

Sexual Harassment Policy

Riddhi Siddhi Gluco Biols Limited (RSGBL) believes that you should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, which debilitates morale and, therefore, interferes with work effectiveness.

Behavior that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

Definition:

RSGBL has adopted and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, sexually coloured remarks, showing pornography and any other unwelcome verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of your employment
- submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you
- such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

Employer's Responsibility:

RSGBL wants you to have a work environment free of sexual harassment by management personnel, by your coworkers and by others with whom you must interact in the course of your work as a RSGBL employee. Sexual harassment is specifically prohibited as unlawful and as a violation of RSGBL's policy. RSGBL is responsible for preventing sexual harassment in the workplace for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

Complaint Procedure:

If you experience or witness sexual harassment in the workplace, report it immediately to your HR Manager with a copy to Executive Director. You may also report harassment to any other member of RSGBL's Management. All allegations of

sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

Action:

Sexual harassment will not be tolerated at RSGBL. If an investigation of any allegation of sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, up to and including dismissal.

Third Party Harassment:

Where sexual harassment will be caused by an act or omission by any third party or outsider, RSGBL shall take all steps necessary and reasonable to assist the affected employee in terms of support and preventive action.

FOR RIDDHI SIDDHI GLUCO BIOLS LIMITED

**SD/
EXECUTIVE DIRECTOR**