



Paras Defence & Space Technologies Ltd.

WHISTLE BLOWER & ANTI- SEXUAL
HARASSMENT POLICY

Paras

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Whistle blower & anti- sexual harassment policy

Purpose:

- ❖ The Whistleblower Policy is intended to encourage employees to highlight suspected fraud, corruption, or other inappropriate incidents, or health and safety concerns.
- ❖ To provide direction and rules for governing the conduct of employees to ensure a work place free from sexual harassment.

Whistle Blower Policy Features:

- ❖ This policy applies to all the employees of Paras Defence and Space Technologies Ltd. (including outsourced, temporary and on contract personnel), ex-employees, stakeholders of the company, including vendors here in after referred to as 'Whistle Blower'.
- ❖ This policy encourages all the whistle blowers to report any kind of misuse of company's properties, mismanagement or wrongful conduct prevailing/executed in the company, which the whistle blower in good faith, belief, evidence any of the following:
 - Violation of any law or regulations, policies including but not limited to corruption, bribery, theft, fraud, coercion and willful omission.
 - Rebating of commission/benefit or conflict of interest.
 - Procurement frauds.
 - Mismanagement, gross wastage or misappropriation of company funds/assets.
 - Manipulation of company data/records.
 - Misappropriating cash/company assets; leaking confidential or proprietary information.
 - Unofficial use of company's property/human assets.
 - Activities violating company policies. (Including code of conduct)
 - A substantial and specific danger to public health and safety.

- An abuse of authority or fraud.
- An act of discrimination or sexual harassment.

ANTI SEXUAL HARRASMENT POLICY

- ❖ While it is not possible to list all of the circumstances which would constitute sexual harassment, following are some examples:

- Unwelcome sexual advances -whether they involve physical touching or not;
- Requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews.
- Salary increases, promotions, increased benefits, or continued employment; or coerced sexual act.

- ❖ Depending on the circumstances, the following conduct may also constitute sexual harassment:

- Use of sexual jibes, jokes, written or oral references to sexual conduct, gossip regarding one's sex life.
- Sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess.
- Displaying sexually suggestive objects, pictures, cartoons.
- Unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; sexual gestures or sexually suggestive comments.
- Inquiries into one's sexual experiences; or discussion of one's sexual activities.

- ❖ The Company policy totally prohibits any form of sexual harassment in the way employees behave with each other.
- ❖ This applies equally to relations between superior and subordinates as well as between peers.
- ❖ Any incident of sexual harassment will be viewed extremely seriously. A complaint or report of sexual harassment will be immediately investigated and appropriate action will be taken.
- ❖ Such action will depend on the nature and seriousness of the offence and will include strict disciplinary action including termination of service.
- ❖ Employees are advised to send a written complaint duly signed to the HRD mentioning in detail about any such occurrence.

- ❖ Such cases shall then be reported to the committee designated by the board to handle such cases.
- ❖ These cases shall be treated with utmost confidentiality. Strict disciplinary action as may be put down by the committee shall be followed without any prejudice.
- ❖ Please be informed that Sexual Harassment Committee will be named as **Internal**

Compliant Committee and composition of the same is as follows:

Sr. No	Name of Committee Member	Designation
01	Mrs. Kaajal Bhansali	Presiding Officer
02	Ms. Archana Jagtap	Member
03	Mr. Fenil Chheda	Member
04	Ms. Priyanka Thakur	Member

The logo for Patras features a large, stylized 'P' on the left, followed by a circular emblem containing a 'G' and 'S' intertwined. Below this, the word 'Patras' is written in a large, white, serif font on a purple rectangular background.