NAVNEET
Knowledge is wealth

Prevention of Sexual Harassment at the Workplace Policy

Sexual harassment in the workplace can have a significant impact on the mental and physical well-being of employees and can negatively affect the productivity and profitability of a Company.

Navneet Education Limited (NEL) is committed to establish and maintain a safe, conducive, respectful, and friendly work environment for all its employees at all locations covering manufacturing sites, office location, sales offices, and storage depots.

NEL understand that all sections of society need to be employed as a part of UN's inclusivity and diversity principle. NEL is progressing on continual basis by establishing gender friendly policies and by encouraging women employment through various means.

This policy outlines the procedures for preventing, addressing, and resolving complaints of sexual harassment and provides a mechanism for redressal through an Internal Complaints Committee (ICC).

NEL is committed to:

- Establish an Internal Complaints Committee in each location, where more than 10 women are employed.
- Ensure that Internal Complaints Committee members are trained for the purpose and regular awareness sessions are conducted for employees at the periodic intervals.
- Ensure the requirements under Prevention of Sexual Harassment at Workplace Act, 2013 are fulfilled and reported as a part of Annual report on yearly basis.
- Ensure that harassment related complaints are investigated in detail, conclusions are conveyed to the management and timely aim appropriate actions are taken.
- Take initiatives to improve the work conditions for women by various means.
- Ensure the Prevention of Sexual Harassment (POSH) committee is accessible and available to one and all to ensure there is no injustice tolerated towards the Employees of the Company.
- The presence of the Internal Complaint Committee shall be known to the employees and a fear free reporting Environment shall be established.