



AVIK PHARMACEUTICAL LIMITED

A-1/7 & A-1/8, 1st Phase, GIDC Vapi - 396 195. Dist.-Valsad, Gujarat State, India

Phone : (0260) 2401593, E-mail: avikpharma@avikpharma.com

CIN : U99999MH1979PLC021711

POLICY ON “POSH” (Year 2025)

1.0 Policy

1.1 Avik Pharmaceutical Limited, Vapi is an equal employment opportunity organization and is committed to create a healthy working environment that enables employees to work without fear of prejudice, gender-bias and sexual harassment. The Organization also believes that all employees of the Unit have the right to be treated with dignity. Sexual harassment at the work place or other than work if involving employees is a grave offence and is, therefore, punishable.

1.2 The Supreme Court has also directed companies to lay down guidelines and a forum for redressed of grievances related to sexual harassment.

2.0 Scope and Effective Data

2.1 This Policy covers all employees of the Organization and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately.

2.2 Sexual harassment would mean and include any of the following:

- i) Unwelcome sexual advances, requests or demand for sexual favors, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any unit activity,
- ii) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored remarks, jokes, letters, phone calls, email, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance,
- iii) Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy.
- iv) Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex.



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v) Conduct of such an act at work place or outside in relation to an Employee of Avik, or vice versa during the course of employment, and

vi) Any unwelcome gesture by an employee having sexual overtones.

2.3 “Employee” means any person on the rolls of the Organization including those on deputation, contract, trainee or working as consultants.

3.0 Complaint Redressal Committee

3.1 A committee has been constituted by the Management to consider and redress complaint of Sexual Harassment. The Chairperson and Members of the Committee are as follows:

- 1) Mrs. Divya Mishra- Chairperson
- 2) Dr. Abhay H. Chheda
- 3) Ms. Aneri Dhodi
- 4) Dr. Nisha Pandey
- 5) Mr. Harish Tandel
- 6) Ms. Poonam Desai (External Member)

Committee:

3.2 A quorum of 3 members is required to be present for the proceeding to take place. The quorum shall include the chairman, at least two members, one of whom shall be a female.

4.0 Redressal Process

4.1 Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the committee in writing with his/her signature within 10 days of occurrence of incident.

4.2 The written complaint must contain Incident Details such as Date, Timings, Complainant’s Name, Respondent’s Name, Relationship with the Respondent.



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4.3 The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation. Identities of Complainant and Respondent shall be kept confidential at all times during the process.

4.4 The Committee will hold a meeting with the Complainant within two days of the receipt of the complaint, but not later than a week in any case.

4.5 At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his/her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a female officer for female employees involved and a male officer for male employees, involved shall meet and record the statement.

4.6 Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/ her to give an explanation, where after, an “Enquiry” shall be conducted and concluded.

4.7 In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

4.8 In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

5.0 Enquiry Process

5.1 The Committee shall immediately proceed with the Enquiry and communicate the same to the complainant and person against whom complaint is made.

5.2 The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him/her an opportunity to submit a written explanation if she/he so desires within 7 days of receipt of the same.

5.3 The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaints is made.



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5.4 If the Complainant or the person against whom complaint is made desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call.

5.5 If the Complainant desires to tender any documents by way of evidence before the Committee, she/he shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee she /he shall supply original copies of such documents. Both shall affix his /her signature on the respective documents to certify these to be original copies.

5.6 The Committee shall be upon all witnesses mentioned by both the parties.

5.7 The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.

5.8 The Committee shall complete the “Enquiry” within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Unit Head. The report of the committee shall be treated as an enquiry report based on which an erring employee can be awarded appropriate punishment straightaway.

5.9 The Unit Head will direct appropriate action in accordance with the recommendation proposed by the Committee.

5.10 The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.

6.0 Other Points to be considered

6.1 The Committee may recommend to the Unit head action, which may include termination or any of the other appropriate disciplinary action.

6.2 Where sexual harassment occurs because of an act or omission by any third party or outsider, Avik shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.



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6.3 The Committee shall analysis and put up report on all complaints of this nature at the end of the year for submission to Unit Head.

6.4 In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police complaint.

6.5 The committee will conduct a quarterly review meeting in presence of at least 3 core members and other female members and will share the mom to Chairperson.

6.6 For the new Joiners Employees, Posh Training will provided at the time of induction.

Function	Prepared By	Reviewed By	Approved By
Name	Dhodi Anesi D.	Dr. Chheda A.H.	Divya Mishra
Designation	Jr. officer	President - Op.	Dy. manager - QA/QA
Signature			
Date	06/01/2025	06/01/2025	07/01/2025