

Policy: Prevention of Sexual Harassment (POSH) at the Workplace

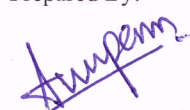
- 1 Purpose
To create a safe, secure, and respectful work environment by preventing and deterring sexual harassment at the workplace and to outline the procedures for the redressal of complaints as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- 2 Scope
Organization wide
- 3 Responsibility
Human Resource Department
- 4 Policy
House of Diagnostics adopts a zero-tolerance policy towards sexual harassment. All individuals at the workplace have the right to be treated with dignity. The organization is committed to take all necessary steps to prevent and address complaints related to sexual harassment.
- 5 Definitions
Sexual Harassment includes any one or more of the following unwelcome acts or behavior:
 - Physical contact and advances
 - Demand or request for sexual favors
 - Showing pornography
 - Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature

Aggrieved Woman: Any woman, of any age, employed or not, who alleges to have been subjected to any act of sexual harassment.

Respondent: A person against whom the aggrieved woman has made a complaint.

Workplace: Includes all physical workplaces or virtual (Work From Home).

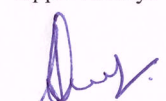
Prepared By:


Quality Manager

Reviewed By:


COO

Approved By:


CEO
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6 Constitution of the Committee

6.1 Composition

The ICC shall comprise:

- **Presiding Officer / Disciplinary Authority:** A senior woman employee
- **Two or more members** from among employees.
- **One or more external member** from an NGO or legal background familiar with issues relating to sexual harassment

6.2 Tenure

ICC members will be appointed for a **term of not over 3 years**.

6.3 Roles and Responsibilities

- Receive and investigate complaints
- Maintain confidentiality throughout the process
- Ensure fair and unbiased inquiry
- Recommend actions to the employer
- Submit an annual report to the employer and district officer

7 Process of Complaint

Stage	Action/Process	Timeline	Responsibility
1	Filing of Complaint	Within 3 months of the date of the incident (or last incident, if ongoing)	Aggrieved Woman
2	Extension for Complaint (if needed)	Up to 3 additional months with valid reason (at ICC's discretion)	ICC
3	Acknowledgement of Complaint	Within 7 days of receipt	ICC
4	Conciliation (if requested by complainant)	Before inquiry begins	ICC
5	Start of Formal Inquiry (if no conciliation)	Within 7–10 days of complaint acceptance	ICC
6	Completion of Inquiry	Within 90 days of starting the inquiry	ICC
7	Submission of Inquiry Report to Disciplinary Authority	Within 10 days of completion of inquiry	ICC
8	Disciplinary Authority's Action on Report	Within 60 days of receiving ICC recommendations	Disciplinary Authority
9	Appeal to Appellate Authority (if Any)	Within 90 days of the decision	Complainant or Respondent

Prepared By:


Quality Manager

Reviewed By:


COO

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8 Appeal Process

Parameter	Details
Who can appeal	Aggrieved woman or respondent
Grounds for appeal	Disagreement with ICC findings or action, procedural lapses, inadequate action, etc.
Where to appeal	Appropriate Legal Recourse
Time limit	Within 90 days from the date of the recommendation or action taken
How to file	In writing, addressed to the Appellate Authority, with supporting documentation

9 Complaint Mechanism & Resolution As defined in the HR Manual (HOD – M-03)

AMENDMENT

Sr. No.	Rev No.	Amendment Date	Amendment made	Reason	Signature of Q. Mgr.

Prepared By:


Quality Manager

Reviewed By:


COO

Approved By:


CEO
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