

Internal Anti-Sexual Harassment Policy: Globexa Services

Part 1: POSH Policy (Prevention of Sexual Harassment)

This section specifically addresses the protection of women in the workplace in accordance with statutory requirements.

1. Objective and Scope

Globexa Services is committed to providing a work environment free from discrimination and harassment. This policy applies to all female employees (**permanent, contractual, or trainees**) and covers incidents occurring within the office premises or any "extended workplace" (**business trips, company events, etc.**).

2. Definition of Sexual Harassment

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

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

3. Internal Committee (IC)

Globexa Services has constituted an **Internal Committee** to investigate complaints. The committee is headed by a Presiding Officer **Ms. Anjali** and includes members dedicated to a fair, time-bound, and confidential inquiry process.

Role	Name	Designation
Presiding Officer	Ms. Anjali	Managing Director
Member 1	Vanshika	Human Resource Manager
Member 2	Divya	PA To CEO
External Member	[To be Appointed]	Legal/NGO Specialist

4. Redressal Mechanism

- **Complaint:** Any aggrieved woman can make a written complaint to the IC within 3 months of the incident.
- **Conciliation:** Before initiating an inquiry, the IC may, at the request of the woman, take steps to settle the matter through conciliation.
- **Inquiry:** The IC will conduct a formal inquiry, providing both parties a chance to be heard. The inquiry must be completed within **90 days**.
- **Interim Relief:** During the inquiry, the company may grant the complainant leave or transfer to ensure her safety.

Part 2: Gender-Neutral Misconduct Policy

This section addresses harassment involving male employees and other genders, ensuring a safe environment for everyone.

1. General Standards of Conduct

Globexa Services maintains a **zero-tolerance policy** toward harassment of any kind. While the POSH Act specifically protects women, the company recognizes that men and non-binary individuals can also be victims of unwelcome sexual conduct or a hostile work environment.

2. Harassment Against Men and Other Genders

The following behaviours directed toward male employees or any staff member are strictly prohibited:

- Unwelcome sexual advances or "quid pro quo" (Favor for a Favor) requests.
- Bullying, hazing, or comments regarding an individual's perceived masculinity or orientation.
- Creation of an intimidating or offensive work environment.

3. Reporting and Disciplinary Action

Non-POSH related harassment complaints should be reported directly to the **Human Resources (HR) Department**.

- All complaints will be handled with the same level of confidentiality and seriousness as POSH cases.
- **Disciplinary Actions:** Depending on the severity, actions may include a formal warning, suspension, or immediate termination of employment.

4. Protection Against Victimization and Malice

- **Anti-Retaliation:** Globexa Services strictly prohibits retaliation against any employee who reports harassment in good faith.
- **Malicious Complaints:** If an inquiry reveals that a complaint was made with malicious intent or knowing it to be false, the complainant will be subject to disciplinary action.

Conclusion

1. Our Commitment

Globexa Services is dedicated to maintaining a workplace that fosters dignity, respect, and professional growth. We believe that every employee, regardless of gender, has the right to work in an environment free from intimidation and harassment. This policy is not just a legal requirement but a reflection of our core values.

2. Employee Responsibility

While the company provides the framework for protection, the success of this policy depends on each individual. All employees are expected to:

- Familiarize themselves with the definitions of harassment.
- Uphold the standards of professional conduct.
- Support colleagues who may be facing such issues.
- Cooperate fully with the Internal Committee (IC) or HR during any inquiry.

3. Periodic Review

This policy will be reviewed annually or as per changes in the statutory laws of the land to ensure it remains effective and aligned with the best corporate practices.