



**VBHC**  
CRAFTED WITH VALUES

# **Anti-Sexual Harassment Policy**

**VBHC PRIVATE LIMITED**



## **VBHC Anti-Sexual Harassment Policy**

### **Purpose**

VBHC is committed to providing a safe, inclusive, and respectful workplace for everyone. We do not tolerate any form of sexual harassment or misconduct, and this policy applies to all employees, regardless of gender, role, or location.

Our goal is to:

- Maintain a harassment-free work environment.
- Provide a fair, confidential, and structured complaint process.
- Ensure no one faces retaliation for speaking up.

This policy is gender-neutral and protects *all individuals*—men, women, and persons of any gender identity or orientation.

### **Who are Covered**

This policy applies to:

- All full-time and part-time employees
- Contract workers, consultants, and interns
- Any visitor or third party interacting with VBHC
- All VBHC offices, remote work setups, events, and work-related travel

### **What is Sexual Harassment**

Sexual harassment includes:

- Unwelcome physical contact or sexual advances
- Comments, jokes, messages, or gestures of a sexual nature
- Repeated social invitations or suggestive gifts
- Sharing inappropriate content (online or offline)
- Behavior during virtual meetings that is inappropriate or intrusive

It can also include:

- Promising benefits in exchange for favors
- Threats affecting job status
- Creating a hostile or intimidating work environment



## **Your Responsibilities**

All employees must:

- Always maintain professionalism
- Report any harassment or misconduct they experience or witness
- Support a safe and respectful workplace

Harassment by vendors, visitors, or during official duty off-site is also covered under this policy.

## **Reporting Harassment**

If you face or witness any form of sexual harassment, report it to our **Internal Committee (IC)**.

Email : [icc@vbhc.com](mailto:icc@vbhc.com)

You can also request assistance or file complaints anonymously or through a representative, if needed.

## **What Happens After a Complaint**

- The Internal Committee (IC) will review your complaint confidentially.
- Hearings will be fair, unbiased, and completed within 90 days.
- Both parties can present their side, but no legal representatives are allowed.
- Interim relief (like leave or transfer) may be provided during the inquiry.
- A final report will be submitted within 10 days after the inquiry is completed.

If harassment is proven, disciplinary action will be taken—this could include warnings, demotion, suspension, or termination.

## **Appeals**

If you are not satisfied with the IC's decision, you can appeal to the **Appellate Authority** within 10 days.

**Appellate Authority:** Mr. P Chandrasekaran

## **Confidentiality**

All complaints and investigations are kept strictly confidential. Details will only be shared if legally required or necessary for the inquiry.



## **False Complaints**

VBHC takes false or malicious complaints seriously. If a complaint is found to be made with bad intent, disciplinary action may be taken.

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## **VBHC's Support**

VBHC is committed to:

- Providing awareness and training on this policy
- Offering full support to the Internal Committee
- Acting on all recommendations quickly and effectively
- Protecting all complainants and committee members from threats or retaliation

## **Internal Committee Members – Contact at [icc@vbhc.com](mailto:icc@vbhc.com)**

<b>Names</b>	<b>IC Designations</b>
Ms. Preeti Nair	(Chairperson/Presiding Officer)
Ms. Bhavya Gautham	(Member)
Mr. Rahul M Mohile	(Member)
Mr. Chandra Mohan	(Member)
Ms. Kalyani Kumar	(Member, Resilience Works)

## **Final Note**

We urge all employees to:

- Read and understand this policy
- Always respect the dignity of others
- Speak up and report any inappropriate behavior

Let's work together to keep VBHC safe, inclusive, and harassment-free.

Thank you

**MD & CEO**

**VBHC Private Limited**