POSH POLICY

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KWALITY WALL'S INDIA LIMITED

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1. Objective

The company is committed to ensuring that all persons engaged with the company work in an environment that is inclusive and provides an opportunity to bring their best selves at workplace. The company is committed to provide a work environment that ensures every person at the workplace is treated with dignity, respect and afforded equal treatment. The company directs its actions to ensure that everyone who visits our workplace, experiences an environment that not only promotes diversity and equality but also mutual trust, equal opportunity and respect for human rights.

The company does not tolerate any form of discrimination, victimization, or harassment including Sexual Harassment and it is committed to take all necessary steps to ensure that nobody is subjected to any kind of harassment.

This Policy on Prevention of Sexual Harassment (POSH) ["Policy"] is framed in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ["the Act'] and the Rules framed thereunder which is aimed at providing every woman at the workplace a safe, secure and dignified work environment.

2. Applies to

This Policy applies to all persons engaged at the company, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent and includes a co-worker, a contract worker, probationer, trainee, apprentice, intern and visitor at our premises.

Complaints relating to Sexual Harassment against women at Workplace (as defined under the Act) shall be dealt with in accordance with the provisions of the Act. Complaints involving harassment/discrimination, including sexual harassment, against persons other than women [including men and LGBTQ+] shall be dealt with in accordance with our policies.

3. What is sexual harassment at workplace?

"Sexual Harassment" includes any one or more of the following unwelcome acts or behaviours (whether directly or by implication) namely:

a. physical contact and advances; or
b. demand or request for sexual favours; or
c. making sexually coloured remarks; or
d. showing pornography; or
e. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Generally, workplace sexual harassment refers to two common forms of inappropriate behaviour. (i) Quid Pro Quo (this for that) and (ii) Hostile Work Environment.

The following circumstances, amongst others, if they occur, or are present, in relation to or connected with any act or behaviour with sexual connotation amount to sexual harassment.

3.1. Quid Pro Quo ('this for that')

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

3.2. Hostile Work Environment

- Creating a hostile, intimidating or an offensive work environment
- Humiliating treatment likely to affect health or safety

It is to be noted that the Sexual Harassment at Workplace is a behaviour that is unwelcome and is sexual in nature. It is a subjective experience and often occurs in matrix of power. It is the impact on the Complainant (person who has complained) that matters and not the intention of the Respondent (person against whom the complaint is made).

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4. Governance Mechanism

- In accordance with the Act, the company has constituted Internal Committees ["ICs"] to prevent instances of Sexual Harassment against women and to effectively deal with complaints involving Sexual Harassment.

- Business Integrity Committees ["BICs"] constituted by the company shall deal with issues involving harassment/discrimination, including sexual harassment, against persons other than women [including men and LGBTQ+].

- IC or BIC may be hereinafter referred to as "Committee" or collectively/generally as "Committees". Committees are constituted as per the administrative set up of the Company either at regional / state/ local levels. Details of composition of

Committees along with the contact details of the members are available at the respective locations of the Company. Names and contact details of the Committee members can also be obtained by any person by writing to Sonali.Rajpurohit@unilever.com.

5. Filing a Complaint

The complainant may make a formal complaint to any member of the IC or BIC, as may be applicable, using the reporting channels mentioned below.

The complaints shall be handled as per the provisions of the Act and internal guidelines.

6. Consequences

Any person who is found to have committed sexual harassment shall face penal consequences in accordance with the service rules and as decided by the Committee.

7. Confidentiality and non-retaliation

Every person who is a part of the complaint process shall at all times keep the contents of complaint, identity of complainant, respondent and witnesses, and any information relating to conciliation, inquiry and recommendations of Committee confidential.

The company does not tolerate retaliation or victimization against anybody who identifies and raises issues relating to any form of harassment/discrimination including sexual harassment or who lodges complaints and/or participates in any related proceedings either directly with the management or through the grievance procedures in place.

Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed under the Act.

8. Reporting Channels

E-mail : Sonali.Rajpurohit@unilever.com
Call on : +919973770673

Note - The company reserves the right to terminate, suspend, modify or amend from time-to-time any benefits, programs, policies or procedures.