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<h3>Prevention of Sexual Harassment Policy</h3>			

1. Purpose

TEXSPIN Bearings Limited is committed to maintaining a workplace that is safe, respectful, and free from sexual harassment. The company follows a **zero-tolerance approach** and ensures prevention, prohibition, and redressal of sexual harassment in compliance with applicable laws.

2. Objective

- Prevent sexual harassment at workplace
- Promote dignity and respect for all employees
- Provide a safe complaint and redressal mechanism
- Ensure fair, unbiased, and confidential inquiry

3. Scope

This policy applies to:

- Permanent & temporary employees
- Trainees, apprentices & interns
- Contract workers & consultants
- Vendors, visitors & service providers

Workplace includes:

Factory premises, offices, warehouses, training areas, transport, off-site meetings, company events, and digital/virtual workplaces.

4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behavior:

Physical

- Unwanted touching or physical advances

Verbal

- Sexually colored remarks, jokes, or comments

Non-Verbal


- Gestures, staring, displaying offensive material

Written/Digital

- Obscene emails, messages, images or videos

Other Forms

- Demand/request for sexual Favors
- Threats or promises affecting employment benefits
- Creating hostile or intimidating environment

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5. Internal Committee (IC)

TEXSPIN Bearings Limited has constituted an Internal Committee (IC) to address complaints.

Sr. No.	Name	Designation	Contact Number	Role in Committee
1	Ms. Niki Dodiya	Executive- HCM	+91 6353122500	Presiding Officer
2	Mr. Prakash Vadhvaniya	Manager- Legal & PR	+91 8238080826	Member
3	Mr. Ashvinsinh Gohil	Manager- HCM	+91 7575094839	Member
4	Ms. Shweta Barad	Asst. Manager- HCM	+91 7990554343	Member
5	Ms. Akshara Raj	Sr. Engineer- Production	+91 6378436290	Member
6	Dr. Uma Anantani	NGO representative	+91 9898258319	External Member

Tenure: Committee members shall serve for a period of 1 years.


Contact Details for Complaints

Niki Dodiya: Executive- HCM
 Email ID: n.dodiya@texspin.com
 Contact Number: +91 6353122500

Dr. Uma Anantani: External Member
 Email ID: rasanant92@yahoo.com
 Contact Number: +91 9898258319

6. Complaint Procedure

- Complaint must be filed within 3 months of the incident.
- Complaint may be submitted in writing or via email.
- If unable to write, IC will assist in documenting the complaint.
- Complaint may be filed by a relative, coworker, or friend if the victim is unable.

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7. Inquiry Procedure

- Complaint acknowledged within **7 working days**
- Inquiry completed within **90 days**
- Both parties given fair opportunity to present evidence
- Confidentiality strictly maintained
- IC submits report to management for action

8. Interim Relief During Inquiry

IC may recommend:

- Transfer of either party
- Change in reporting structure
- Leave up to 3 months for complainant
- Workstation relocation

9. Disciplinary Actions

If allegations are proven:

- Written warning
- Apology & counselling
- Salary deduction
- Suspension or termination
- Police complaint (if required)

10. False Complaints

Malicious or knowingly false complaints may attract disciplinary action. However, inability to substantiate a complaint does not make it false.


11. Confidentiality

All proceedings, records, identities, and findings shall be kept strictly confidential.

12. Employer Responsibilities

TEXSPIN Bearings Limited shall:

- Provide a safe working environment
- Display POSH policy & IC member details
- Conduct awareness & training programs

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- Assist complainant in filing police complaint if required
- Submit annual POSH compliance report

13. Awareness & Training


The company will conduct periodic awareness programs on:


- Respectful workplace behavior
- Gender sensitivity
- Complaint redressal mechanism

14. Policy Review

This policy shall be reviewed annually or as required by law.

Rev.No.	Rev. Date	Revision Detail	Revised By
01	01/01/2026	Review & IC member changed	Mr. Ilyas Shekh
00	01/04/2019	Initial Issue	Mr. Ilyas Shekh


Prepared By


Approved By