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# Prevention of **Sexual Harassment** at the Workplace (**Posh Policy**)

## OBJECTIVE

At the outset it is stated that the express commitment of Hero Future Energies Pvt. Ltd.'s (HFE's) is that any form of sexual harassment or sex based discrimination, regardless of the sex of the recipient of such behaviour or the perpetrator of such behaviour is prohibited in the HFE workplace. HFE commits to create and maintain work environment in which the dignity of employees is respected. The Company is committed towards providing a healthy work environment that enables its employees to work without fear of prejudice, gender bias and sexual harassment. The victims, if any, should not feel that their grievances were either ignored or trivialized or they suffer from fear of reprisals.

## POSH POLICY

HFE has a specific policy for the protection to women against sexual harassment at the HFE workplace and to ensure prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto and confirms HFE's specific and express commitment to comply with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Act") and to promote a workplace free of sexual harassment for all its women employees.

This Policy is applicable to all employees of HFE in India. For the purposes of this Policy, such employment can be of any nature and cover persons who are employed on regular, temporary, ad-hoc, daily wage basis or as a co-worker, contract worker, probationer, trainee or apprentice. It also covers persons employed through contractors/agents, consultants or any other service provider or even persons working on a voluntary basis or without any remuneration.

This Policy applies to all conduct in the Workplace of HFE. The 'Workplace' includes:

- All offices and premises of HFE where its business is conducted; and
- Any place or premises visited by an employee of HFE in discharge of the duties towards the organization, or where the employee is present in a work related context or in professional capacity, including training programmes, conferences, off-site meetings & events, work related functions, office parties, business or filed trips organized by HFE, and include, places visited when conducting the business of the Organization, in interaction with clients, customers, and other service providers and also including transportation provided by the organization for undertaking such journey.

## COMPLAINT PROCEDURE

Under this Policy, complaints can be made to the relevant HFE ICC (Internal Complaints Committee) by any "aggrieved woman" i.e., a woman of any age, whether employed or not with HFE, who alleges that she has been subjected to sexual harassment by the alleged perpetrator who is an employee of HFE at the time the alleged incident of sexual harassment occurred or where the alleged incident has taken place at the HFE Workplace.

## ROLE OF ICC

Where a complaint, whether verbal or in writing, is raised by an "aggrieved woman", who is an employee of HFE OR against an employee of HFE OR where the complaint concerns an incident that has taken place in the HFE Workplace, ICC will follow all the steps stated in the Act and HFE POSH Policy for dealing with the Complaint. Relevant HFE ICC shall have jurisdiction over the matter and any complaint received by the Contractor or its staff or assigns should be immediately brought to the attention of HFE. Throughout the process of Inquiry Proceedings, confidentiality will be maintained to the extent practicable and possible under the circumstances.

**Sunil Jain**  
Chief Executive Officer

**Rahul Munjal**  
Managing Director

**Hero Future Energies Pvt. Ltd.**  
(A Hero Group Company)

P +91 11 49598000

F +91 11 49598022

E [info@herofutureenergies.com](mailto:info@herofutureenergies.com)

W [www.hefofutureenergies.com](http://www.hefofutureenergies.com)