



## POSH Internal Committee Circular

In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and SUPL's commitment to provide a safe, respectful, and inclusive workplace, the Internal Committee (IC) is hereby constituted for the redressal of complaints related to sexual harassment at the workplace.

### 1. Objective of the Committee:

The IC is formed to:

- Prevent sexual harassment at the workplace
- Receive and investigate complaints in a time-bound and confidential manner
- Recommend actions based on the findings

### 2. How to Raise a Complaint:

Any individual who experiences or witnesses sexual harassment may:

- Send a written complaint to Presiding Officer at [supl@shraddhagroups.com](mailto:supl@shraddhagroups.com)
- Submit a sealed written complaint at the HR department marked "Confidential – POSH IC"
- Request assistance in drafting a complaint if needed

Complaints should ideally be submitted within 3 months of the alleged incident(s).

### 3. Confidentiality Clause:

All proceedings under the IC will be handled with strict confidentiality. Retaliation or victimization of any complainant, witness, or IC member is strictly prohibited and will attract disciplinary action.

### 4. Training & Awareness:

SUPL will continue to conduct annual awareness programs and provide regular training to all employees and managers on POSH provisions.

Let us all work together to build a workplace culture based on mutual dignity, inclusiveness, and respect.