

ANTI-HARASSMENT POLICY

1. PURPOSE:

This policy aims to ensure a safe, respectful, and inclusive work environment by prohibiting all forms of harassment. The organization is committed to preventing harassment, addressing complaints promptly, and promoting dignity and equality in the workplace.

2. SCOPE:

This policy applies to:

- All employees, contract workers, interns, consultants, suppliers, and visitors.
- All work-related activities, including on-site, off-site, virtual meetings, travel, training programs, and social gatherings related to work.

3. POLICY STATEMENT:

The HMA Industries Pvt. Ltd. strictly prohibits:

- **Sexual Harassment:** Unwelcome physical, verbal, or non-verbal conduct of a sexual nature, including requests for sexual favours, inappropriate comments, jokes, advances, or gestures.
- **Workplace Harassment:** Any unwelcome behaviour, bullying, intimidation, or discrimination based on gender, age, race, religion, caste, disability, sexual orientation, or any other protected characteristic.
- **Retaliation:** Any adverse action against an individual for reporting harassment, participating in an investigation, or supporting a complainant.

The organization promotes a **zero-tolerance** approach to harassment in any form.

4. RIGHTS & RESPONSIBILITIES:

- **Employees:**
 - Treat colleagues with respect.
 - Refrain from engaging in any form of harassment.
 - Report harassment if experienced or witnessed.
- **Management:**
 - Ensure a safe workplace free of harassment.
 - Provide training and awareness sessions.
 - Act promptly on complaints and ensure fair investigations.
- **Internal Complaints Committee (ICC) / HR Department:**
 - Receive, investigate, and resolve complaints confidentially.
 - Ensure due process and protect complainants from retaliation.
 - Maintain records of cases and outcomes.

5. COMPLAINT & GRIEVANCE PROCEDURE:

1. **Filing a Complaint:**
 - Any employee who experiences or witnesses harassment may file a complaint verbally, in writing, or via designated reporting channels (e.g., HR, ICC, whistle-blower portal).
2. **Investigation:**
 - All complaints will be investigated promptly, fairly, and confidentially by the ICC/HR.
3. **Resolution & Disciplinary Action:**
 - Based on findings, appropriate action will be taken, which may include counselling, written warnings, suspension, termination, or legal action.
4. **Confidentiality:**
 - All complaints and investigations will be handled with strict confidentiality to protect the dignity of all parties involved.

6. TRAINING & AWARENESS:

- Regular training sessions will be conducted to create awareness about harassment and reporting procedures.
- This policy will be communicated to all employees and displayed at prominent places within the organization.

7. MONITORING & REVIEW

- This policy will be reviewed annually or when required due to legal or organizational changes.
- The HMA Industries Pvt. Ltd. will continuously improve preventive and corrective measures.

8. COMMITMENT STATEMENT:

The HMA Industries Pvt. Ltd. is committed to maintaining a harassment-free workplace that fosters professionalism, respect, and equality. Any violation of this policy will result in strict disciplinary action.

APPROVED BY:

M. Zubair Rahman

Managing Director

Date: 10-07-2024