA	snehakhandekar@hotmail.com

1. General Counsel who is an employee of the organisation and is a legal expert
2. Chief Human Resource Officer / Head of HR, who is an employee of the organization and by the virtue of the role and job function, is a custodian of the company's social repute and the employee relations head of the organization
3. One Senior Level lady advocate and / or a Senior Lady representing a non-governmental organization/association committed to the cause of women, or who has legal expertise / experience in the field of social work or as an external woman representative of the company

17. ANNEXURE – B, ACTS OF SEXUAL HARASSMENT ARE COVERED BY THE PROVISION OF LAW

LEGISLATION (ACT)	SECTION	DESCRIPTION OF OFFENCE	PUNISHMENT
Indian Penal Code / Bhartiya Nyay Sanhita	292 / 294	Distribution, exhibition, convey, advertise, attempt to do any obscene act	First conviction: 2 years imprisonment and with fine. Second conviction: Imprisonment may extend to 5 years and with fine
Indian Penal Code / Bhartiya Nyay Sanhita	294 / 296	Obscene acts and songs	Imprisonment up to 3 months or with fine or both.
Indian Penal Code / Bhartiya Nyay Sanhita	341 / 126	Wrongful restraint	Imprisonment up to 1 month or fine or both.
Indian Penal Code / Bhartiya Nyay Sanhita	354 / 74	Assault or criminal force to woman with intent to outrage her modesty	Imprisonment, which shall not be less than 1 years but may extend to 5 years along with fine.
Indian Penal Code / Bhartiya Nyay Sanhita	354-A / 75	Sexual harassment	Rigorous imprisonment up to 3 years or with fine or both.
Indian Penal Code / Bhartiya Nyay Sanhita	354-B / 76	Assault or use of criminal force to woman with intent to disrobe	Imprisonment from 3 years to 7 years along with fine.
Indian Penal Code / Bhartiya Nyay Sanhita	354-C / 77	Voyeurism	First conviction: 1 year imprisonment, subject to a maximum of 3 years imprisonment and with fine. Second conviction: Imprisonment to be at least for a period 3 years and subject to maximum of 7 years and with fine.
Indian Penal Code / Bhartiya Nyay Sanhita	354-D / 78	Stalking	First conviction: 3 years imprisonment and with fine. Second conviction: Imprisonment may extend to 5 years and with fine
Indian Penal Code / Bhartiya Nyay Sanhita	375 & 376 / 63 & 64	Rape & Punishment for Rape	IPC - Rigorous imprisonment up to 7years but may extent to life imprisonment along with fine. BNS - Rigorous imprisonment of either description for a term which shall not be less than ten years, which may extend to imprisonment for life, and shall also be liable to fine.
Indian Penal Code / Bhartiya Nyay Sanhita	509 / 79	Word, gesture, or act intended to insult the modesty of a woman	Up to 3 years of imprisonment along with fine.
Information Technology Act	67	Punishment for publishing or transmitting obscene material in electronic form	First conviction: 3 years and with fine which may extend to 5 lakh rupees. Second conviction: Imprisonment may extend to five years and also, with fine which may extend to ten lakh rupees
Information Technology Act	67A	Punishment for publishing or transmitting any sexually explicit act etc., in electronic form.	First conviction: 5 years and with fine which may extend to 10 lakh rupees. Second conviction: Imprisonment may extend to 7 years and also, with fine which may extend to ten lakh rupees

Note: Offences committed before 1st July 2024 shall be punishable under the Indian Penal Code and Offences committed on or after 1st July 2024 shall be punishable under the Bhartiya Nyay Sanhita.

18. HISTORY OF CHANGES

DETAILS OF CHANGE (S)	REFERENCE OF CHANGE	CHANGE DATE	AUTHOR
Document Series and Formatting, Addition to list incidents leading to POSH (Indicative)	Clause 3, Overall Document	1-SEP-2023	Anuprita Supekar
Revisited Committee members	Addition/Changes in IC members	1-SEP-2023	Jolly Ramtri
Reviewed as per legal standards	Overall Document	1-SEP-2023	Manish Jain
Revisited Committee members	Addition/Changes in IC members	1-AUG-2024	Jolly Ramtri
Change in the Legislation Act Name	Clause# 17, Annexure B	1-AUG-2024	Manish Jain
Quarterly Reporting Grid Updated	Clause # 14	01-SEP-2024	Jolly Ramtri
Added the definition of Management	Clause# 3.10	01-JUL-2025	Jolly Ramtri
Revisited Committee Members	Addition/Changes in IC members	01-JUL-2025	Jolly Ramtri
Review of the policy shall be done annually or need basis	Clause# 15	01-JUL-2025	Jolly Ramtri