

JASCH INDUSTRIES LIMITED

OFFICE ORDER

In exercise of powers vested in me under Regulation 135(4) of the Articles of Association of the Company read with provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, I hereby frame the following policy for prevention, prohibition and redressal of complaints of sexual harassment of women:

“POLICY FOR PREVENTION, PROHIBITION AND REDRESSAL OF COMPLAINTS OF SEXUAL HARASSMENT OF WOMEN

[Policy framed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013]

1. **Objective:** Jasch Industries Limited ('the Company' or 'Jasch') respects dignity of women involved in its workplace, whether they are employees, suppliers, our customers or just visitors. The Company is committed to providing within its premises an environment which is free from sexual harassment of women.
2. **Policy Statement:** All employees of the Company will maintain high standards of dignity, respect and positive regard for women in all their dealings, whether at workplace or elsewhere and will understand and appreciate the rights of the women to be treated with dignity. All employees of the Company are required to maintain a work environment, which is free from any kind of sexual harassment. Any allegations of sexual harassment will be investigated by an Internal Complaints Committee and dealt seriously, expeditiously, sensitively and with confidentiality. The complainant will be protected against victimization.
3. **Disciplinary Action:** If the outcome of an investigation by the Internal Complaints Committee shows that a sexually harassing behavior has taken place, the harasser will be subject to disciplinary action up to and including termination of employment. In case any such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the company shall initiate appropriate action in accordance with the law by lodging a complaint with the appropriate authority.
4. **Procedure for dealing with complaints of sexual harassment:** If a woman believes that she has been subjected to sexual harassment inside premises of the Company, or in connection with affairs of the Company, then the complaint/grievance should be promptly reported, preferably within twenty-four hours, to the Chairman of the Internal Complaints Committee. The Committee will promptly and thoroughly investigate the complaint by giving an opportunity of being heard to the person complained against and by hearing witnesses/evidence. Any victimization of, or retaliation against the complainant or any employee who gives evidence regarding sexual harassment will be subject to disciplinary action up to and including termination of employment. If the complaint lodged is found to be correct, the Committee shall recommend disciplinary action against the respondent. On the contrary, if the Committee finds that the complaint lodged is false or malicious and/or misleading documents/evidence has been produced, the Committee will reject the complaint and recommend disciplinary action against the complainant.
5. **Internal Complaints Committee (ICC):** The committee will be chaired by a senior level female employee. If there is no such employee, the Committee will be Chaired by a female Director. In addition, the members would include two employee-members who have experience in social work or have legal knowledge. In case there are no such employees, such members may be non-employees. In addition, an external executive from any NGO or association committed to the cause of women or a person familiar with the issues relating to sexual harassment will be a member. The Committee will comprise of four members, two of whom shall be women.
6. **Confidentiality:** The contents of the complaint, the identity and addresses of the complainant, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Committee and the action taken by the Company shall not be published, communicated or made known to the public, press and media in any manner.
7. **Applicability:** The Policy shall become operational from 01st May, 2013”.

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The following Internal Complaints Committee is hereby constituted to receive, investigate and decide on the complaints received from women under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 :

1. Smt. Kamlesh Garg, 202-203, Sector 14, Sonipat – Chairman
2. Shri Anil Kumar, Astd. Personnel Officer, Jasch Industries Ltd, 43/5 Bahalgarh Road, Sonipat – Member
3. Smt. Jyoti Gandhi, #5 Vardhman Complex, Delhi Road, Sonipat – Member
4. Nominee of Lalita Jyoti Anaathaalaya, Gannaur, Distt. Sonipat

J.K. GARG
MANAGING DIRECTOR
01-05-2013