	Mohini Health & Hygiene Limited	Document Type:	Policy
	Plot No. 109, Sector 3, Pithampur Industrial Area, District: Dhar, Madhya Pradesh – 454774, India	Number:	MHHL/POL/010
		Revision No. & Date.:	06
		Date:	01/04/2025

Prevention of Sexual Harassment (POSH) Policy

1. Introduction

Mohini Health & Hygiene Limited is committed to providing a safe and respectful work environment for all employees. This policy is formulated in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, and aims to prevent, prohibit, and redress sexual harassment at the workplace.

2. Objectives

- To create a safe and respectful workplace free from sexual harassment.
- To provide a mechanism for the prevention and redressal of sexual harassment.
- To ensure fair and timely resolution of complaints.

3. Scope

This policy applies to all employees, including permanent, temporary, contractual, and trainees, of Mohini Health & Hygiene Limited.

4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome sexually determined behaviour, whether directly or by implication, such as:


- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

5. Prevention Measures

- **Awareness Programs:** Regular training and awareness programs for employees.
- **Code of Conduct:** Clear guidelines on acceptable behaviour and consequences of misconduct.
- **Safe Work Environment:** Measures to ensure a safe working environment, including proper lighting and security.

6. Internal Complaints Committee (ICC)

- **Composition:** The ICC will consist of a Presiding Officer (a senior woman employee), at least two members from employees, and one external member with experience in dealing with sexual harassment cases.
- **Tenure:** Members of the ICC will hold office for a period of three years.

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7. Complaint Mechanism

- **Filing a Complaint:** Any aggrieved woman may make a complaint in writing to the ICC within three months from the date of the incident.
- **Confidentiality:** The identity of the complainant, respondent, and witnesses will be kept confidential.
- **Inquiry Process:** The ICC will conduct a fair and timely inquiry into the complaint, following principles of natural justice.

8. Redressal

- **Interim Relief:** The ICC may recommend interim measures such as transfer or leave for the complainant during the inquiry.
- **Action:** Based on the inquiry report, appropriate action will be taken against the respondent, which may include a warning, suspension, or termination.
- **Appeal:** Either party can appeal the decision within 90 days of the recommendations.

9. False Complaints

- **Disciplinary Action:** If a complaint is found to be false or malicious, disciplinary action may be taken against the complainant.

10. Policy Review

- **Periodic Review:** This policy will be reviewed periodically to ensure its effectiveness and compliance with legal requirements.
- **Amendments:** Any amendments to this policy will be communicated to all employees.