PUKHRAJ ADDITIVES LLP

EQUAL EMPLOYMENT OPPORTUNITY & ANTI-BULLYING

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1. Policy

Pukhraj Additives LLP is committed to providing a workplace that promotes equal employment opportunities, mutual respect, dignity, and fair treatment for all employees. The Company is committed to maintaining a work environment free from discrimination, harassment, bullying, retaliation, and any other form of inappropriate workplace behaviour.

This policy applies to all employees, trainees, contract employees, consultants, and contractors engaged by the Company. It applies to all employment-related activities, including recruitment, selection, training, promotion, transfer, performance management, compensation, disciplinary action, and termination of employment.

Employment decisions shall be based solely on merit, qualifications, competency, experience, performance, and business requirements without unlawful discrimination

2. Discrimination, Harassment and Bullying

Pukhraj Additives LLP does not tolerate discrimination, harassment, sexual harassment, bullying, intimidation, victimization, or any behaviour that creates an unsafe, hostile, or offensive work environment.

Employees shall treat fellow employees, customers, suppliers, contractors, visitors, and other stakeholders with dignity, courtesy, fairness, and respect at all times.

Examples of unacceptable behaviour include, but are not limited to:

- Discrimination based on age, gender, religion, caste, race, colour, national origin, social origin, disability, marital status, pregnancy, or any other characteristic protected under applicable laws.
- Sexual harassment in any form, including unwelcome physical, verbal, written, or visual conduct of a sexual nature.
- Bullying, intimidation, threats, abusive language, humiliation, or repeated inappropriate behaviour.
- Retaliation against any employee who raises a genuine concern or participates in an investigation.

The Company is committed to complying with all applicable Indian laws, including the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)** and other applicable labour and employment laws.

Any employee found to have violated this policy shall be subject to disciplinary action, which may include counselling, written warning, suspension, or termination of employment, depending on the seriousness of the misconduct.

Employees are encouraged to report any incident of discrimination, harassment, bullying, or inappropriate workplace behaviour to their Reporting Manager, the Human Resources Department, or

the Internal Committee (IC), where applicable. All complaints shall be handled promptly, fairly, confidentially, and without retaliation against the complainant.

The Company strictly prohibits retaliation against any employee who, in good faith, reports a concern or participates in the investigation of a complaint.

3. Reasonable Accommodation

Pukhraj Additives LLP is committed to providing equal employment opportunities and, wherever reasonably practicable, providing suitable workplace accommodations to employees with disabilities or temporary medical conditions to enable them to perform their duties safely and effectively.

Reasonable accommodations may include, where appropriate:

- Modification of workstations or work equipment.
- Adjustment of work schedules or duties based on medical recommendations.
- Provision of assistive devices or workplace support, were reasonably practicable.
- Temporary reassignment of suitable duties, where operationally feasible.

Any accommodation shall be assessed based on the employee's job requirements, medical recommendations, operational feasibility, workplace safety, and applicable laws.

4. Reporting Discrimination, Harassment or Bullying

Any employee who believes they have been subjected to discrimination, harassment, sexual harassment, bullying, or retaliation is encouraged to report the matter immediately to:

- Their Reporting Manager;
- The Human Resources Department; or
- The Internal Committee (IC), where applicable under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

All complaints shall be treated confidentially and investigated fairly, impartially, and without retaliation against the complainant or any witness acting in good faith.

Employees are encouraged to report concerns as early as possible to enable prompt resolution.

5. Investigation and Corrective Action

All reported complaints shall be reviewed promptly by the appropriate authority. Where necessary, the Company may conduct a fair and impartial investigation while providing all concerned parties with an opportunity to present their views.

Where a complaint is found to be substantiated, appropriate corrective or disciplinary action may be taken, including counselling, training, written warning, suspension, or termination of employment, depending on the nature and seriousness of the misconduct.

Where appropriate, corrective actions such as awareness programmes, workplace improvements, or additional training may also be implemented to prevent recurrence.

PUKHRAJ ADDITIVES LLP

Approved By



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Pukhraj Additives LLP