



## SEXUAL HARASSMENT POLICY

The PMG sexual harassment policy aims to safeguard employees of all sexes and gender identities in our company from unwanted sexual advances and provide them with guidelines to report incidents. It also explains how we handle complaints, take action against offenders, and help survivors to recover.

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### DEFINITIONS:

Sexual Harassment is unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when:

- The offensive behaviour creates an intimidating, abusive, or hostile work environment, or interferes with work performance.
- An employee's employment decision is made because of their response to offensive behaviour (quid pro quo harassment).

**Quid pro quo harassment** is the act of promising an employee something in exchange for the satisfaction of a sexual advance. Examples of quid pro quo harassment promises can include a raise, promotion, job offer, or even the withdrawing of punishment or termination in exchange for the employee going along with the manager's sexual advances. Sexual Harassment can involve one or more incidents that may be physical, verbal, or non-verbal, and includes:

- Commenting on somebody's appearance, sexual orientation, or gender in an objectifying way, or in a way that makes them uncomfortable.
- Creating or posting sexually offensive materials in the workplace.
- Flirting at an inappropriate time, for instance in a team meeting, even if these advances would have been welcome in a different setting. These actions can damage a person's professional reputation and expose them to further sexual Harassment.
- Flirting with somebody or pursuing them persistently against their will.
- Using obscene comments, gestures, pranks, and jokes that degrade or offend somebody.
- Sending or displaying sexually explicit objects or messages.
- Invading somebody's personal space, for example by touching them inappropriately.
- Threatening, coercing, stalking, or intimidating somebody to pressure them to engage in sexual acts.
- Proposing, demanding, or insinuating sexual favours.
- Sexual assault.

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### REPORTING PROCESS:

If you believe that you are the target of sexual Harassment, inform the



- Offending party (except in cases of sexual assault) verbally or in writing that their conduct is offensive and needs to stop.
- Company management verbally or in writing

The employee may complain in writing with [Name of Person and Department] via email at **abhinav.pandey@pmg.engineering**. Your complaint will be documented and resolved within **07** days. Complaints will be treated as confidential.

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#### INVESTIGATION PROCESS:

PMG will:

- Record the dates, times, and circumstances of the incidents.
- Ensure that the complainant understands procedures for dealing with the complaint.
- Determine what outcome the complainant wants.
- Investigate the matter.

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#### BASED ON THE ABOVE, **PMG** WILL FURTHER:

- Contact the offending party, set up a meeting to explain the complaint, and ask them to stop this behaviour.
- If the complainant agrees, arrange for mediation sessions with the complainant and the alleged perpetrator to resolve the issue.

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#### PENALTIES FOR SEXUAL HARASSMENT:

Employees who are found guilty of sexual harassment (excluding sexual assault, for which they will be dismissed) the first time may:

- Be demoted.
- Receive a written warning.
- Be suspended.
- Be denied promotions and/ or salary increases for a minimum of 1 Year.
- Be transferred to another department or branch if necessary.

We will dismiss repeat offenders after a second offence.

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#### SUPPORT STRUCTURES FOR SURVIVORS:

Anybody can be a victim of sexual Harassment, regardless of their sex or gender identity and that of the offending party.

PMG offers survivors of sexual harassment the following support structures:

- Guidance from our EAP (Employee Assistance Program) Officer to explore your options.
- Access to in-house counselling.
- Sick leave.