



Sexual Harassment Prevention Policy

Nangia Andersen India Pvt. Ltd.

A member firm of **ANDERSEN GLOBAL** 

Sexual Harassment Prevention Policy



Purpose of Policy

Each employee has the right to work in an environment free from harassment, intimidation and offensive behaviour. An environment in which issues of harassment will be resolved without fear of reprisal. Harassment of employees may include, but is not limited to, physical contact; written and oral remarks, gossip, jokes and banter, defamatory or offensive language and comments; and bullying, where persons in authority abuse their position through insulting, intimidating or malicious behavior.

Scope of the Policy

This policy applies to all employees of Nangia Andersen India Pvt. Ltd.

Policy

Harassment will not be permitted or condoned within the organization whether it is based on a person's race, color, ethnic or national origin, age, gender, real or suspected sexual orientation, religion or perceived religious affiliation, disability, or other personal characteristic. The use of Company property, including email, bulletin boards or documents as a vehicle for harassment is prohibited.

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Responsibility

- Reporting Managers are expected to take the necessary steps to ensure that employees have the right to work in an environment free from harassing, intimidating or offensive behavior. Managers and supervisors shall consider fully all complaints directed to their attention, maintain confidentiality to the fullest extent compatible with resolving the complaint, and disclose all reports of harassment to management. All employees are expected to take personal responsibility for upholding organization standards by treating with dignity and respect, all job applicants, fellow employees, customers, contract and temporary personnel and any other individuals associated with Nangia Andersen India Pvt. Ltd.
- The HR Head, under the supervision of The Managing Partner, would be authorized to investigate against sexual harassment of women in work-place. Management shall ensure that all investigations are conducted by the designated resource to ensure that prompt corrective action is taken where appropriate.
- Sexual Harassment has been defined by the Hon'ble Supreme Court to include such unwelcome sexually determined behavior (whether directly or by implication) as:
 - Physical contact or advances;
 - Demand or request for sexual favors;
 - Sexually colored remarks;
 - Showing pornography
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- In the event, any female employee of the Company is sexually harassed by a male employee within the meaning of sexual harassment as defined by the Hon'ble Supreme Court, she may make a personal complaint, giving the details of such harassment to the HR Head who will investigate the matter and recommend appropriate action to the Management within a period of three weeks from the date of receipt of the complaint.
- All concerned may be assured that the HR and the Management will maintain the highest level of confidentiality in respect of all matters brought before it.



Our Offices

NOIDA

(Delhi NCR - Corporate Office)
A-109, Sector 136,
Noida - 201304
T: +91 120 5123000

DELHI

(Registered Office)
B-27, Soami Nagar,
New Delhi-110017, India
T: +91 120 5123000

GURUGRAM

812-814, Tower B, Emaar Digital
Greens Sector 61
Gurugram, Haryana, 122102
T: +0124-4301551/1552/1554

MUMBAI

11th Floor, B Wing, Peninsula
Business Park, Ganpatrao Kadam
Marg, Lower Parel,
Mumbai 400013, India
T: +91 22 61737000

BENGALURU

Embassy Square, #306, 3rd Floor, 148
Infantry Road Bengaluru,
Karnataka 560001
+91 80 2228 0999.

PUNE

3rd Floor, Park Plaza,
CTS 1085, Ganeshkhind Road, Next to
Pune Central Mall,
Shivajinagar, Pune - 411005

CHENNAI

Prestige Palladium Bayan, Level 5, 129-
140, Greams Road, Thousand Lights,
Chennai - 600006 T: + 91 44 4654 9201

DEHRADUN

First Floor, "IDA" 46 E. C. Road,
Dehradun - 248001, Uttarakhand.
T: +91 135 271 6300/301/302/303



We expect everyone who works at Nangia Andersen India Pvt. Ltd. to behave in accordance with the principles contained in the Code of Conduct. If you do not understand the principles contained within the Code, or are you not sure how to apply them, you should consult with an appropriately qualified colleague to get your questions answered.