

mahindra *Rise*

PREVENTION OF
SEXUAL HARRASMENT
AT WORKPLACE



Mahindra Insurance Brokers Limited (the “Company”) believes in providing a safe, non-hostile and harassment free work environment at all its workplaces. We follow a zero-tolerance approach towards sexual harassment at workplace. Sexual harassment includes any direct or implied unwelcome physical, verbal, or non-verbal conduct of sexual nature.



Applicability:

This Policy applies to the Company and its subsidiaries and covers all persons associated with or visiting the Company at any of its locations (Workplaces). This is a gender-neutral Policy and applies to all employees irrespective of their sexual orientation or preferences.



Complaints:

Any complaint of sexual harassment will be investigated and if proved, will be treated as serious misconduct and breach of the Company's Code of Conduct and Service Rules and appropriate action will be initiated against the concerned persons.

Any aggrieved person who experiences sexual harassment at the Workplace must contact a member of the respective Internal Committee (IC) as soon as possible, who will provide guidance regarding filing of a complaint and all reasonable assistance until its disposal. The complaint must be filed in writing with the respective IC within 3 months from the date of the last incident. This time limit may be extended by the Committee if there are substantial reasons, justifications or circumstances which have prevented the Employee or Aggrieved Person from filing this complaint. In situations of high workload of any zonal IC, the Chief Ethics Officer may refer a new complaint to another zonal IC or temporarily assign members from another zonal IC to that IC for conducting inquiry. Each inquiry - will be completed within 90 days.



Confidentiality:

All information pertaining to any complaint shall be treated with all possible care, sensitivity and discretion and any information capable of identifying any party or witness will not be published, communicated, or made known in any manner to the public, press or media.



Protection:

The Company will provide protection to the complainant, if the situation requires and if the victim/complainant feels threatened in any manner. During the pendency of an inquiry, the complainant may submit a written request to the IC for interim reliefs which will be considered and decided by the IC on a case-to-case basis.



Conciliatory Settlement:

If the complainant so requests, before initiating an inquiry, the IC may settle the matter through conciliation, provided that no monetary settlement shall be made as a basis of such conciliation.



False or Malicious Complaints:

Any person filing false or malicious complaints or producing any forged or misleading document will be liable to appropriate action, including but not limited to dismissal from service.



Awareness & Training:

Company will conduct awareness programs and create forums for dialogue to sensitize all employees about sexual harassment.

Further details - can be found in the Guidelines issued under this POSH Policy.

Committee under the Prevention of Sexual Harassment Policy

The Internal Committee of the Company comprises of following members:

Sr. No.	Name	Role	Designation
1	Swati Khadye	Presiding Officer	Head - Information Technology & Operations
2	Nitin Firke	Member	Chief of Reinsurance
3	Savita Sholapurkar	External Member	External Member
4	Vaishakhi Shah	Member	Deputy General Manager - Liability Practice
5	Poulomee Moulik	Member	Senior Manager - Strategy & Project Management

Contact details of reporting channels

An Employee or Aggrieved Person can lodge a complaint through the Whistle-blower reporting channels as per the table below or by contacting the Presiding Officer directly:

S. No.	Reporting channel	Contact details	Availability
1	Phone (toll free)	000 800 100 4175	24/7
2	Web Portal	https://ethics.mahindra.com	24/7
3	Internal Committee	mibl_icc_cmmittee@mahindra.com	
4	Presiding Officer	khadye.swati@mahindra.com	

mahindra *Rise*