

1 PURPOSE

FS Green Energies Pvt. Ltd. is an equal opportunity employer dedicated to fostering a healthy and inclusive work environment. We are committed to ensuring that all employees can work without fear of prejudice, gender bias, or sexual harassment.

We uphold the principle that every employee deserves to be treated with dignity and respect. Sexual harassment, whether occurring within the workplace or in any context involving our employees, is a serious offense and is subject to strict disciplinary action.

In compliance with the directives of the Hon'ble Supreme Court and the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, we have established comprehensive guidelines and a formal mechanism for addressing grievances related to sexual harassment. This includes the constitution of an Internal Complaints Committee (ICC) to ensuring prompt and impartial redressal of complaints.

We are committed to maintaining a workplace where every individual feels safe, valued, and empowered to perform to the best of their abilities.

2 APPLICABILITY/ SCOPE OF THE POLICY

This Policy applies to all employees, including permanent, temporary, trainees, apprentices, and workers, whether operating within FS (Future Solar) premises or off-site on official assignments. It also extends to clients, customers, and any third parties present at FS locations.

In instances where FS employees experience sexual harassment by third parties during official duties, the Company is committed to providing necessary support and taking appropriate preventive measures.

Furthermore, if an employee is subjected to sexual harassment by another employee outside the Company premises, such as through phone calls, messages, or social media, the affected individual is entitled to file a complaint with the Internal Complaints Committee in accordance with this Policy.

3 DEFINITION OF SEXUAL HARASSMENT

Sexual harassment encompasses unwelcome acts or behavior (whether directly or by implication) such as:

Quid Pro Quo Harassment: Unwelcome sexual advances, requests, or demands for sexual favors, either explicitly or implicitly, in exchange for employment benefits like hiring, promotion, or favorable evaluations.

Hostile Work Environment: Unwelcome sexual advances involving verbal, non-verbal, or physical conduct, including sexually colored remarks, jokes, letters, phone calls, emails, gestures, displaying pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, or any communication that offends an individual's sensibilities and affects their performance.

Other Forms of Harassment:

- ☐ Eve teasing, innuendos, taunts, or physical confinement against one's will, intruding upon one's privacy.
- ☐ Acts or conduct by a person in authority creating a hostile or intimidating work environment for individuals of the opposite sex.
- ☐ Conduct of such acts at the workplace or outside, in relation to an employee of FS Green Energies Pvt. Ltd., during the course of employment.
- ☐ Any unwelcome gesture by an employee having sexual overtones.

4 CONSTITUTION OF THE INTERNAL COMPLAINT COMMITTEE (ICC)

A Committee has been constituted by the Management to consider and redress complaints of Sexual Harassment. The Presiding Officer (Chairman) and Members of the Committee are as follows:

Sr. no.	Post of Committee member	Name	Designation	Mobile No.	Email
1	Presiding officer	Ms. Dekha Shah	GM- Accounts	9409299270	accounts@futuresolar.net
2	Member	Ms. Ankita Prajapati	Manager- Purchase	7567238143	ankita.prajapati@futuresolar.net
3	Member	Sanket Bhatia	GM- Sales & Strategy	87996 09950	sanketbhatia@futuresolar.net
4	Member	Sanjay Sharma	Sr. GM- Operations	99241 14454	operations@futuresolar.net
5	External Member	Trupti Sheth	POSH Consultant	9825306398	truptisheth@hotmail.com

Presiding Officer: One: a woman employed at a senior level at the workplace from amongst employees (in case a senior-level woman employee is not available, the Presiding Officer shall be nominated from the other offices or administrative units of the workplace. In case the other offices or administrative units of the workplace do not have a senior-level woman employee, the Presiding officer shall be nominated from any other workplace of the same employer or other department or organization.

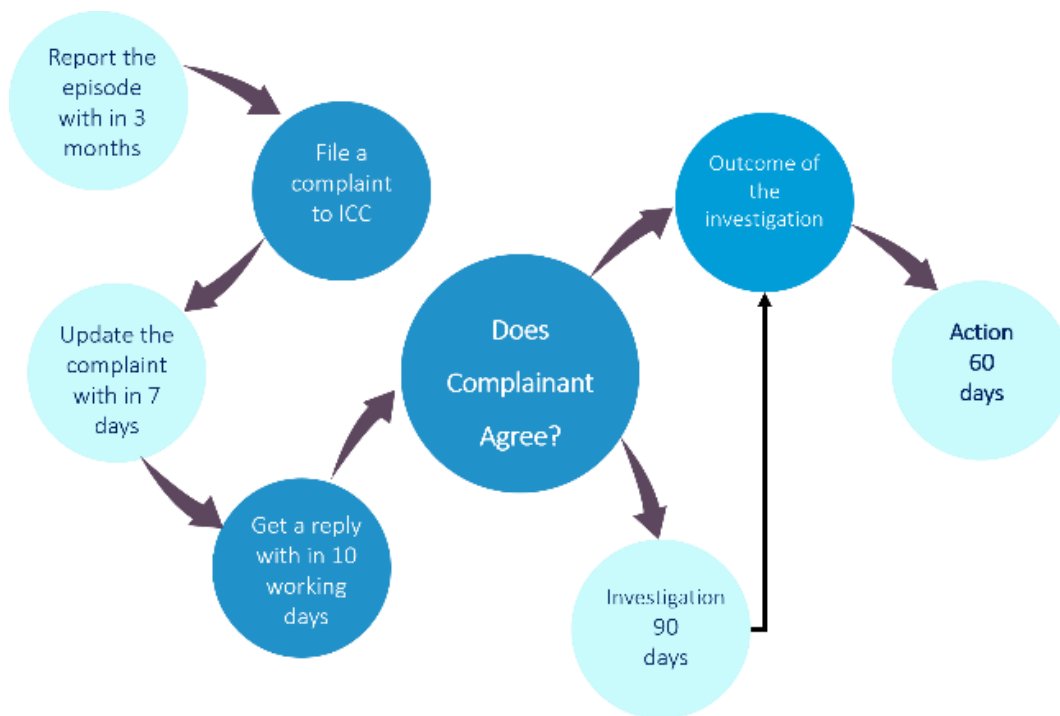
The ICC is a permanent body, and an aggrieved person can choose to reach out to any person from the ICC with whom she is comfortable.

Each ICC is constituted for a tenure of 3 years, after which the constitution of the ICC will either change or the existing members and chairperson will continue for a fresh term of 3 years. However, there would be a need to change/ update the Committee members in case of discontinuity of services of any of these members.

The ICC shall, in each calendar year, prepare an annual report and submit the same to the employer and the District Officer. The annual report shall contain the following details: -

- ☐ Number of complaints of sexual harassment received in the year.
- ☐ Number of complaints disposed of during the year;
- ☐ Number of cases pending for more than 90 days
- ☐ Number of workshops or awareness programs against sexual harassment carried out;
- ☐ Nature of action taken by the employer.

5 REDRESSAL SYSTEM AND HANDY POINTERS



Steps to Address Sexual Harassment at the Workplace

- ☐ **Communicate Clearly:** Inform the individual that their behavior is unwelcome and request them to stop.
- ☐ **Document Incidents:** Maintain a detailed record of each incident, including dates, times, locations, involved parties, witnesses, and your responses. While not mandatory, such documentation can strengthen your case and assist in recalling details if the complaint is filed later.
- ☐ **File a Complaint Promptly:** Submit a written complaint to the Internal Complaints Committee (ICC) within 90 days of the incident. The complaint can be delivered in person to the Chairperson or any ICC member or sent via email. Timely reporting facilitates swift and effective redressal.

Internal Complaints Committee (ICC) Procedure

- ☐ **Confidential Handling:** Upon receiving a complaint, the ICC ensures strict confidentiality throughout the process.
- ☐ **Conciliation Option:** If deemed appropriate and upon the aggrieved person's request, the ICC may facilitate conciliation between the parties, excluding any monetary settlements.
- ☐ **Initiation of Inquiry:** If conciliation is not pursued or fails, the ICC proceeds with a formal inquiry into the complaint.

- ☐ **Notification to Respondent:** The respondent is informed of the complaint and provided a copy within 7 days of receipt or post-conciliation failure.
- ☐ **Response Submission:** The respondent must submit a written reply, along with relevant documents and witness details, within 10 working days.
- ☐ **Evidence Presentation:** Both parties can present evidence and request the ICC to summon witnesses. Original documents should be submitted for verification.
- ☐ **Fair Hearing:** The ICC ensures both parties have equal opportunities to present and defend their cases.
- ☐ **Non-Appearance:** If either party fails to appear for three consecutive hearings without a valid reason, the ICC may proceed ex-parte or terminate the inquiry.
- ☐ **Legal Representation:** Parties are not permitted to have legal practitioners represent them during the ICC proceedings.
- ☐ **Timely Resolution:** The ICC aims to complete the inquiry within 90 days and submit its findings and recommendations to the employer.
- ☐ **Employer's Action:** Based on the ICC's report, the employer is obligated to take appropriate action within 60 days.
- ☐ The Committee shall be governed by such rules or provisions as may be framed by the Act from time to time.
- ☐ Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Company shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action;
- ☐ 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.
- ☐ The Committee shall analyse and submit a report on all complaints of this nature at the end of the year to Head HR.
- ☐ In case the ICC finds the degree of offense coverable under the Indian Penal Code, then this fact shall be mentioned in its report, and appropriate action shall be initiated by the Employer for reporting to the police.

Protection Against Retaliation

- ☐ Employees who file complaints in good faith, as well as witnesses and those providing information, are protected from any form of retaliation. The Internal Complaints Committee (ICC) ensures that complainants and witnesses are not victimized or discriminated against during the investigation. Any retaliatory or unethical behavior by the accused should be promptly reported to the ICC, which will take appropriate disciplinary action if the complaint is found to be genuine.

Miscellaneous

- ☐ **Documentation:** The ICC maintains comprehensive records of complaints, investigations, and resolutions. These records are documented in both the complainant's and the accused's files.
- ☐ **Policy Dissemination:** This policy is available to all employees and new recruits.
- ☐ **Malicious Complaints:** If an investigation reveals that a complaint was made with malicious intent to tarnish an individual's reputation, strict disciplinary action will be taken against the complainant. Penalties equivalent to those applicable to a genuine offense may be imposed.
- ☐ **Policy Queries:** For any questions regarding this policy, employees may contact HR / hr@futuresolar.net

6 REVIEW

All company policies are confidential and must not be shared with unauthorized personnel. Policies may change at any time without notice and are periodically reviewed by HR and Senior Management per statutory requirements. Any updates will be communicated to employees. For queries, contact HR at hr@futuresolar.net.

7 Policy Revision

Version	Description	Author	Reviewed By	Approved By	Effective On
1.0	Prevention of Sexual Harassment of Women at the Workplace	HR		Management	May - 2024