

**Summarised version of Policy on Prevention of Sexual Harassment (PoSH) of women at workplace**

1. The policy applies to all employees and individuals coming to the workplace for employment or for any other purpose whatsoever.
2. The Policy intends to provide protection against sexual harassment of women at workplace and the prevention and redressal of complaint of sexual harassment and matters related to it.
3. The Company has formed an Internal Committee (IC) to receive, investigate and inquire into the Complaints.
4. Any unwelcome physical, verbal, or non-verbal conduct of sexual nature. Implied or Explicit promise/threat in employment or about future/present employment status, interference in person's work, creating intimidating, hostile work environment or humiliating treatment affecting health will be an act of Sexual Harassment.
5. All managers at BCA must ensure that all employees understand that harassment will not be tolerated; that complaints will be taken seriously; and that the complainant, respondent/s, or witnesses are not victimized in any way.
6. The POSH Committee after receiving complaint shall act in accordance with the Complaint Redressal Mechanism mentioned in the detailed POSH Policy.

**Timeline of Redressal Mechanism**

Submission of Complaint	Within 3 months of last incident
Notice to the Respondent	Within 7 days receiving copy of the complaint
Completion of POSH enquiry	Within 90 days
Submission of report by ICC to Employer	Within 10 days of the completion of the POSH enquiry
Implementation of recommendations	Within 60 days Implementation of recommendation
Appeal	Within 90 days of recommendations

**For Head Office & Bahadurgarh Plant**

Sr. No.	Name	IC Member Designation	Contact Details
1	Preeti Dhar	Presiding Officer	preeti.dhar@bharatcertis.com
2	Vivek Sharma	Internal Member	vivek.sharma@bharatcertis.com
3	Deepak Tuli	Internal Member	deepak.tuli@bharatcertis.com
4	Chhaya Trivedi	Internal Member	chhaya.trivedi@bharatcertis.com
5	Samta Ahuja	External Member	sahuja@samtaacc.com

**For Kathua Plant**

Sr. No.	Name	IC Member Designation	Contact Details
1	Preeti Dhar	Preeti Dhar	preeti.dhar@bharatcertis.com
2	Chhaya Trivedi	Chhaya Trivedi	chhaya.trivedi@bharatcertis.com
3	Yogesh Tripathi	Yogesh Tripathi	yogesh.tripathi@bharatcertis.com
4	Pawan Kumar	Pawan Kumar	pawan.sharma@bharatcertis.com
5	Samta Ahuja	Samta Ahuja	sahuja@samtaacc.com

**For details, please refer to the comprehensive policy available with the hr representative of the company (Mr. Ajit Kumar, Manager - HR, email ID: [ajit.kumar@bahartcertis.com](mailto:ajit.kumar@bahartcertis.com))**