

M/s. Electranex India Private Limited



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Title: Abuse & Sexual Harassment	Policy No.: HR/F/AH, Rev.1
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Date: 01.03.2006

Abuse & Sexual Harassment

1. Objective:

- a. This policy explains guidelines to be followed for prevention of abuse & harassment in offices or factories present & future premises owned or governed by M/s Electranex India Private Limited

2. Scope.

- a. Applicable for all offices, factories and locations governed, owned & controlled by M/s Electranex India Private Limited.

3. Guidance.

- a. Electranex India Private Limited considers and obeys social & economic obligation towards their stakeholders; it is essential to uplift, maintain & non-degrade the socio-economic standard of the surrounding.
- b. Electranex India Private Limited restricts any improper behaviour, offensive remarks, belittle or cause humiliation or embarrassment to individuals or organization as whole. We expect highest standard of integrity from employees; respect, dignity, free from abuse (physical, verbal or any kind) mandatory from all employees.
- c. Electranex India Private Limited will not tolerate any type of harassment within workplace; prevention of any such situation or condition is priority. Not following such civil code of conduct will be liable to punishment through law or suspension or termination of job as per severity.
- d. Formal complaint signed should be filed to direct management representative describing act, time, location, circumstances and proof (if any). Management ensures rapid dealing with filed complained with disciplinary action.
- e. Creating a stress-free work environment, free from abuse, harassment is every employee's responsibility. Employees are accountable as well as responsible to follow code of conduct.
- f. Electranex India Private Limited core focus is take all necessary preventive measures to avoid such situations.

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Electranex India Private Limited

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