

## **Anti - Sexual Harassment**

Sexual harassment, in general, is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Specific types of prohibited conduct include, but are not limited to:

- Making it a condition of employment, whether implicit or explicit, for employees to tolerate unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, or requiring submission to such conduct as the basis for employment decisions.
- Demanding sexual favors, making sexual propositions or threats, leering or asking about an individual's sexual orientation.
- Communicating or viewing sexually inappropriate jokes, stories, graphics or innuendoes.
- Making insulting, suggestive or graphic comments or sounds, including whistling.
- Displaying sexually suggestive objects, pictures or photographs, making sexually suggestive, insulting or graphic movements or obscene gestures.
- Engaging in unwanted physical contact, including touching, pinching and brushing the body.
- Declaring of unwelcome affection or repeatedly attempting to pursue a relationship.
- Creating an intimidating, hostile or offensive work environment by allowing the above conduct to unreasonably interfere with employee's work performance or by otherwise adversely affecting employee employment opportunities.

Harassment (sexual or otherwise) of any employee, by other employees, clients or vendors is strictly prohibited.

**Reporting Sexual Harassment:** If employees observe or become aware of a perceived incident of sexual harassment, they are expected to report it. Employee may do so by contacting any member of the Sexual Harassment Committee. The committee is responsible for ensuring all complaints of sexual harassment are promptly investigated and confidentiality maintained to the extent possible. If an allegation of sexual harassment is substantiated, appropriate disciplinary actions are taken. Snowman Logistics Ltd. strictly prohibits retaliation against anyone who, in good faith, reports any of these concerns or who participates in an investigation of such reports.

## **Sexual Harassment Committee**

As per the guidelines created by the Supreme Court, Snowman Logistics Ltd. has established the sexual harassment committee. It shall be the duty of this committee to prevent or deter the commission of acts of sexual harassment and to provide for the resolution of such acts by taking all steps required, such as;

- Creating awareness.
- Constituting complaints mechanism
- Initiating disciplinary action against perpetrators
- Initiating criminal action where required
- Providing support mechanisms to victims

The members of the committee shall comprise of the following:

<b>S. No</b>	<b>Members</b>	<b>Contact Number</b>	<b>Email Id</b>
1.	Archana Bhatt(Presiding Officer)	8861244696	archana@snowman.in
2.	Shamal Nazare	9821383252	shamal.nazare@snowman.in
3.	AM Sundar	9972300431	sundar@snowman.in
4.	Thangadurai K	9900483963	thanga.durai@snowman.in

The above issues of code of conduct are not exhaustive and may occasionally include other activities. In the event of an official not abiding by the above stated rules, then the Company will reserve the right to initiate one or more of the following stated actions in accordance with the gravity of the misdemeanour:

- Verbal Warning
- Written Warning
- Suspension
- Termination of employment
- Litigation
- Imposition of damages

Any other penal remedy that may be available to the company under the applicable law (POSH Act, 2013) of the country where the act has been committed.