

TICEL BIO PARK LIMITED

Prevention of Sexual Harassment (POSH) Policy

1. Introduction

TICEL Bio Park Limited is committed to creating and maintaining a safe work environment that ensures every employee is treated with dignity, respect, and equality. Sexual harassment at the workplace is a violation of fundamental rights and will not be tolerated under any circumstances.

This policy has been formulated in accordance with **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** and the rules framed thereunder.

2. Objectives

- To provide protection against sexual harassment at the workplace.
- To ensure the prevention and redressal of complaints of sexual harassment.
- To create a work environment free from intimidation and discrimination.

3. Scope

This policy applies to all employees (permanent, temporary, trainees, interns), consultants, visitors, and service providers at all locations of TICEL Bio Park Limited.

4. Definition of Sexual Harassment

Sexual harassment includes unwelcome acts or behavior (whether directly or by implication) such as:

- Physical contact and advances
- Demand or request for sexual favours
- Making sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

5. Internal Complaints Committee (ICC)

To redress complaints of sexual harassment, the following Internal Complaints Committee (ICC) has been constituted at TICEL Bio Park Limited:

| Sl.No | Name | Designation | Email | Contact Number | Location |
|-------|---------------------------|-------------------|-------------------------------|----------------|----------|
| 1 | Tmt. S. Gayathri | Presiding Officer | cs@ticelbiopark.com | 94459 56404 | Chennai |
| 2 | Thiru. A. Jeevan | Member | gmfinance@ticelbiopark.com | 94459 56403 | Chennai |
| 3 | Thiru. Jayenthiran | Member | mc@ticelbiopark.com | 94459 56405 | Chennai |
| 4 | Tmt. Kavitha Muralidharan | NGO Member | kavithamuralidharan@gmail.com | 72000 66550 | Chennai |

6. Complaint Mechanism

- Any aggrieved woman may make a complaint in writing to the ICC within **3 months** from the date of the incident.
- The ICC will maintain strict confidentiality and ensure a fair, unbiased inquiry.
- The inquiry shall be completed within **90 days** and appropriate recommendations will be made to the employer.

7. Disciplinary Action

If the ICC concludes that an act of sexual harassment has occurred, appropriate disciplinary action will be taken against the accused, which may include:

- Written apology
- Warning
- Reprimand or censure
- Termination of employment
- Legal action as applicable

8. Protection Against Retaliation

TICEL Bio Park Limited prohibits any form of retaliation against individuals who raise complaints or participate in inquiries.

9. Awareness and Training

Regular workshops and awareness programs shall be conducted to sensitize employees about this policy and promote gender equality at the workplace.

10. Policy Review

This policy will be reviewed annually or as needed to ensure its continued relevance and effectiveness.

Managing Director
TICEL Bio Park Limited