

EVENTIONS LIMITED

POLICY ON PREVENTION OF SEXUAL HARASSMENT (POSH) AT WORKPLACE

1. Introduction

Eventions Limited ("the Company") is committed to providing a safe, secure and respectful working environment for all employees. The Company strongly believes that every individual has the right to work with dignity and free from any form of harassment or discrimination.

This Policy is framed in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the rules made thereunder.

The Company adopts a zero-tolerance approach towards sexual harassment and will take appropriate action against any employee found guilty of such conduct.

2. Objective

The objectives of this policy are:

- To create a safe and inclusive workplace environment.
- To prevent incidents of sexual harassment at the workplace.
- To provide a clear complaint and redressal mechanism.
- To ensure compliance with applicable legal requirements.

3. Scope and Applicability

This policy applies to all individuals associated with the Company including:

- Permanent employees
- Temporary employees
- Contractual employees
- Interns and trainees
- Consultants and advisors
- Vendors, clients and visitors interacting with the Company
- The policy applies to incidents occurring:
 - At the workplace or office premises

- During official travel or work assignments
- At company-sponsored events, meetings or training programs
- At any location arising out of or during employment.

4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behaviour of a sexual nature, whether directly or by implication, including but not limited to:

- Physical contact and advances
- Demand or request for sexual favours
- Making sexually coloured remarks
- Showing pornography
- Any unwelcome physical, verbal or non-verbal conduct of sexual nature
- Sexual harassment may also include conduct that:
- Interferes with an individual's work performance
- Creates a hostile, intimidating or offensive work environment
- Is made a condition for employment or career advancement.

5. Internal Complaints Committee (ICC)

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Company has constituted an Internal Complaints Committee (ICC) to address complaints of sexual harassment.

Composition of the ICC

Name	IC Designation	Designation
Ms. Gagandeep Kaur	External Member	External Member
Ms. Kirat Ahluwalia	Presiding officer	Non-Executive Director
Mr. Prerna Malkani	Member	Head HR
Mr. Aniruddh Chhabra	Member	Employee

At least half of the members of the ICC shall be women.

6. Filing of Complaint

An aggrieved woman may file a written complaint to the ICC:

Within three months from the date of the incident. In case of a series of incidents, within three months from the last incident. The ICC may extend the time limit if it is satisfied that circumstances prevented the complainant from filing the complaint earlier.

7. Inquiry Process

Upon receipt of the complaint:

The ICC shall acknowledge the complaint. The respondent shall be informed about the complaint. Both parties shall be given an opportunity to present their case. The ICC may examine witnesses and review relevant documents. The inquiry shall be completed within 90 days. The ICC shall submit its report to the employer within 10 days of completion of the inquiry.

8. Interim Relief

During the inquiry process, the ICC may recommend interim measures such as:

Transfer of the complainant or respondent

Granting leave up to **three months** to the complainant

Any other relief deemed appropriate.

9. Disciplinary Action

If the complaint is proved, disciplinary action may include:

Written apology, Warning or reprimand, withholding promotion or salary increment, Suspension or termination of employment, any other action as deemed appropriate by the management.

10. Confidentiality

All complaints, proceedings and related information shall be kept strictly confidential in accordance with applicable law.

11. Protection Against Retaliation

The Company shall ensure that the complainant, witnesses or any person assisting the inquiry are not subjected to retaliation or victimization.

12. False or Malicious Complaints

If a complaint is found to be malicious or knowingly false, appropriate disciplinary action may be taken against the complainant.

However, inability to substantiate a complaint shall not automatically imply malicious intent.

13. Complaint Contact Details

Internal Complaints Committee (ICC)

Eventions Limited

Email ID for POSH Complaints:

compliance@eventions.in

Registered Office:

Plot No. 108, Sector 44, Institutional Area
Gurgaon Sector 45, Haryana – 122003, India

14. Policy Review

This policy shall be reviewed periodically by the management to ensure compliance with applicable laws and best governance practices.