



**HARASSMENT**

# **Sexual Harassment Prevention Policy**

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## **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 Steadfast Business Consulting LLP.

## **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.

## **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 Steadfast Business Consulting LLP.

The HR Head, under the supervision of The Managing Partner, would be authorized to investigate against sexual harassment of women in workplace. 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.

## India Office Locations

- Hyderabad** Suite 5, Level 3, Reliance Cyber Ville, Madhapur, HiTech City, Hyderabad - 500081
- Delhi** C-699A, 1st Floor, Sector 7, Palam Extn., Dwarka, New Delhi, Delhi - 110075
- Mumbai** Flat No. 3, Plot No. 226/227, Slon East, Mumbai - 400022
- Chennai** New No. 13B, New Bangaru Colony first street, KK Nagar West, Chennai - 600078
- Bangalore** 90/1, 3rd Floor, Pasha South Square, Rathavilas Road, Basavangudi Bangalore - 560004
- Vizag** Level 3, Kupilli Arcade, Akkayyapalem, Visakhapatnam 530016, Andhra Pradesh
- Vijayawada** 56-11-3, Sri Devi Complex, Y.V.R Street, MG Road, Patamata, Vijayawada, Andhra Pradesh
- Tirupati** H. No: 6-154/1, Syamala Nilayam, Near Water Tank, Akkarampalli, Tirupathi, Andhra Pradesh
- Kurnool** #21, Top Floor, Skandanshi Vyapaar, New Bus Stand Road, Kurnool 518 003, Andhra Pradesh



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