



**P.M. ELECTRO-AUTO PRIVATE LIMITED**

**CIN: U29219MH2006PTC161285**

**REGISTERED OFFICE: 406, WESTERN EDGE II, A WING, WESTERN EXPRESS  
HIGHWAY, CCI COMPOUND, BORIVALI EAST, MUMBAI 400066.**

**POLICY ON PREVENTION OF SEXUAL  
HARASSMENT**

## 1. INTRODUCTION:

At P.M. Electro-Auto Private Limited, we are committed to fostering a work environment free from sexual harassment and ensuring the dignity, safety, and well-being of all our employees. This Prevention of Sexual Harassment Policy outlines our company's guidelines and procedures for preventing and addressing incidents of sexual harassment.

## 2. DEFINITIONS:

### A. Sexual Harassment:

Sexual harassment refers to any unwelcome behaviour, advances, requests for sexual favours, or other verbal, non-verbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive working environment. It includes, but is not limited to, the following:

- Unwanted sexual advances or propositions
- Offensive or sexually suggestive jokes, comments, or gestures
- Displaying sexually explicit materials in the workplace.
- Unwanted physical contact or advances
- Insults, slurs, or derogatory remarks based on gender or sexual orientation
- Retaliation against an individual for reporting or participating in an investigation of sexual harassment

### B. Workplace:

- Premises, locations, establishments, enterprises, institutions, offices, branches or units established, subsidiaries which are controlled by the Company.
- Places visited by the Employee arising out of or during the course of employment including official events, accommodation and transportation provided by the employer for undertaking a journey.

## 3. POLICY STATEMENT:

P.M. Electro-Auto Private Limited maintains a zero-tolerance policy towards sexual harassment. All forms of sexual harassment, whether perpetrated by employees, supervisors, managers, customers, vendors, or any third party, will be treated seriously and will not be tolerated.

It is the responsibility of all employees, at every level of the organization, to contribute to creating a work environment free from sexual harassment.

## 4. RESPONSIBILITIES:

**Management:** The management team is responsible for creating and maintaining a workplace environment that is free from sexual harassment. They will lead by example, establish clear reporting procedures, provide training, and promptly address any reported incidents.

**Employees:** All employees are expected to treat their colleagues with respect and dignity, refraining from any form of behaviour that may be considered sexual harassment. Employees should promptly report any incidents of sexual harassment they experience or witness.

This policy provides protection against sexual harassment of women and men at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.



**5. REPORTING PROCEDURE:**

- a. P.M. Electro-Auto Private Limited encourages employees to report any incidents of sexual harassment promptly. Complaint shall be made Internal Complaint Committee (ICC).
- b. Reports should include as much detail as possible, including the nature of the incident, names of individuals involved, dates, times, and any witnesses.
- c. P.M. Electro-Auto Private Limited will ensure that employees who make reports are protected against retaliation, and their confidentiality will be maintained to the extent possible during the investigation.
- d. The Aggrieved person shall send a duly signed written complaint to the Internal Complaint Committee (ICC) and basis of written complaint the Committee shall proceed with Investigation.

**6. INVESTIGATION AND RESOLUTION:**

- a. All reports of sexual harassment will be promptly and thoroughly investigated. Investigations will be conducted in a fair, impartial, and confidential manner.
- b. The individuals involved in the investigation will receive appropriate training to handle investigations effectively, maintain confidentiality, and reach fair conclusions.
- c. If sexual harassment is substantiated, P.M. Electro-Auto Private Limited will take appropriate disciplinary action, which may include counselling, warnings, reassignment, suspension, or termination, depending on the severity of the offense.

**7. PREVENTION AND TRAINING:**

- a. P.M. Electro-Auto Private Limited will provide regular training sessions to all employees on sexual harassment prevention, including information on what constitutes sexual harassment, reporting procedures, and the consequences for engaging in such behaviour.
- b. Training will also focus on promoting a culture of respect, equality, and inclusiveness in the workplace.

**8. COMPLIANCE AND REVIEW:**

- a. This Prevention of Sexual Harassment Policy will be communicated to all employees, and their compliance is mandatory.
- b. The policy will be periodically reviewed to ensure its effectiveness, and necessary updates will be made as required.
- c. P.M. Electro-Auto Private Limited will comply with all applicable local, state, and federal laws and regulations concerning sexual harassment prevention.

**9. CONFIDENTIALITY:**

The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential materials, and not published or made known to public or media.

**10. AMENDMENT:**

Any change in the policy shall be approved by the Chairman on behalf of the Board of Directors of the Company. The Chairman on behalf of Board of Directors shall have the right to withdraw and/or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

We are committed to maintaining a work environment where all employees are treated with dignity and respect. By adhering to this Prevention of Sexual Harassment Policy, we can create a safe and inclusive workplace for everyone in P.M. Electro-Auto Private Limited.



Chairman  
On behalf of Board of Directors

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**ANNEXURE TO THE POLICY ON PREVENTION OF SEXUAL HARASSMENT**

**A. Internal Complaints Committee for Head Office:**

Sr. No.	Name	Role	Location	Email	Number
1.	Ms. Anchal Tripathi	Presiding Office	Mumbai	anchaltripathi@pmealtd.com	022-62235322
2.	Ms. Jheel Talesra	Member	Mumbai	jheel@pmealtd.com	022-62235314
3.	Ms. Priya D'Costa	Member	Mumbai	hoadmin@pmealtd.com	022-62235300/ 022-62235301
4.	Adv. Sunita Lad	NGO Member	Nashik	lad.sunita@gmail.com	9422252895

**B. Internal Complaints Committee for Manufacturing Plant at Nashik, Sinnar and Pune:**

Sr. No.	Name	Role	Location	Email	Number
1	Deepali Sawdekar	Presiding Office	Nashik	deepalisawdekar@pmealtd.com	8530444024
2	Manisha Bedarkar	Member	Nashik	manishabedarkar@pmealtd.com	7767803065
3	Nalini Waje	Member	Nashik	naliniwaje@pmealtd.com	9588617092
4	Rajendra Dhage	Member	Nashik	rajendradhage@pmealtd.com	7410170898
5	Vinod Deokar	Member	Sinnar/Pune	vinoddeokar@pmealtd.com	7757032040
6	Adv. Sunita Lad	NGO Member	Nashik	lad.sunita@gmail.com	9422252895

**C. Internal Complaints Committee for Manufacturing Plant at Dindori:**

Sr. No.	Name	Role	Location	Email	Number
1.	Ms. Vaishnavi Ghuge	Presiding Office	Dindori	vaishnavighuge@pmealtd.com	8600911910
2.	Mr. Sandeep Sahane	Member	Dindori	sandeepsahane@pmealtd.com	8999661580
3.	Mr. Vaibhav Patil	Member	Dindori	vaibhav@pmealtd.com	7066031368
4.	Mr. Gunaji Mestry	Member	Dindori	gunaji@pmealtd.com	9321173271
5.	Ms. Arati Jadhav	Member	Dindori	pmd.store@pmealtd.com	9604711336
6.	Ms. Sakhubai Dalavi	Member	Dindori	--	9881809589
7.	Mr. Deepak Jadhav	Member	Dindori	pmd.store@pmealtd.com	8637737858

8.	Ms. Adv. Rohini Murumkar	NGO Member	Dindori	rohiniurumkar@yahoo.co.in	9922159621
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**D. Internal Complaints Committee for Manufacturing Plant at Palghar and Naigaon:**

Sr. No.	Name	Role	Location	Email	Number
1.	Ms. Mamta Uttam Tandel	Presiding Office	Palghar	store@pmealtd.com	9168742309
2.	Ms. Sanjana Patil	Member	Palghar	--	7720802784
3.	Ms. Sudha Bodke	Member	Palghar	--	8149404052
4.	Ms. Reshma Shetty	Member	Palghar	reshma@pmealtd.com	8830526043
5.	Mr. Sameer Chavan	Member	Palghar	schavan@pmealtd.com	8828322139
6.	Mr. Mayur Patil	Member	Palghar	mayur@pmealtd.com	7710061060
7.	Mr. Miheer Deepak Sawale	External Member	Palghar	advocatemiheer@gmail.co	8855885515
8.	Ms. Deepika.D. Sawale	NGO Member	Palghar	deepikasawale@gmail.com	8855800400



Chairman  
On behalf of Board of Directors

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