

	BBW GLOBAL TEK PRIVATE LIMITED			ANNEXURE	
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	MD	BBW/ANX/60	00	01.07.2025	01

POLICY ON PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE (POSH)

I. COMMITMENT:

BBW is committed to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. BBW is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. BBW will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment.

II. SCOPE:

This policy applies to all employees (full-time, part-time, trainees and those on contractual assignments) of the company including all subsidiaries and affiliated companies at their workplace or at client sites. BBW will not tolerate sexual harassment, if engaged in by clients or by suppliers or any other business associates

The workplace includes:

1. All offices or other premises where the company's business is conducted.
2. All company-related activities performed at any other site away from the companies' premises
3. Any social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

III. DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature.

Sexual Harassment at the workplace includes:

1. Unwelcome sexual advances (verbal, written or physical),
2. Demand or request for sexual favours,
3. Any other type of sexually-oriented conduct,
4. Verbal abuse or 'joking' that is sex-oriented,
5. any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment and / or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions.

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Inappropriate conduct could also be a joke, a prank or even a compliment. These gestures also lead to harassment although the intention of the individual might not be to offend the other person

IV. RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:

All employees of the Company have a personal responsibility to ensure that their behaviour is not contrary to this policy

All employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment

V. COMPLAINT MECHANISM:

An appropriate complaint mechanism in the form of “Complaints Committee” has been created in the Company for time-bound redressal of the complaint made by the victim

VI. COMPLAINTS COMMITTEE:

In accordance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013**, Bharat Balancing Weightss (BBW) has constituted an **Internal Complaints Committee (ICC)** to address and resolve complaints related to sexual harassment. The committee ensures a fair, confidential, and time-bound resolution process while upholding a safe and respectful workplace environment.

Composition of the POSH Committee (ICC) at BBW

Until further notice, the Complaints Committee consists of the following members:

1. **Presiding Officer:**
 - **Mrs. Arthi (Managing Partner) – 9841596657**
2. **Employee Representatives:**
 - **Mr. Satheesh (General Manager, Member) – 9710933046**
 - **Mr. Easwar (HR Head, Member) – 7708248812**
3. **External Member:**
 - **Mrs. Kavitha (NGO Representative) – 9003401989**

The **Presiding Officer** holds the discretion to appoint additional members of appropriate seniority and rank to the committee as required. This may be done to ensure gender representation aligned with that of the complainant or for any other valid reason deemed necessary for a fair inquiry.

Responsibilities of the POSH Committee (ICC):

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1. Conducting a thorough and impartial investigation into all formal written complaints of sexual harassment.
 2. Taking appropriate corrective measures and recommending necessary actions in response to substantiated complaints.
 3. Creating awareness and implementing preventive measures to discourage workplace sexual harassment.
- BBW is committed to maintaining a work environment free from harassment and discrimination, ensuring dignity and safety for all employees.

VII. PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:

The Company is committed to providing a supportive environment to resolve concerns of sexual harassment as under:

A. Informal Resolution Options

When an incident of sexual harassment occurs, the victim of such conduct can communicate their disapproval and objections immediately to the harasser and request the harasser to behave decently.

If the harassment does not stop or if victim is not comfortable with addressing the harasser directly, the victim can bring their concern to the attention of the Complaints Committee for redressal of their grievances. The Complaints will thereafter provide advice or extend support as requested and will undertake prompt investigation to resolve the matter

B. Complaints:

1. An employee with a harassment concern, who is not comfortable with the informal resolution options or has exhausted such options, may make a formal complaint to the Presiding Officer of the Complaints Committee constituted by the Management. The complaint shall have to be in writing and can be in form of a letter, submitted within 3 months from the date of the incident and in case of a series of incidents, within a period of 3 months from the date of the last incident. The Complaints Committee can extend the timeline for filing the complaint, for reasons to be recorded in writing, by a period of 3 months. Alternately, the employee can send complaint through an email. The employee is required to disclose their name, department, division and location they are working in, to enable the Presiding Officer to contact them and take the matter forward.

Employees may also write directly to the Managing Partner or can also call them over phone

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2. The Presiding Officer of the Complaints Committee will proceed to determine whether the allegations (assuming them to be true only for the purpose of this determination) made in the complaint fall under the purview of Sexual Harassment, preferably within 30 days from receipt of the complaint. In the event, the allegation does not fall under the purview of Sexual Harassment or the allegation does not constitute an offence of Sexual Harassment, the Presiding Officer will record this finding with reasons, and communicate the same to the complainant.
3. If the Presiding Officer of the Complaints Committee determines that the allegations constitute an act of sexual harassment, he/ she will proceed to investigate the allegation with the assistance of the Complaints Committee.
4. Where such conduct, on the part of the accused, amounts to a specific offence under the law, the Company shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

5. The Complaints Committee shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations on action to be taken

Corrective action may include any of the following:

- a. Formal apology
 - b. Counselling
 - c. Written warning to the perpetrator and a copy of it maintained in the
 - d. Change of work assignment / transfer for either the perpetrator or the victim.
 - e. Suspension or termination of services of the employee found guilty of the offence
6. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.
(For more details, refer to the pictorial representation of the process flow given in Annexure A)

VIII. CONFIDENTIALITY:

The Company understands that it is difficult for the victim to come forward with a matter confidential. To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

IX. ACCESS TO REPORTS AND DOCUMENTS:

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All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the Company except where disclosure is required under disciplinary or other remedial processes.

X. PROTECTION TO COMPLAINANT / VICTIM:

The Company is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action. The Company will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

XI. CONCLUSION:

In conclusion, the Company reiterates its commitment to providing its employees, a workplace free from harassment/ discrimination and where every employee is treated with dignity and respect.

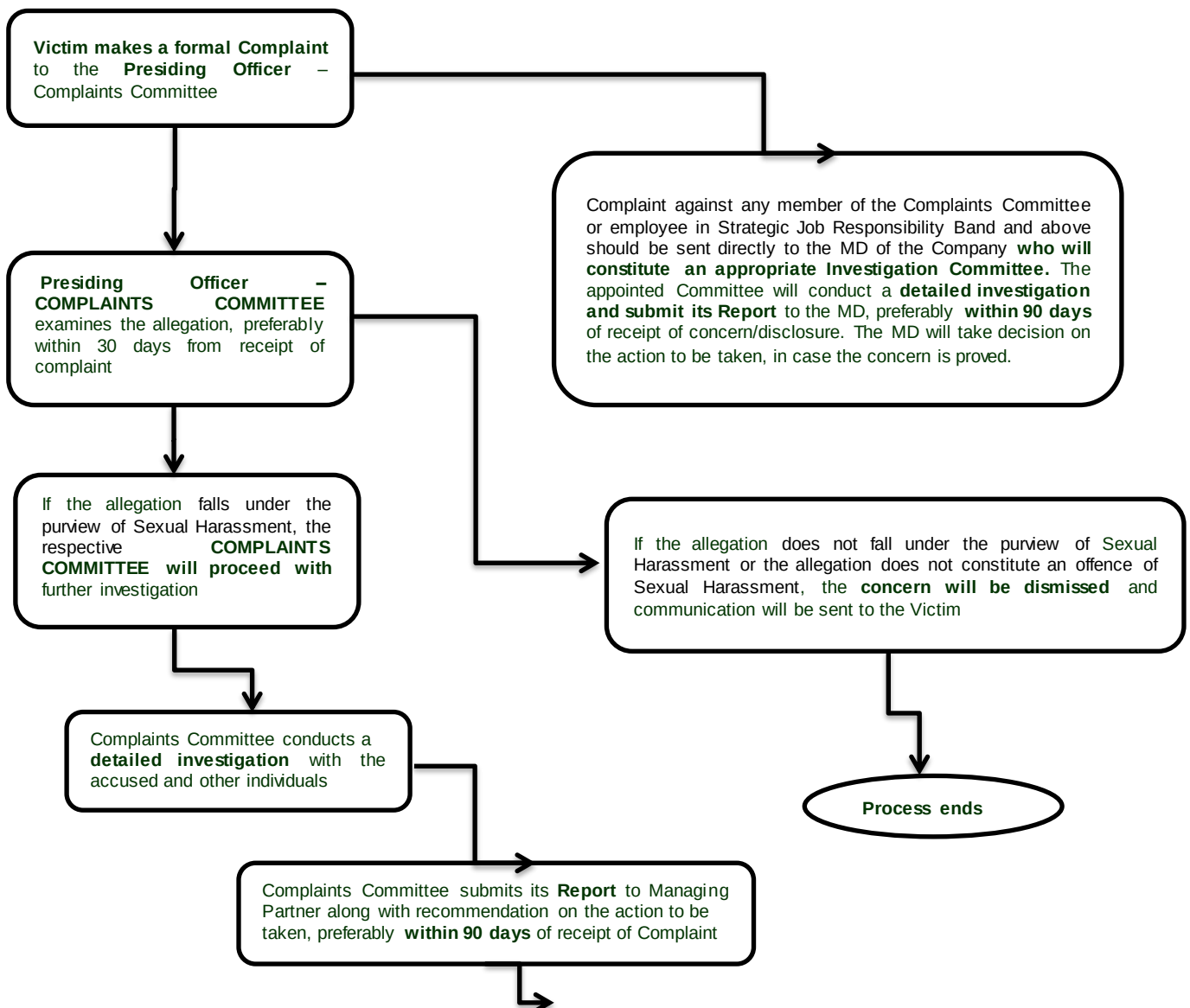


01/07/2025

Managing Director

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Annexure A
PROCESS FLOW for POSH (PREVENTION OF SEXUAL HARRASSMENT @
WorkPlace)



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