



## Zero Tolerance Policy

for

### Prevention of Sexual Harassment (POSH) at Workplace

The objective of the Prevention of Sexual Harassment policy at PROTECON is to bring in a 'zero tolerance' on gender discrimination and promote a work environment that encourages mutual respect, promotes respectful and congenial relationships between employees and associates, and is free from all forms of sexual harassment.

#### Sexual Harassment Redressal Committee (SHRC)

An internal committee is formed by the company in order to receive and redress the queries or complaints on sexual harassment at workplace which ensures Fair and timely resolution of the cases brought in by the employee with the essence of maintaining secure environment for working.

Below mentioned are the members of internal committee who are readily available for the resolutions:

Name of IC Member	Designation
Mrs. Purnima Saxena	Director and Presiding Officer of SHRC
Ms. Shubhi Gupta	Employee representative & First Point of Contact (SHRC)
Mr. Asheesh Agnihotri	External member (Lawyer)

#### What is Sexual Harassment?

As per the sexual harassment of women at the workplace (prevention, prohibition & Redressal) Act 2013, Sexual Harassment includes unwelcome sexual behavior, whether directly or by implication. It Includes:

- o Physical contact & Advances
- o Demand/request for sexual favours
- o Making sexually coloured remarks, gestures etc.
- o Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature
- o Showing or sharing pornographic contents
- o Telling/Sharing obscene jokes
- o Using endearments, crude or offensive language
- o Staring, cornering, following, blocking the pathway, or stalking

#### What to do if you are being or have been sexually harassed

Any female employee or associate who feels that they have been or are being harassed, is encouraged to immediately inform the alleged harasser, either verbally or in writing, that the behavior is unwelcome. It is advisable to do this step at the first instance before referring to the authorities concerned. In most instances, the person is unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not recur.

If the verbal / written efforts with the alleged person are unsuccessful in remedying the problem, or if such an approach is not possible, the victim should immediately inform one of the members of the Sexual Harassment Redressal Committee (SHRC) or can contact to the First Point of Contact (SHRC) as mentioned below:

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For Protecon BTG Pvt. Ltd.

Director