

TIRUPATI FOAM LIMITED

(L25199GJ1986PLC0009071)

POLICY ON PREVENTION OF SEXUAL HARRASSMENT

REGISTERED OFFICE

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POLICY ON PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

1.0 OBJECTIVE

1.1 TIRUPATI FOAM LTD., (TFL), is committed to creating a healthy working environment that enables women employees to work without fear of prejudice, gender bias and sexual harassment. The Company also believes that all employees of the Company, have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is therefore punishable.

1.2 The Supreme Court has also directed companies to lay down guidelines and a forum for redressed of grievances related to sexual harassment.

2.0 SCOPE AND DEFINITIONS

2.1 The Policy on Prevention of Sexual Harassment of Women at Workplace ("This Policy") extends to all employees of the Company and is deemed to be incorporated in the service conditions of all employees and is effective from 06.11.2014.

2.2 "The Act" means "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and any amendment thereto.

2.3 "Internal Complaints Committee" means a Committee by that name, constituted by the Board of Directors of TFL as per the provisions of the Act.

2.4 Sexual harassment would mean and include any of the following:

- i) Unwelcome sexual advances, requests or demand for sexual favors, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity;
- ii) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually letters, phone calls, e-mail, showing of pornography, physical contact or molestation, stalking, verbal or non-verbal communication which offends the individuals sensibilities and affect her performance;
- iii) Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- iv) Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex;
- v) Conduct of such an act at work place or outside in relation to an Employee of TIL, or vice versa during the course of employment;

2.5 "Employee" means female employees on the rolls of the Company including those on deputation, contract, temporary, part time or working as consultants.

3.0 INTERNAL COMPLAINTS COMMITTEE

3.1 A Committee has been constituted/ reconstituted by the Board of Directors of the Company from time to time under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, to consider and redress complaints of Sexual Harassment.

The Presiding Officer and Members of the Committee are as follows:

Sr. No.	Names of the Member	Category	Designation
1.	Mrs. AkshaMemon	Company Secretary & Compliance Officer	Presiding Officer
2.	Mr. Satish Mehta	Wholetime Director	Member
3.	Mr. GopalsighZala	Chief Financial Officer	Member