

PREVENTION OF SEXUAL HARASSMENT POLICY (POSH)

SATYA takes safety and security of its employees of utmost importance and is committed to provide safe workplace to each and every employee. POSH policy is one of the key policies in this regard and all SATYA employees are expected to adhere to POSH policy very religiously. The key component of the POSH policy which are relevant for the employees are as follows:

- ❖ Sexual harassment is defined as any unwelcome, behaviour, direct and /or indirect, physical contact and advances, a demand or request for sexual favours, sexually coloured remarks, showing pornography, any other unwelcome physical, verbal or non- verbal conduct of sexual nature. It can be of two types which is hostile work environment and quid pro quo.
- ❖ **Hostile work environment:** It is directed towards an individual because of gender and has the effect of creating an intimidating and hostile work environment and unreasonable interfering with another's work performance.
- ❖ **Quid pro quo:** Sexual harassment by one in a position of power or influence constitutes quid pro quo.
- ❖ **Anti-Sexual Harassment Committee** SATYA has a well-balanced POSH Committee. This committee is set-up to deal with all cases of alleged sexual harassment escalated to it by an employee of the company to prevent and deal with sexual harassment and to otherwise implement the policy. The details of the members of the POSH committee are as follows:

Name	Capacity	Designation	Phone Number	Email ID
Ms. Neha Maheshwari	Chairperson	Head-Credit	+91 9999411260	neha.maheshwari@satyamicrocapital.com
Mr. Manoj Kumar	Member	National Head	+91 8305904889	manoj.k@satyamicrocapital.com
Ms. Jyoti Sharma	Member	Dy. Vice President-Training	+91 8448864820	jyoti.sharma@satyamicrocapital.com
Ms. Sushma Gupta	Member	External Member	+91 8745831827	gsushma628@gmail.com

- ❖ **Complaint process:** An aggrieved employee can make complaint to the concerned POSH committee within a period of 3 months from the date of incident and in case of series of such incidents, within a period of 3 months from the date of the last incident. If the complaint cannot be made in writing, the presiding officer, or any member of the POSH committee at the location where the aggrieved employee is employed, shall render all reasonable assistance to the aggrieved employee for making the complaint in writing.
- ❖ **Confidentiality of aggrieved person:** To protect the interests of the victim or the aggrieved person who reports the incident, confidentiality is maintained throughout the investigation process through the extent practicable and appropriate under the circumstances.