
Policy on Prevention of Sexual Harassment

**MAHINDRA RURAL HOUSING
FINANCE LIMITED**

Policy on Prevention of Sexual Harassment

Name of Document	Policy on Prevention of Sexual Harassment
Version	02
Policy/Code/Manual/Guideline	Policy
Issuing Authority	Moonmoon Roy Head -HR
Document Owner	Moonmoon Roy Head -HR
Date of Last Review	15th March 2022
Date of Next Review	15th March 2024

Mahindra Rural Housing Finance Ltd. believes in providing a safe, non-hostile and harassment-free work environment at all its workplaces. We follow a zero-tolerance approach towards sexual harassment at the workplace. Sexual harassment includes any direct or implied unwelcomed physical, verbal, or non-verbal conduct of sexual nature.

Applicability:

This Policy applies to the Company and its subsidiaries and covers all persons associated with or visiting the company at any of its locations (Workplaces). This is a gender-neutral policy and applies to all employees irrespective of their sexual orientation or preferences.

Complaints:

Any complaint of sexual harassment will be investigated and if proved, will be treated as serious misconduct and breach of the Company's Code of Conduct and Service Rules and appropriate action will be initiated against the concerned persons.

Any aggrieved person who experiences sexual harassment at the Workplace must contact a member of the respective Internal Complaints Committee (ICC) as soon as possible, who will provide guidance regarding filing of a complaint and all reasonable assistance until its disposal. The complaint must be filed in writing with the respective ICC within 3 months from the date of the incident. Each inquiry of the complaint will be completed within 90 days.

Confidentiality:

All information about any complaint shall be treated with all possible care, sensitivity, and discretion and any information capable of identifying any party or witness will not be published, communicated, or made known in any manner to the public, press, or media.

Protection:

The company will provide protection to the complainant, if the situation requires and if the victim/complainant feels threatened in any manner. During the pendency of an inquiry, the complainant may submit a written request to the Committee for interim reliefs which will be considered and decided by the IC on a case-to-case basis.

Conciliatory Settlement:

If the complainant so requests, before initiating an inquiry, the committee may settle the matter through conciliation provided that no monetary settlement shall be made as a basis of such conciliation.

False or Malicious Complaints:

Any person filing false or malicious complaints or producing any forged or misleading document will be liable to appropriate action, including but not limited to dismissal from service.

Awareness & Training: Company will conduct awareness programs and create forums for dialogue to sensitize all employees about sexual harassment.

Further details about the scope and working of this policy can be found in the Guidelines under POSH Policy.

Sd/-

Moonmoon Roy

Head - HR