

## **Anti-Harassment and Anti-Discrimination Policy**

Endotherm fluids aims to maintain a work environment in which people are treated with dignity and respect. We firmly believe that every individual within the organization has the right to work in an atmosphere that promotes equal employment opportunities. We strive to create an environment characterized by mutual trust and respect that enables employees to perform to their best potential in absence of intimidation, oppression, exploitation, discrimination or harassment of any kind. The Anti-Harassment policy of the company strictly prohibits all forms of harassment – sexual or non-sexual and expects professional behaviour among employees at workplace which is free from bias, prejudice and discrimination. Endotherm fluids shall make every reasonable effort including sensitization and training to create awareness on the policy.

### **Sexual Harassment**

- Engaging in vexatious comment or conduct against a person in a workplace because of sex, sexual orientation, self-identified or perceived sex, gender identity or gender expression, the status of being transgender, where the comment or conduct is known or ought reasonably to be known to be unwelcome and results in unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment or in violating an individual's dignity

### **Discriminatory harassment**

- Endotherm fluids is committed to providing equality to all our employees. All decisions regarding recruitment, hiring, promotion, compensation, employee development decisions such as training, and all other terms and conditions of employment, will be made without regard to age, race/ethnicity, colour, gender, national origin, religion, disability, sexual orientation, gender identity or expression and veteran status or any other prohibited grounds of discrimination under local laws. Discriminatory harassment is unwanted and/or objectionable or offensive conduct based on a particular characteristic. The most common & easy to recognize type of discriminatory harassment are gender, racial or religious harassment. But discriminatory harassment is clearly not limited to those characteristics and covers all types of harassment targeting age, race/ethnicity, colour, gender, national origin, religion, disability, sexual orientation, gender identity or expression or veteran status or any other prohibited

### **Redressal Committee**

ICC or Internal Complaints committee will be empowered to deal with all kinds of harassment. The constitution of the committee will be same as previously decided for Sexual Harassment. The decision of the Committee shall be final and binding. It will be responsible for includes

- Making the complaint and any accused individuals aware of the gravity of misconduct
- Arrangement of immediate investigation of alleged misconduct
- Making recommendations for remediation to designated company officials
- Notifying appropriate authorities when criminal activities are alleged

**Disciplinary Action** Where the harassment amounts to misconduct, the Company shall in accordance with the Company policies or rules initiate appropriate disciplinary action.

### **Communication**

This policy is communicated to all employees, suppliers, and contractors, and is publicly available on our company website, admin notice board & gate

**ENDOTHERM**

**QUALITY SYSTEM MANUAL**

Annexure -16