

PREVENTION OF SEXUAL HARASSMENT POLICY

“Royal Safe Company KB” is committed to providing a workplace free from sexual harassment, in line with the Sexual Harassment of Women at Workplace. This policy applies to all women at our workplace, permanent office staff, permanent factory employees, and daily-wage / contract workers and to everyone at Royal Safe with respect to the obligations it places on them.

1. What Counts as Sexual Harassment

Sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

- Physical contact or advances.
- A demand or request for sexual favours.
- Sexually coloured remarks.
- Showing pornography.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

2. Internal Committee (IC)

Royal Safe Company KB constitutes an Internal Committee with the following composition:

Presiding Officer: Parvinder Kaur

Member: Simmer Bhatiya

3. How to Raise a Complaint

- A written complaint may be submitted to any Member of the Internal Committee within three 3 months of the incident.
- Where the complainant is unable to make a complaint in writing, the Presiding Officer or a Member shall render assistance.
- A complaint may also be made by a co-worker, relative, friend, or other person on behalf of the aggrieved woman with her consent, where she is unable to do so herself.

4. Inquiry Process

- Before starting an inquiry, the IC may, at the request of the complainant, attempt conciliation between the parties (without any monetary settlement as the basis).
- If conciliation is not sought or fails, the IC completes its inquiry within ninety 90 days of the complaint being received.
- The employer acts on the IC's recommendations within sixty 30 days of receiving the report.
- Either party may appeal the IC's findings/recommendations before the appropriate authority within ninety 30 days.

5. Confidentiality

The identity of the complainant, respondent, witnesses, and the details of the inquiry, are kept confidential and are not published, communicated, or made known to the public, press, or media.

Breach of confidentiality by anyone bound by this policy may itself lead to corrective action under the HR Policy (RSKB-HRP-001).

6. Non-Retaliation & False Complaints

No employee will face retaliation for raising a complaint in good faith or for participating in an inquiry. Action will be considered against a complainant only where the IC concludes the complaint was false or malicious, and not merely because the allegation could not be proved.

7. Awareness & Training

- This policy is explained to every employee, including daily-wage workers, as part of induction, and displayed at the notice board / conspicuous places in the facility in both English and Hindi.

8. Review

This policy and the composition of the Internal Committee are reviewed at least once every three (3) years, or sooner.



Jagmohan Singh Bhatia
Partner



Sahibpreet Singh Bhatia
Partner



Simmerpreet Singh Bhatia
Partner