



# Sexual Harassment Policy

## 1. Why this Policy?

Squatrix Solutions values its employees and is committed to providing a work environment that ensures every employee is treated with dignity and respect. The company recognizes its responsibility to create a safe and professional environment, free from any form of sexual harassment. This policy outlines Squatrix Solutions' approach to ensuring a workplace that promotes equality and prevents sexual harassment in compliance with the Prevention of Sexual Harassment Act.

Squatrix Solutions believes that a diverse and inclusive workforce enhances creativity, innovation, and business success. As such, we are dedicated to promoting an environment where differences are respected and harassment is not tolerated.

## 2. Guiding Principles

- Squatrix Solutions aims to foster a work environment that is free from discrimination and harassment of any kind.
- The company is particularly focused on ensuring the safety and empowerment of women employees, allowing them to work with dignity and confidence.
- Sexual harassment, whether verbal, physical, or non-verbal, is strictly prohibited. The policy is framed according to the Prevention of Sexual Harassment Act.

## 3. Conduct at Work

Sexual harassment at the workplace includes, but is not limited to:

1. Unwelcome sexually determined behavior, such as verbal or physical advances, or innuendos.
2. Inappropriate physical contact or suggestive gestures.
3. Requests for sexual favors or comments with sexual overtones.
4. Circulation of inappropriate messages, emails, or content with sexual implications.
5. Showing or attempting to show pornography or obscene material.
6. Conducting meetings in non-official locations without mutual consent of the parties involved.

**Explanation 1:** Sexual harassment shall also include any conduct where:

1. Unwelcome advances or requests for sexual favors are made in return for employment, promotion, or evaluation.
2. Sexual comments or actions create a hostile, intimidating, or offensive work environment.
3. Physical assault, molestation, or eve-teasing occurs.
4. Any act that denies equal opportunities or creates a hostile work environment for employees based on their gender.

**Explanation 2:** Any form of behavior that causes a reasonable apprehension of humiliation, health, or safety concerns, or that may lead to adverse consequences for the employee if not consented to, will be considered harassment.



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## 4. Scope of the Policy

This policy applies to all employees of Squatrix Solutions, including full-time, part-time, contractual, and temporary employees. It also extends to any third-party or client interactions. The policy covers all sexual harassment incidents both within and outside the company premises.

## 5. Internal Complaints Committee

Squatrix Solutions has established an Internal Complaints Committee (ICC) to address and resolve complaints of sexual harassment. The committee comprises:

- A senior-level woman employee as the Presiding Officer.
- At least two members from the organization committed to women's welfare or possessing legal/social work expertise.
- An external member from an NGO or organization familiar with issues of sexual harassment.

At least half of the ICC members will be women. The committee's primary responsibilities are to:

- Investigate complaints of sexual harassment and recommend appropriate actions.
- Provide support, including counseling, to victims of harassment.
- Ensure that complaints are addressed in a fair and timely manner.

## 6. Complaint Redressal Process

- Any aggrieved employee can file a written complaint with the ICC within three months of the incident, or within three months of the last incident in the case of a series of incidents.
- The ICC will assist employees in drafting the complaint if necessary.
- The ICC may extend the filing period by three months in certain justified cases.
- In the event of settlement between the complainant and the respondent, the ICC may choose to drop the inquiry.
- In cases where prima facie evidence of harassment is found, the ICC will forward the complaint to the appropriate authorities for further action within seven days.
- A final report will be submitted within 10 days after the inquiry is concluded.

## 7. Employee Rights and Responsibilities

- **Rights:** Every employee has the right to work in a harassment-free environment and report incidents of sexual harassment without fear of retaliation.
- **Responsibilities:** Employees are expected to:
  - Act with dignity and respect towards colleagues.
  - Report any incidents of harassment to the ICC.
  - Refrain from behaviors that could be perceived as offensive or inappropriate.



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## 8. Policy Review

This policy will be reviewed annually to ensure its effectiveness and to incorporate any improvements in the process. Feedback from employees and best practices from industry standards will be taken into consideration during the review process.