

TECHNOPAINTS AND CHEMICALS LIMITED

POSH POLICY-

PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

(Approved by the Board of Directors on May 26th, 2025)

1. INTRODUCTION

Technopoints and Chemicals Limited ("the Company") is committed to creating and maintaining a safe, inclusive, and respectful workplace that ensures the dignity and well-being of every employee. This Policy is formulated in accordance with the provisions of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* ("POSH Act").

2. OBJECTIVE

The objective of this Policy is to:

- Prevent any act of sexual harassment at the workplace.
- Provide a framework for redressal of complaints in a time-bound and confidential manner.
- Promote a healthy work environment built on mutual respect.

3. SCOPE

This Policy applies to all employees of the Company, including trainees, interns, consultants, and contractual workers, across all locations of the Company in India.

4. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

- Physical contact and advances
- A demand or request for sexual favors
- Making sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

It also includes circumstances where such conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- Interferes with the employee's work performance.
- Is made a condition of employment.

5. INTERNAL COMMITTEE (IC)

An Internal Committee (IC) has been constituted as per the POSH Act to address complaints of sexual harassment.

Members of the Internal Committee (as of 26-06-2025):

- **Presiding Officer:** Mrs. Sandhya Akuri – Chief Admin Officer
- **Member:** Mr. K. Venkat Satyanarayana, Manager – Finance
- **Member:** Mrs. M. Chandana, Senior Executive – Admin
- **External Member:** Ms. K. Neelima - HR

Jurisdiction: Hyderabad Head Office and all branches/offices across India.

6. COMPLAINT MECHANISM

- Any aggrieved employee may file a complaint in writing to the IC within **3 months** of the incident.
- Complaints can be submitted via:
 - **Email:** chandana.technopaints@gmail.com
 - **Phone:** +91 9392195573
- The IC will maintain strict confidentiality and ensure impartial inquiry.

7. PROCEDURE FOR REDRESSAL

- The IC shall complete the inquiry within **90 days** of receipt of complaint.
- Upon completion, a report will be submitted to the employer, and appropriate action will be taken within **60 days**.
- The IC may recommend disciplinary action, including a written apology, warning, reprimand, suspension, or termination.

8. CONFIDENTIALITY

All complaints and related proceedings shall be strictly confidential. Any breach may lead to disciplinary action under the Act.

9. PROTECTION AGAINST RETALIATION

The Company assures protection to any complainant, witness, or member of the IC against retaliation or victimization.

10. FALSE OR MALICIOUS COMPLAINTS

While this Policy encourages employees to report genuine incidents, false or malicious complaints may invite disciplinary action after due investigation.

11. AWARENESS AND TRAINING

The Company shall conduct awareness programs and workshops for all employees and members of the IC at regular intervals to promote understanding of the POSH Act and this Policy.

12. DISPLAY AND COMMUNICATION

This Policy shall be displayed on all notice boards and circulated to all employees through appropriate communication channels.

For TECHNOPAINTS AND CHEMICALS LIMITED

Sd/-

Anil Kondoth
Director & CEO